

Austin Peay State
University

Allocation and Recruitment of Faculty

Issued: March 25, 2017

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Academic Affairs

POLICIES

Policy Statement

It will be the responsibility of the Provost and Senior 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 Provost and Senior Vice President for Academic Affairs shall be so informed by the ~~college dean~~ college dean. The position shall revert to the Provost for possible reassignment within the University. All information concerning faculty lines and related funding shall be provided to appropriate ~~college dean~~ college deans and directors.

Procedures

Requests for new faculty positions shall originate with the appropriate department and be approved by the appropriate ~~college dean~~ college dean. ~~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~~ college dean. The ~~College dean~~ college dean will arrange with the Provost and Senior 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~~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~~college dean. The Provost and Senior 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~~college dean, and the Provost and Senior Vice President for Academic Affairs. Recommendation shall be accompanied by a current copy of the applicant's curriculum vitae (CV) ~~resume~~, official transcripts of ~~college-credit~~highest degree earned and/or the degree of discipline being taught, at least three documented recommendations (one of which should be from the most recent employer), and properly completed University employment application.

Revision Dates

APSU Policy 2:042 (previously 5:005) – Rev.: March 25, 2017
 APSU Policy 2:042 – Rev.: November 12, 1999
 APSU Policy 2:042 – Issued: August 1, 1986

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file