

**NUMBER:**

1401

**TITLE:**

## II. Initial Appointment Procedures

### A. Position Approval

1. Department. In a timetable established in accordance with the procedures for

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- b. If the position is assigned to a college, the provost and vice president for academic affairs assigns additional funds to the dean of that college to cover the salary of this position. These funds are not necessarily equal to the salary of the departing faculty member.
- c. The dean may then assign an additional position to the department within the college having the greatest need.
- d. Positions falling vacant are not automatically assigned to the same college or department but are assigned on the basis of University and college priorities.

B. Recruitment and Interview Procedures

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- b. The dean recommends to the provost and vice president for academic affairs on a prescribed form that a contract be written. Appended to this form is a copy of the recommendation of the faculty or of the appointments committee together with the recommendation of the chair.
  
- c. If the dean is requesting any special consideration, limitations, or exceptions to

- d. The University promotion and tenure committee reviews the materials and recommendations and makes a recommendation to the provost and vice president for academic affairs.
  - e. The provost and vice president for academic affairs makes a recommendation to the president.
2. All reviews shall be based on the candidate's normal application materials and include a statement of research and teaching philosophy and letters of reference. Evidence of teaching and research excellence should be included. Normally, an initial appointment with tenure will be granted only to a faculty member who already has achieved a distinguished academic record and held a tenured position. This policy applies to both internal candidates and external candidates. Current CVs for both the candidate and the references must be provided to all review bodies.

E. Initial Appointment of Adjunct Faculty and Faculty of Practice

The following procedures are used for initial appointment of part-time faculty and faculty of practice:

1. Adjunct instructors and adjunct assistant instructors - The chair recommends the appointment of an adjunct instructor and adjunct assistant instructor to the dean. If the dean approves the appointment, he or she reports the appointment to the provost and vice president for academic affairs on the prescribed form.
2. Appointment to other ranks such as adjunct assistant professor, adjunct associate professor, adjunct professor, faculty of practice and visiting professors such as artist-in-residence, etc. is recommended by the department chair to the dean after consultation with the faculty of the department. Initial appointment or reappointment of faculty of practice attached to a department must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question. If the dean approves, he or she recommends the appointment to the provost and vice president for academic affairs on a prescribed form. If the appointment is approved, the provost and vice president for academic affairs notifies the faculty member.

F. Initial Appointment of Research Faculty

1. Research faculty are normally supported in large part from non-Commonwealth funds or are expected to generate their own support from such funds.
2. The department chair recommends appointment of a full-time research faculty member to the dean. The dean recommends to the provost and vice president for academic affairs. The provost and vice president for academic affairs, consulting if appropriate with the vice president for research, makes the final decision concerning the appointment and, if the appointment is approved, notifies the faculty member.