

# Tenure-Track and Tenured Appointments

## **New Tenure-Track Appointments**

### ***Departmental Hiring Plans***

Departments are expected to have prioritized hiring plans that reflect strategic planning initiatives and anticipated faculty losses over a three-to-five-year period. These written plans must be the product of faculty discussion and may be revised whenever the department undergoes changes that affect priorities. Departments base proposals for new faculty searches (see below) on the most current hiring plan.

### ***Authorization of New Faculty Searches***

Faculty lines vacated by resignation or retirement revert to the College. Under collegiate policy, faculty positions that become vacant as a result of negative reappointment or negative tenure decisions ordinarily remain in the department. However, searches to fill these positions must be explicitly authorized by the Dean.

## **Collegiate Criteria for Appointment to Faculty Rank**

The criteria for tenure-track appointments are specified further in the University's *Operations Manual* ([section III-10.4](#)) and in departmental policy. Faculty members appointed at any rank should hold a doctorate or other terminal degree in the discipline or present with equivalent training and experience as appropriate to the particular appointment.

### ***Assistant Professors***

Appointments at the rank of assistant professor shall ordinarily not exceed a total of seven years of service and thus shall be reviewed for tenure no later than during the sixth year of service.

Faculty members appointed to the rank of assistant professor are ordinarily expected

1. to show promise of ability as a teacher; and

2. to have begun a promising program of research, scholarly productivity, or creative professional work, supported by publications or the equivalent, consistent with eventual promotion to associate professor.

### ***Associate Professors***

Faculty members are expected to have served at the rank of assistant professor for a period of time sufficient to have established a record in the areas of teaching, research, scholarship, or creative work, and of service that meets the criteria below and shows unmistakable promise of promotion to full professor. Most faculty members in the College serve a probationary period of six years.

Faculty promoted or appointed to the rank of associate professor are ordinarily expected

1. to have convincing evidence that the candidate is an effective teacher of undergraduate, graduate, postdoctoral, and professional students, as appropriate;
2. to have national recognition for a productive program of research, scholarship, or creative work, supported by substantial publications (or equivalent artistic creations), as appropriate to the discipline;
3. to have participated in departmental, collegiate, and/or University service and, if appropriate, professional service will be expected at an appropriate level;
4. to have proven that the quality and quantity of teaching, scholarly accomplishment, and service should give unmistakable promise of promotion to full professor.

### ***Professors***

Candidates for promotion to full professor are expected to have established a record since promotion to associate professor that demonstrates a pattern of sustained development and substantial growth in achievement and productivity in the areas of teaching, research, scholarship, or creative work, and of service.

Faculty promoted or appointed to the rank of professor are ordinarily expected

1. to have a consistent record of high-quality teaching in undergraduate and graduate teaching, including successful guidance of doctoral candidates to the completion of their degree programs, as applicable;
2. to have sustained continued scholarly achievement of high quality, accompanied by unmistakable evidence that the candidate is a nationally

- and, where applicable, internationally recognized scholar, or creative artist in the chosen field; and
3. to have a record of significant and effective service to the department, college, and/or the University, and, if appropriate, the profession.

### ***The Faculty Rank of Instructor***

Instructors are appointed as the result of tenure-track searches and fulfill all the requirements for appointment at the rank of assistant professor except that they have not yet completed the dissertation or thesis required for the doctoral or other terminal degree program in which they are candidates. The appointment is for a non-renewable term of one academic year. The tenure clock starts with the initial appointment as instructor.

To be promoted to the rank of assistant professor, the instructor must obtain a letter from the graduate college of the degree-granting institution specifying the date on which the final deposit of the dissertation or thesis project was accepted and the date on which the degree will be conferred. The promotion is effective as of the date on which the degree requirements were completed.

If the College has not received verification by March 1 of the first year of tenure-track appointment that all requirements for the terminal degree have been completed, the College will notify the faculty member on that date that the appointment has been terminated. Under University policy (*Operations Manual, III-12.2a*), notice of non-renewal of probationary faculty appointment must be made by March 1 if the appointment is to expire at the end of the first year of service.