

Augusta University

Policy Library

Faculty Appointment Policy

Policy Owner: University HR Services

POLICY STATEMENT

This policy describes procedures to be used for the appointment of faculty to Augusta University. Faculty appointments are initiated at the departmental or unit level. The chair or unit head makes a recommendation for appointment to the respective dean, who approves and forwards the request to the Vice President for Academic and Faculty Affairs, who approves and forwards it to the Provost for approval. The Provost approves it and forwards it to the President, who provides final approval.

As a member of the University System of Georgia, Augusta University must adhere to fair and legal hiring practices. This policy outlines the specific processes by which faculty are appointed at Augusta University.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: Include any other stakeholders not listed above.

DEFINITIONS

- **Academic Rank--** May refer to tenure or non-tenure faculty. Academic ranks include, but are not limited to: Instructor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor.
- **College of Graduate Studies Appointment--** Appointment made subsequent to the primary appointment and according to specific criteria in accordance with both the College of Graduate Studies and the college of primary appointment.
- **Corps of Instruction --** Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel with other titles approved by the Board of Regents form the Corps of Instruction. Full-time research and extension personnel and certified librarians are included on the basis of comparable training. Persons holding adjunct appointments or honorary titles are not considered to be members of the faculty or Corps of Instruction.
- **Non-Tenure track--** Academic track not leading to tenure. Such tracks may be established for all positions in all colleges at Augusta University.
- **Primary Appointment--** Appointment in the college that hired the faculty member.
- **Secondary (Joint) Appointment--** Appointments in college where the faculty member has a significant responsibility or contribution. This may be for a defined period of time.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 437

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 04/25/2016

Last Review: 06/13/2017

- **Tenure--** Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment, in particular the protection from involuntary discharge from, or termination of, employment and from imposition of serious sanctions, except upon grounds and in accordance with procedures set forth in this policy.
- **Tenure track--** Academic track for full-time faculty leading to the granting of tenure. This is established at the time of initial appointment. Significant performance criteria for tenure are defined by individual college.

PROCESS & PROCEDURES

Appointment

Faculty appointments are initiated at the departmental or unit level. The chair or unit head makes a recommendation for appointment to the respective dean, who approves and forwards the request to the Vice President for Academic and Faculty Affairs, who approves and forwards it to the Provost for approval. The Provost approves it and forwards it to the President, who provides final approval.

The President or designee shall report back to the Dean of the appropriate college regarding the appointment of a candidate. The Dean shall notify in writing the appropriate chairperson (if applicable) of the decision of the President. The chairperson (or Dean/Dean designee in colleges without departmentalization) shall in turn notify the candidate in writing of the action of the President.

In most cases, the appointment of a new faculty member occurs following competitive recruitment for the open position. In limited, specifically defined circumstances, a faculty vacancy may be filled by direct appointment as part of a recruitment package when external recruitment has been specifically waived in advance by the Provost, or by direct appointment with no search, as outlined below.

Recruitment Package Candidates

1. Faculty positions may be filled by individuals who are included as part of the hiring package of a more senior, highly qualified individual when identified as the most qualified applicant. Prior to making a commitment to a qualified candidate who may be hired as part of a "recruitment package," an email requesting that external recruitment be waived must be sent to and approved by the Provost.
2. The email must include the recruitment package candidates' names, a description of their credentials, and the proposed faculty titles/ranks.
3. A Faculty Employment Request will be required to secure approval by the Provost to appoint a new faculty member as part of a "recruitment package" and to identify the position to be filled.
4. The department chair(s) (or Dean/Dean designee in colleges without departmentalization) will offer the candidate the position using the Standard Faculty Offer of Employment.

No Search

Upon approval by the Provost, full-time faculty positions may be filled by qualified internal faculty and/or external candidates without a search when certain conditions have been met:

1. **Instructor.** An individual may be appointed to fill a position of Instructor from among qualified, internal non-faculty positions. Since Instructor positions are one-year appointments only, the individual is ineligible to accrue service time for promotion and/or tenure, and the individual is identified from among qualified, internal non-faculty positions.
2. **Administrative Promotions.** Reassignments or transfer to a related position and similar level of responsibility within the same organizational unit or across organizational units are permissible without a search.
3. **Full-time Veterans Administration.** An individual may be appointed to fill a full-time Veterans Administration faculty position from among existing clinical/adjunct faculty (no pay).
4. **Temporary Faculty Positions.** An individual may be appointed to fill a temporary faculty position without a search since:
 - a) A temporary position is a limited-term appointment lasting no longer than one year; and,
 - b) A temporary faculty member is not eligible to accrue service time toward promotion and/or tenure.
 - c) Full-time faculty recruited through an external search process who change to part-time status may return to full-time service without a search.
 - d) Faculty serving in part-time positions may fill another part-time position of the same discipline that when combined create a 1.0 FTE.

A Faculty Employment Request will be required to secure approval by the Provost for the appointment of a faculty member without a search and to identify the position to be filled.

The department chairs will offer the candidate the position using the Standard Faculty Offer of Employment.

Primary Appointment

At the time of appointment, each faculty member of the Corps of Instruction will be given a statement that includes his/her academic rank, a list of criteria for appointment to that rank, and whether the appointment is to be on tenure or a non-tenure track. If credit toward tenure has been given for previous academic service at another institution, this shall also be stated at the time of appointment.

Administrative officers are appointed by the President acting on his own behalf or upon recommendation by the appropriate Dean or unit head; these officers serve at the pleasure of the President and the Board of Regents.

Appointments to affiliated programs off-campus are subject to the same criteria and guidelines as apply for appointments to the faculty on the main campus.

Secondary (Joint) Appointment

Secondary (Joint) appointments will be created for those faculty who have a responsibility in or make a significant contribution to a program, department, or college that is not directly and explicitly included as part of the primary appointment. Such appointments are made for definite contributions to the secondary unit and with the approval and guidance of the administrative

head of the primary and secondary units. Secondary appointments shall not be given as a courtesy.

The rank and title designations for all secondary appointments shall be made according to the process outlined in this policy. In instances in which a faculty member in a secondary appointment is under consideration for promotion and/or tenure, the following shall pertain:

1. The administrative head and faculty from each unit shall have opportunity for review and comment concerning faculty under consideration for promotion or tenure.
2. Both the time commitment and significant contributions made within each unit shall be considered in all recommendations regarding promotion.
3. Tenure shall reside within the primary appointment. However, comment from the second unit should be received during tenure consideration in the primary unit.

Secondary (Joint) appointments of faculty within units of the primary college are usually at a similar academic rank as the primary appointment. Exceptions include the following:

Situations may arise in which a faculty member may contribute significantly to the activities within a second unit in an academic area removed from his/her principal discipline and competence. In such instances, the faculty member may hold dissimilar academic rank in the primary and secondary appointment within the same college, with lower rank in the area outside of his/her principal discipline and competence.

The academic activities of the faculty member in the second unit may not be part of his/her principal discipline and competence. In such instances, a faculty member may hold dissimilar academic rank in the primary and secondary appointments.

Secondary Appointment to the College of Graduate Studies

Appointment to the College of Graduate Studies shall be made subsequent to a primary appointment in an appropriate discipline in one of the primary colleges. The appointment to the College of Graduate Studies requires the recommendation of the Dean of the college of the primary appointment and the approval of the Dean of the College of Graduate Studies.

Since the graduate level academic activities of a faculty member with appointment in the College of Graduate Studies are within the faculty member's area of primary competence, faculty rank in the College of Graduate Studies should be the same as that held within the primary college.

The Dean of the College of Graduate Studies shall have opportunity for independent review and comment concerning faculty holding joint appointments in the College of Graduate Studies who are under consideration for promotion or tenure within his/her primary college. The comments from the Dean of the College of Graduate Studies shall be made directly to the Dean of the college of the primary appointment.

The portfolio of the candidate for promotion shall be presented by the Dean of the primary college to the President, and shall include a complete assessment of the candidate's teaching,

research/scholarly achievement, and service contributions in all units in which the candidate holds appointments.

REFERENCES & SUPPORTING DOCUMENTS

Standard Faculty Offer of Employment

Appendices

Board of Regents Policy Manual, Section 8.3.1: Faculty employment

http://www.usg.edu/policymanual/section8/policy/8.3_additional_policies_for_faculty/#p8.3.1_faculty_employment

Augusta University Faculty Action and Approval Process:

<http://www.georgiahealth.edu/faculty/office/Actions/>

RELATED POLICIES

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017