

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:02:01

DATE: May 1, 1987

REVISION/REVIEW DATES: May 1997, Jan 2006, Oct 2011, Sept 2013, Sept 2015, April 2021

SUBJECT: Faculty Reappointments and Non-reappointments

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes the process for reappointment and non-reappointment of non-tenured faculty.

POLICY

See "Faculty Handbook" 2.7.3 (2020) for deadline for non-reappointment/non-renewal of non-tenured faculty members. The process for non-reappointment begins with the Department Head. The Department Head submits recommendations through the Dean to the Provost and Senior Vice President for Academic Affairs for reappointment and non-reappointment of non-tenured faculty members. The Provost and SVPAA notifies the dean by letter of non-reappointment of non-tenured faculty members. Non-tenured faculty members who are reappointed receive notification by contract. The deadline for annual contracts to be returned to the Provost and SVPAA will be noted on the electronic contract.

Faculty members and deans (deans' assistants) may access a copy of the electronic contract via the system for filing purposes. A hard copy of the contract is also filed in the Office of the Provost and SVPAA.

RESPONSIBILITY

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.