

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

Policy Number: 5:005	Supersedes Policy Number: 5:005
Date: November 12, 1999	Dated: August 1, 1986
Subject: Allocation and Recruitment of Faculty	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference:
Approved: <p style="text-align: center;">President: Signature on File</p>	

It will be the responsibility of the Vice President for Academic Affairs to identify the number of faculty lines and funding availability for each year. 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. All information concerning faculty lines and related funding shall be provided to appropriate College Deans and Directors.

Requests for new faculty positions shall originate with the appropriate department and be approved by the appropriate College Dean. College Deans and Directors whose departments are in search of faculty lines shall meet as a body and review department requests, placing the requests in priority order.

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, and 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 be provided the opportunity to meet the candidates.

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 a current copy of the applicant's resume, 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.