

RECRUITMENT AND APPOINTMENT OF FACULTY

University Procedure 12.99.99.C1.01 - Approved December 7, 2000

1. DELEGATION OF AUTHORITY TO APPROVE FACULTY APPOINTMENTS

System policy permits the President of the University to delegate the authority to approve specific personnel actions to other administrators while retaining overall responsibility for these actions. Accordingly, the President has delegated the authority to approve faculty appointments to the appropriate Dean and the Provost and Vice President for Academic Affairs.

2. REQUESTS TO RECRUIT AND APPOINT FACULTY MEMBERS

All requests to recruit and appoint full-time faculty members will originate with the Dean of the appropriate college and will be forwarded to the Provost and Vice President for Academic Affairs for review and approval. The request should include a written justification for the continuance of an existing position or the creation of a new position, a recommended rank and salary, and a recommended appointment date. The recommended rank should be commensurate with the qualifications and duties required for the position. Qualifications for each faculty rank are detailed in the Faculty Handbook. Exceptions to these qualifications may be made with the approval of the Provost and Vice President for Academic Affairs when they are clearly in the best interest of the University.

3. SEARCH PROCEDURES AND RELATED MATTERS

In recruiting and hiring candidates to fill approved positions, the University will comply with System Regulation 33.99.01, Employment Practices. Additionally, positions will be filled in compliance with the University's statement of Equal Employment Opportunity and Affirmative Action. Under normal circumstances, the Dean of the college will appoint a search committee to develop a pool of qualified applicants, review the applications, and interview those who appear to be best qualified. The Equal Opportunity and Employee Relations Office will advise college search committees and administrators and provide them with written guidelines for conducting searches. Positions will normally be advertised in appropriate national publications, on the Internet, and through other appropriate means to assure the wide distribution of the position announcement and the compliance with the spirit and intent of the affirmative action plan. Advertisements will be reviewed in advance by the Provost and Vice President for Academic Affairs and the Director of Equal Opportunity and Employee Relations.

4. ROUTING OF RECOMMENDATIONS, APPROVAL OF APPOINTMENTS, AND ISSUANCE OF NOTICES OF APPOINTMENT

The recommendation of the college's search committee will be submitted to the Dean of the college. The Equal Employment Opportunity/Affirmative Action Applicant Pool Record with the names and addresses of the applicants will be forwarded to the Director of Equal Opportunity and Employee Relations. The Dean, in turn, will submit a recommendation to the Provost and Vice President for Academic Affairs. After determining that there is an appropriate budget line for the position, the Provost will send a notice of appointment to the prospective faculty member. This offer is subject to the approval of the President and the Chancellor and is subject to the policies, regulations, and rules governing this institution. The notice of appointment will state whether the appointment is a tenured, tenure-track, or non tenure-track appointment.

5. MAINTENANCE OF DOCUMENTATION ON HIRING ACTIONS

After the hiring process is completed, the chair of the search committee will forward all materials and documentation related to the search to the Equal Opportunity and Employee Relations Office. The Equal Opportunity and Employee Relations Office will maintain for two years (or the period required by the state, if different) documentation on the hiring action, including vitae, search committee minutes, reasons for selection or nonselection, and other relevant data, for all job applicants.

6. MAINTENANCE OF OFFICIAL FACULTY FILES

The Office of the Provost and Vice President for Academic Affairs will maintain the official personnel files on persons hired for faculty positions.

7. WAIVERS

Any waiver of normal recruiting procedures requires the approval of the Provost and Vice President for Academic Affairs.