

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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Date: April 4, 2007	Dated: August 21, 2006
Subject: Faculty Appointments	Mandatory Review Date: April 4, 2012
Initiating Authority: Provost	TBR Policy/Guideline Reference: 5:02:07:10, 5:02:02:20*
Approved: President: signature on file	

I. GENERAL EMPLOYMENT PRACTICES FOR FACULTY MEMBERS

The following APSU policy is in compliance with the TBR policy on Faculty Appointments. The primary objective of faculty personnel procedures at Austin Peay State University (APSU) is to develop an academic climate conducive to excellence in teaching, research, and artistic expression among faculty, students, and the community at large. The heart of an academic climate includes cultural and intellectual freedom, diversity, and debate in pursuit of the classical goals of truth, beauty, and justice.

To gain this end, the University must recruit, retain, and encourage the finest possible faculty members and allow them freedom of instruction, research, and artistic production within their areas of expertise.

The quality of the faculty of APSU must be maintained through responsible, thorough evaluation of colleagues by members of the faculty and the administration. The purpose of such evaluations is to build and maintain an excellent faculty and to offer just recognition and encouragement of achievement.

Evaluation alone, no matter how just the procedures, cannot ensure that the University should have a program to encourage faculty development, either independently or in cooperation with other University offices.

- A. The University's general employment policies for the teaching and research faculty are formulated in accordance with and subject to the Tennessee Board of Regents' policy.
- B. The TBR empowers the President of the University to appoint individuals to faculty positions. Faculty members – instructors and those holding

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professorial ranks – receive one (1) year appointments. Full-time employees in one (1) of these ranks may be granted continuing employment under the provisions of the tenure policies outlined subsequently and then may be terminated only in accordance with these provisions.

- C. The terms of every new appointment shall be stated in writing and be in the possession of both the prospective faculty member and the administration before the appointment is confirmed. Each time a faculty member is reappointed, the terms of the reappointment – including salary, contract year, department of assignment, and rank – shall be stated in writing and be in his/her possession before the expiration of his/her previous assignment, to the extent possible. Since no agreement may become final until the TBR has approved annual budgets, and since such approvals may sometimes not be given until after termination of the academic year, it may not be possible to guarantee an upcoming year's salary before the expiration of a previous appointment. In such instances, a faculty member will be furnished in writing the terms of his/her reappointment, which will become effective with the approval of the University's budget.
- D. At the time of employment, a new faculty member shall be informed of the current University, college, and department standards by which he/she can expect to be judged for tenure and shall be provided electronic access to the Faculty Handbook. The complete and updated listing of APSU Policies is available on the APSU website at <http://www.apsu.edu/Policy/Policy.htm>.

II. TYPES OF APPOINTMENTS

There are three (3) types of faculty appointments:

- A. Temporary Appointments are appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the contract of employment or appointment. Temporary appointments ordinarily should be used only for lecturers, adjunct or part-time faculty, faculty employed to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where the permanent and continued need for the position has not been established, provided that such appointments normally should not be in excess of three academic years. Appointments of faculty members supported by more than fifty percent

(50%) grant fund, or other soft money sources (e.g., non-recurring money), may be approved by the University Presidents for periods in excess of three years. Other extensions of temporary appointments for periods in excess of three (3) years require the approval of the Chancellor.

- B. Tenure-track Appointments are appointments for regular full-time faculty with academic rank, and may be for the academic or fiscal year. Tenure-track appointments are for faculty who are employed in a probationary period of employment prior to consideration for tenure. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.
- C. Tenure Appointments are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy. To protect academic freedom, tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as hereinafter provided. Such appointments do not include assurance of continued employment at any specified salary, position or employment during summer sessions or intersessions.

III. INITIAL APPOINTMENTS

While all personnel decisions affect the quality and vitality of the University faculty, none is more important than the initial appointment to a tenure-track position. Candidates for initial appointment should be carefully evaluated so that new faculty members will not merely fill positions but will also bring greater intellectual or artistic distinction to the University.

- A. Minimal Criteria. Initial appointment to a full-time probationary position requires possession of, or significant progress toward completion of, the doctorate or appropriate terminal degree. Exceptions may be made in the instance of candidates, whose academic, scholarly, or professional achievements make a unique contribution to the University. The basis of such an exception shall be made a permanent part of the faculty member's record and shall be considered in retention and tenure decisions. The following conditions and requirements shall apply to faculty having had teaching or equitable experience before appointment to the faculty at Austin Peay State University.
 - 1. Only full-time college and University teaching or full-time equated experience shall be considered.

2. No distinction shall be made between two-year and four-year institutions of higher education in crediting years of academic experience.
3. Countable years of experience shall be in the discipline or closely related area. The following minimum rank qualifications must be met in initial appointment to an academic rank:
 1. Instructor
 - a. Potential ability in instruction, public service, and research.
 - b. Evidence of good character, mature attitude, and stable personality.
 - c. Master's degree in the instructional discipline or related area.
 2. Assistant Professor
 - a. Potential ability in instruction, public service, and research.
 - b. Evidence of good character, mature attitude, and stable personality.
 - c. Earned doctorate from an accredited institution in the instructional discipline or related area. Or Master's degree in the instructional discipline when that Master's degree is the recognized terminal degree in that instructional discipline. Master's degree in the instructional discipline or related area plus 30 semester hours (45 quarter hours) beyond the Master's in that instructional discipline or related area plus appropriate professional experience in the instructional discipline or related area.
 3. Associate Professor
 - a. Documented ability (beyond mere potential) in instruction, public service, and research.
 - b. Evidence of good character, mature attitude, and stable personality.
 - c. Earned doctorate or appropriate terminal degree from an accredited institution in the instructional discipline or related area. Plus Five (5) years appropriate professional experience in the instructional discipline or related area.

4. Professor

- a. Documented ability (beyond mere potential) in instruction, public service, and research.
- b. Evidence of good character, mature attitude, stable personality and high degree of academic maturity and responsibility.
- c. Documented evidence of a substantial quality of professional productivity, and state, regional or national recognition in the academic discipline.
- d. Earned doctorate or appropriate terminal degree from an accredited institution in the instructional discipline or related area plus Ten (10) years appropriate professional experience in the instructional discipline or related area.

5. Exceptions to these minimum rank qualifications can be made by recommendation of the President as an exception and approval by the Tennessee Board of Regents.

B. Evidence.

Candidates for appointment shall present, along with their applications, a curriculum vita containing proof of appropriate education and, whenever possible, evidence of teaching ability, as well as of scholarly or artistic achievement.

IV. SEARCHES

- A. Primary responsibility for defining the academic assignment and for determining the precise qualifications for candidates rests with the department in which the new faculty member will serve, or, when a new department or division is being formed, with the college.
- B. All steps and actions should comply with Affirmative Action/Equal Opportunity guidelines.
- C. A search committee, to be chaired by the department chairperson, shall be selected by the department. The committee shall include a minimum of two (2) tenure-track faculty members. In addition, one (1) student shall be selected to serve. Insofar as possible, the search committee shall include members of protected groups. At the discretion of the department, it is encouraged that a person outside the department serves on the search committee. Names of all search committee participants shall be forwarded to the college Dean as soon as selected.

- D. Having defined in writing the assignment and qualifications, the department, upon decanal approval, should conduct a national search through, among other sources, advertising in those professional journals serving that discipline.
- E. Applications with curriculum vitae thus gathered should be carefully screened and ranked according to the stated criteria, remembering that one major goal is to improve academic climate. Informal interviews of the candidates by appropriate personnel by telephone or at professional meetings are also encouraged.
- F. The search committee, in collaboration with the Dean, may then select two (2) or more candidates for formal on-campus interviews, subject to the availability of funds.
- G. The search committee, in collaboration with the Dean, then should select the best available candidate in terms of the written criteria used from the beginning of the search and recommend that person for appointment to the Dean, the Provost, and the President.
- H. This process is time-consuming, often requiring at least six (6) months to complete. No appointment to a tenure-track position should be hurried. Thus, if an emergency condition exists, the post should be filled with temporary or adjunct faculty until a proper search can be conducted.
- I. If any of these steps is omitted or slighted, the department head and the Dean must present written justifications to the Provost.
- J. Initial appointments to academic-administrative posts with rights to a teaching post shall be reviewed by the appropriate department for the academic area in which tenure-track status is requested. Criteria for gaining such tenure shall be identical with that of other faculty in that area, i.e., Effectiveness in Academic Assignment, Scholarly and Creative Activity, and Professional Contributions and Activities.
- K. Credit for prior service toward tenure shall be determined in writing at the time of initial appointment. Up to three (3) years of prior service credit may be awarded. The years awarded will be added on after the second, third, or fourth year retention as specified in APSU Policy 5:060. Recommendations on prior service are the responsibility of the Provost after consultation with the appropriate Dean, department chairperson, and department personnel committee. The departmental chairperson shall notify all faculty within the relevant department of the amount of credit for prior service awarded to newly appointed tenure-track faculty at the time

of employment and such information shall become a permanent part of the faculty member's record.

- L. Credit toward completion of the probationary period may, at the discretion of the President, be given for (1) full-time service at other colleges, universities, or institutes, provided that the prior service is relevant to the institution's own needs and criteria; (2) previous full-time service in a temporary faculty appointment at APSU; (3) previous full-time service in a tenure-track appointment at APSU which has been followed by a break in service.

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