

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: III:01:04 DATE: September 15, 1984  
SUPERSEDES POLICY NO.: III:01:04 DATED: January 20, 1980  
SUBJECT: Procedures for Allocation and Recruitment of Faculty  
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

Allocation of faculty positions shall be made by the Vice President for Academic Affairs to the College Deans, who shall allocate positions to departments.

Requests for new faculty positions shall originate with the appropriate department and be approved by the appropriate College Dean. The Academic Vice President shall make the determination of need for faculty and feasibility of position assignment to the College.

When an existing position becomes vacant the Vice President for Academic Affairs shall be so informed by the College Dean. The position shall revert to the Vice President for possible reassignment within the University.

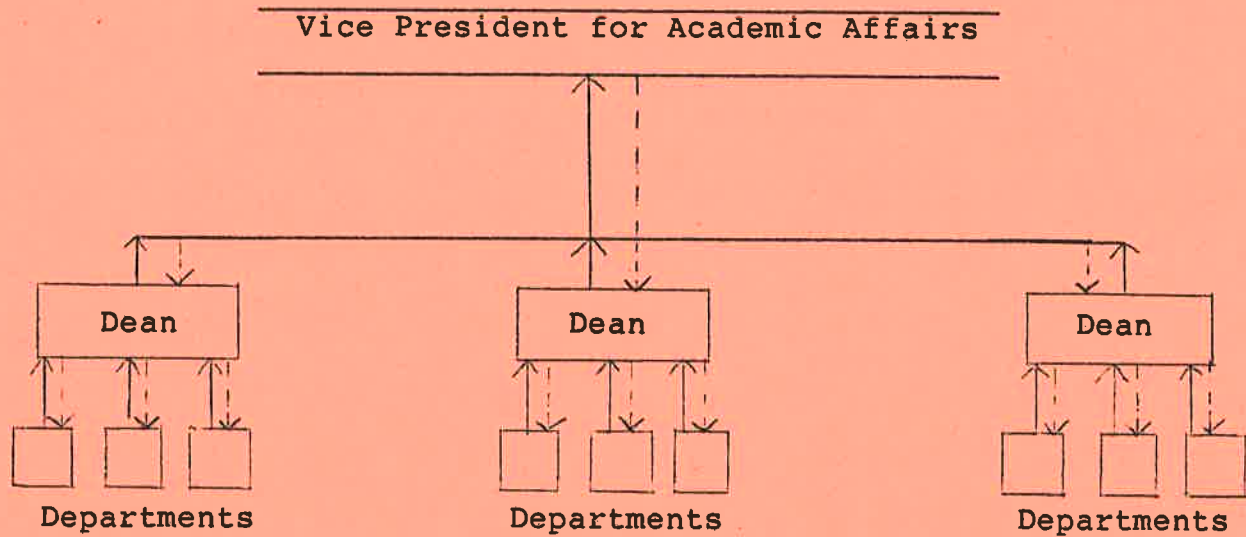
Searches for candidates to fill authorized faculty positions shall be initiated by departments with the approval of the appropriate College Dean. The College dean will arrange with the Vice President for Academic Affairs such matters as probable rank, salary, travel expense for candidates, etc. No search for faculty shall be conducted without prior authorization. All searches for applicants and selection of applicants shall be in conformity with University Affirmative Action policy.

Screening of candidates and the selection of finalists shall be a function of the department of concern under the direction of the chairperson who recommends candidates to the College Dean. Finalists should be brought to the campus for interview and, whenever appropriate, candidates should be interviewed by appropriate faculty members, the department chairperson, and the College Dean. The Vice President for Academic Affairs should meet as many finalist as possible.

Recommendations for employment come from the department chairperson, the appropriate College Dean, and the Vice President for Academic Affairs to the President for action. Recommendation shall be accompanied by transcripts of college

credit, at least three letters of recommendation, (one of which should be from the most recent employer), and properly completed University employment forms.

Before implementing the above policy, the conditions of Policy No. IV:02:01 must have been met.

Requests for Faculty Positions and their Allocation

Requests follow the solid lines. Authorization follows the dotted lines.