

**Austin Peay State  
University**

## **Faculty Appointments**

**Issued:** May 30, 2019

### **POLICIES**

**Responsible** Provost and Vice President for Academic

**Official:** Affairs

**Responsible Office:** Office of Academic Affairs

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### **Policy Statement**

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It is the policy of Austin Peay State University to provide for a variety of faculty appointment types in order to support the mission of the university and effectively respond to the needs of students, enrollment demands, and ensure the quality of the academic programs.

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### **Purpose**

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The purpose of this policy is to establish the types of faculty appointments and criteria for such appointments.

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- APSU Policy Website

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### **Procedures**

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#### **General Employment Practices for Faculty Members**

The primary objective of faculty personnel procedures at Austin Peay State University (AP SU) 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 Austin Peay State University policy.
- B. The Austin Peay State University Board of Trustees empowers the President of the University to appoint individuals to faculty positions. Faculty members – instructors and those holding 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 out lined 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 Austin Peay State University Board of Trustees 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>.

### **Types of Appointments**

Two broad categories of faculty appointments can be made at Austin Peay State University (APSU):

- 1) tenure/tenure-track appointments; and
- 2) non-tenurable (special purpose) appointments.

The University recognizes special needs and circumstances in which non-tenurable faculty appointments can be justified. The following constitute the types of faculty appointments that can be made at APSU: tenure, tenure-track, temporary, and fixed-term appointments.

### **Tenure and Tenure-Track Faculty Appointments**

The minimum rank criteria for appointment in tenure and tenure-track appointments are outlined in APSU Policies and Procedures for Promotion 2:063.

- A. 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.
- B. Tenure Appointments are appointments of full-time faculty who have been awarded tenure by the Austin Peay State University Board of Trustees pursuant to the provisions of

APSU Policy 2:062: Policy on Academic Tenure. 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.

### **Non-Tenurable 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.
- B. Fixed-Term Faculty Positions
  - B.1. GENERAL
    - B.1.1 Fixed-term faculty members holding titles such as instructor, clinical professor, professor of practice, coordinator, and research professor are used when a department has need for faculty other than those that are tenured or in the tenure-track process.
    - B.1.2. Fixed-term faculty members may or may not have the terminal degree, but must have the master's degree.
    - B.1.3. Fixed-term faculty appointments may range from half-time (50%) to full-time (100%) for a set contract period not in excess of three years. Generally speaking, the contract period will be more than one year. The contract for fixed-term faculty members may be renewable based on satisfactory performance, university need, and availability of funds. While each appointment is for a fixed term not to exceed three (3) years, annual renewal is required. Terms are renewable indefinitely. Neither renewal within a fixed term nor reappointment to a new fixed term requires a new search.
    - B.1.4 Fixed-term faculty members will be evaluated for teaching effectiveness, professional growth and

activities, and non-teaching activities supportive of university programs. The weights assigned to each area will vary with assignment.

B.2 Faculty in instructor appointments participate in academic programs primarily by teaching. Faculty in the instructor ranks may also have limited appointments in non-teaching activities supportive of university programs. For the instructor track, the three rank levels are

- 1) Instructor
- 2) Senior Instructor
- 3) Master Instructor

B.3. Faculty in clinical-track appointments participate in academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources. Individual job descriptions developed in the department will further define job duties. For the clinical track, the four rank levels are as follows:

1. Clinical Instructor: An individual appointed as a Clinical Instructor is expected to possess at least a master's degree in the discipline or at least a master's degree with a minimum of 18 graduate semester hours in the discipline.
2. Clinical Assistant Professor: An individual appointed as a Clinical Assistant Professor should, at a minimum, possess a master's degree (except Nursing); must have demonstrated ability as a clinician; and must have shown definite evidence of growth in clinical achievement.
3. Clinical Associate Professor: An individual appointed as a Clinical Associate Professor should possess at least a doctoral degree or its equivalent, but must also give evidence of an established reputation in clinical achievement.

4. Clinical Professor: An individual appointed as a Clinical Professor should possess at least a doctoral degree or its equivalent. In addition, the clinical professor should have a record of outstanding clinical performance. This rank is reserved for individuals with proven stature as a clinician.

B.4. Faculty in research-track appointments participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, or other sources. Individual job descriptions developed in the department will further define job duties. For the research track, the three rank levels are as follows:

1. Research Assistant Professor. The assistant research professor should possess a doctoral degree or its equivalent; must have demonstrated ability as a researcher; and must have shown definite evidence of growth in scholarly, artistic, or professional achievement.
2. Research Associate Professor. The associate research professor should possess the same qualifications as the assistant research professor, but must also give evidence of an established reputation in scholarly, artistic, or professional achievement.
3. Research Professor. In addition to the characteristics of the members of the preceding ranks, the research professor should give evidence of a marked capacity for creative work and of leadership in his or her field of specialization. This rank should be reserved for persons of proven stature in research.

B.5.

B.5. Promotion of Fixed-Term Faculty

Fixed-Term Faculty will have rank dependent on qualifications and experience level. Generally speaking for ranks other than the entry level, five years of experience is required to be eligible for promotion to the

next rank.

Generally speaking, advancement to a higher rank occurs at the time of annual reappointment, once specified criteria have been met and the advancement has been approved by the president. Procedures for advancement to the next rank are described below. Faculty in these appointments may participate in department/college/university governance decisions related to their position category. They may not participate in tenure or tenure-track personnel decisions.

Appointments are possible at all ranks and should be the result of a search process similar to hiring a tenure-track faculty member. Faculty in these positions must hold degrees in an area appropriate for the appointment. In certain areas, licenses or certifications may be required.

**Criteria for Appointment, Reappointment, and Annual Renewal for Fixed-Term Faculty**

Annual renewal and reappointment for a new term both require satisfactory performance of assigned duties. To be eligible a candidate must have the degree in an area appropriate for the appointment, reappointment, or renewal.

In addition, to be eligible for appointment, reappointment, or renewal a candidate must:

- a. Demonstrate quality work appropriate to the appointment type and discipline;
- b. Demonstrate a willingness to collaborate with APSU colleagues to ensure a quality program; and
- c. Hold appropriate certifications/licenses required by the position.

Additional or more specific appointment or review criteria may be developed by any department/school/program unit offering one of these positions. Changes to the criteria must be approved by the dean, the provost, and the president.

**Tenure Track and Tenured 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 for initial appointment to an academic rank:

1. 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 are 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.

2. 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.

3. 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.

- 4. Exceptions to these minimum rank qualifications can be made by recommendation of the President as an exception and approval by the Austin Peay State University Board of Trustees.

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.

**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 shall be appointed and convened by the department chair. The committee shall include at least one tenure-track faculty member and at least one tenured faculty member. A department chair may serve on a search committee. The department chair may chair the committee, appoint the committee chair, or choose to permit the committee to select its own chair. Insofar as possible, the search committee shall include members of protected groups in order to comply with Affirmative Action/Equal Opportunity Guidelines (see B, above), which may include the addition of an APSU staff member on the faculty search committee.

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 they have been selected. Final voting on the candidate(s) shall be restricted to the appointed members (including APSU staff) of the search committee who are full-time employees of the institution.

Non-APSU employees from outside the university who may serve on a faculty search committee in special situations may submit feedback on a candidate, but they shall not be permitted a final vote. Although students may not serve on faculty search committees, students' input on candidates shall be solicited and considered in committee deliberations.

- 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 2:062. 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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**Links**

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**APSU Policies**      <https://www.apsu.edu/policy>

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**Revision Dates**

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APSU Policy 2:051 – Rev.: May 30, 2019  
APSU Policy 2:051 (previously 5:062) – Rev.: January 12, 2017  
APSU Policy 2:051 – Rev.: July 19, 2016  
APSU Policy 2:051 – Rev.: April 29, 2014  
APSU Policy 2:051 – Issued: August 10, 2012

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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