Reappointments Overview

Academic Human Resources

Fall 2015
Agenda

- Introduction
- Faculty Code
- Steps in the Reappointment Process
- Appointments on “December” Spreadsheet
- Appointments on “Spring” Spreadsheet
- Demo Spreadsheet
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- Case Studies
- Deadlines
- Questions
- Resources
Faculty Code

Section 24-53 of the Faculty Code addresses the Procedure for Renewal of Appointments.

Other sections of Chapter 24 outline:

> Titles that need to go through process
> Allowable terms

Units are responsible for following appropriate procedures for faculty reappointments.
Steps in the Reappointment Process

1) Vote: Voting members of the appropriate department and rank decide whether to recommend renewal or non-renewal

– For certain titles, this can be delegated to a committee of voting faculty (Faculty Code 24–52)
Steps in the Reappointment Process

2) Advise: Faculty advice is communicated to the Chair or Program Director, who provides a independent recommendation to Dean or Chancellor

3) Decide: Dean or Chancellor makes the final decision
Steps in the Reappointment Process

4) Inform: Faculty members must be informed of decisions by due dates

5) Record: Send completed spreadsheets to AHR

6) Audit: Ensure appointments are correct in OPUS
Titles on “December” spreadsheets

> Research Professor (0141)
> Research Associate Professor (0142)
> Principal Lecturer (0180) – if full-time
> Senior Lecturer, full-time (0117)
> Lecturer, full-time, competitive recruitment (0179)
> Lecturer, part-time, competitive recruitment (0140)
> Clinical Professor, Dental Pathway (0137)
> Clinical Associate Professor, Dental Pathway (0138)
> *Senior Artist in Residence (0181) – if full-time
> *Artist in Residence (0182) – if full-time
Titles on “Spring” spreadsheets

- Acting titles
- Visiting faculty titles
- Clinical titles (courtesy and salaried)
- Affiliate titles
- Adjunct titles
- Teaching Associate
- Lecturer, full-time
- Research Associate
- Research Associate-Trainee
Demonstration

demo spreadsheet
Spreadsheet Tips

> Do not modify the spreadsheet as it has important formatting that needs to be maintained for correct processing

> The submission of the completed spreadsheet fulfills the obligation to notify AHR of renewal decision and no additional documents are required

> Invalid selections will not be processed, even if the spreadsheet allows them to be selected
Case Study # 1

Prof. Jane Doe is a Research Associate Professor in Esperanto Studies. She is in the fifth year of her 5 year term. She has an adjunct appointment in English.

On December 10, she is notified that her Research Assoc Prof appointment in Esperanto Studies will not be renewed.

On December 11, she is notified that the English department wants to renew her Adjunct appointment.

> What happens to her primary Research Associate Professor appointment?
> What happens to her adjunct appointment?
Case Study # 2

Mr. John Doe is an Acting Instructor in the Department of Alchemy.

The unit does not want to renew his appointment, but he is not notified of this decision.

> What happens next year?
Case Study # 3

Dr. Charles Xavier is Clinical Professor, Salaried in the Department of Mutant Studies.

At this point, the unit does not have funding to renew his appointment for next year and notifies him of this decision.

However, a couple of months later the unit obtains funding for next year and wants to renew Dr. Xavier.

> What does the unit need to do?
Deadlines

Deadline to Notify Faculty of Reappointment
> 9-Month Faculty = December 15, 2015
> 12-Month Faculty = December 31, 2015

Reminder: If the faculty member is not notified of non-renewal, the default status is renewal

Deadline to Return Spreadsheets to AHR
> “December” spreadsheet = February 1, 2016
> “Spring” spreadsheet = April 1, 2016
Questions?

Do you have any questions about reappointments that you’d like us to address?
Resources

> Section 24-53 of the Faculty Code

> AHR website

> AHR team