



## Hiring Faculty

### **New Tenure-Track Assistant Professors**

- Assistant Professors are hired for 4 years initially and then 3 more years if they are successfully reappointed. These appointments can be made by the Dean of the college.
- The review for reappointment is in Year 3; if unsuccessful, they have one year remaining in their contract.
- If successfully reappointed, they come up for tenure review in Year 6; if unsuccessful, they have one year remaining in their contract. If awarded tenure in Year 6, they become an Associate Professor immediately on July 1 after this review.
- Every 5 years after promotion to Associate Professor, faculty can be reviewed for promotion to full professor. They will continue to be reviewed every 5 years under the Tenured Faculty Review process.

### **New Associate or Full Professors**

- New Tenure-Track Associate Professors can be hired for a term of 3 to 5 years. They must come up for tenure review in their penultimate (next to the last) year. A preliminary offer can be extended, but the Provost must make all official offers at this level.
- New Associate Professors can be hired with Tenure, but this must be approved in writing by the Department Review Committee, the Chair, and the Dean. The Provost must review this along with their vitae before she extends the offer. The Board of Trustees will also approve but this can happen after the letter is sent from the Provost. They will continue to be reviewed every 5 years under the Tenured Faculty Review process.
- Full Professors are usually hired with tenure and the same process is followed as above.
- Distinguished Professors are hired with tenure and the same process is followed as above.

## **Hiring Chairs**

- Internal chairs are normally appointed for 3- to 5-year terms. For renewal of these appointments, the Dean must send a memo to the Provost assessing the Chair's performance and the terms under which they are requesting reappointment.
- External chairs can be appointed for 3- to 5-year terms. They are hired with tenure and the same procedures for full (or rarely associate) professors should be followed. (See 2<sup>nd</sup> bullet under New Associate or Full Professors)

## **Hiring Lecturers and other Special Faculty Appointments**

- Faculty positions without professorial rank are Special Faculty Appointments and can have titles of Lecturer, Senior Lecturer, Teaching Faculty, Visiting Professor, Assistant Professor (Library or Military), Research Assistant Professor, Artist-in-Residence, etc. All of these appointments are not tenure eligible and must have a term appointment.
- Deans can hire 9 and 12 month lecturers and other special faculty appointments for terms of 1 to 5 years. If they are reappointed, paperwork must be submitted to AAHR by the end of March to avoid account deactivation. If they are not reappointed, AAHR must be notified by mid-February so that a letter can be sent from our office advising them to visit the Benefits Office. Every attempt should be made to notify lecturers as soon as possible of non-reappointment.