

Chapter 3

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3.1 SEARCH AND APPOINTMENT PROCEDURES

JSU shall facilitate all recruitment, selection, and employment activities, both internal and external, through either competitive searches and/or internal marketing processes, without regard to race, color, sex (including pregnancy, sexual orientation or gender identity), age, national origin, religion, disability, genetic information, or veteran status.¹

3.1.1 SEARCH/APPOINTMENT PROCEDURES²

For full-time faculty searches, the following specifications to the general University hiring policy are made:

- a. The department head shall serve as the hiring manager, and the dean is the hiring authority who recommends hiring at the college level.
- b. Typically, a tenured faculty member will serve as the chair of the search committee.
- c. At least three faculty members shall serve on the search committee. Preference will be given to faculty members within the department, but faculty from related disciplines may also be selected, especially in the case of small departments or in the formation of a new department. Additional committee members beyond the required faculty representation may include students or other constituencies, consistent with University policy and as determined by the hiring manager.
- d. Each finalist shall, as part of the interview process, have an opportunity to engage with faculty members in the department. Faculty who engage with any of the finalists will be asked to confidentially evaluate them, and this feedback will be taken into account by the search committee when making the final recommendation.

Tenure-track appointments begin at the rank of assistant professor; however, individuals with prior experience may be hired at a higher academic rank. Faculty who have had a full-time tenured, tenure-track, or visiting professor appointment at another institution of higher education prior to being hired at JSU may request up to two years of service credit toward their probationary period at JSU (see the Faculty Handbook section 5.2 Promotion and Tenure Timeline). If an instructor or visiting instructor has moved into a tenure-track position at JSU, they may request up to two years of service credit to be applied toward tenure. Any service credit awarded must be recommended by the dean and approved by the Provost/EVPAA and stipulated in the contract/appointment letter (see the Faculty Handbook section 8.1 Full-time Faculty Contracts). Faculty may subsequently request rescission of previously awarded service credit if it is determined to be detrimental to promotion and tenure progress.

If a recruitment waiver is used to hire an internal candidate without conducting a faculty search, the department head shall seek feedback from the regular full-time faculty of the department regarding the use of the waiver.

3.1.2 SEARCH/APPOINTMENT PROCEDURES FOR TEMPORARY FACULTY³

¹ [Policy I:02:02:01 Recruitment and Selection](#)

² Revised 06/2023; 01/2026

³ Revised 06/2023; 05/2025

For temporary and adjunct faculty searches, the following specification to the general University hiring policy⁴ is made:

- a. The department head, in consultation with the program coordinator (if applicable), may make recommendations for hiring temporary faculty without forming a formal search committee.

3.1.3 FACULTY ROLE IN SELECTION OF DEPARTMENT HEADS, DEANS, ASSOCIATE DEANS, AND UNIVERSITY ADMINISTRATORS⁵

Faculty participation in the selection of academic administrators is intended to ensure meaningful consultation, perspective, and feedback consistent with principles of shared governance. Nothing in this section shall be construed to confer decision-making authority on faculty or to limit the authority of the President, Provost/EVPAA, or deans as defined in University policy; rather, the provisions below establish procedural expectations for faculty involvement.

Department Heads

For department head searches, the full-time departmental faculty, along with the dean of their college, shall collaborate on whether the department head search will be internal or external. If an external search is conducted, the following specifications to the general University hiring policy are made:

- e. The dean of the college shall serve as the hiring manager.
- f. Typically, a department head from a related discipline shall serve as the chair of the search committee.
- g. At least three faculty members shall serve on the search committee. Preference will be given to faculty members within the department, but faculty from related disciplines may also be selected, especially in the case of very small departments or in the formation of a new department. Additional committee members beyond the required faculty representation may include students or other constituencies, consistent with University policy and as determined by the hiring manager.
- h. Each finalist shall, as part of the interview process, have an opportunity to engage with faculty members in the department. Faculty who engage with any of the finalists will be asked to confidentially evaluate them, and this feedback will be taken into account by the search committee when making the final recommendation.

If an internal search is chosen, the dean shall solicit feedback regarding potential candidate(s) from all full-time faculty during the interview process.

Associate Deans

For associate dean searches, the following specifications to the general University hiring policy are made:

- a. The dean of the college shall serve as the hiring manager.

⁴ [Policy I:02:02:01 Recruitment and Selection](#)

⁵ Revised 01/2026

- b. Typically, a dean or associate dean from another academic college shall serve as the search committee chair.
- c. A representative number of faculty and department heads from the college shall be appointed to the committee, in addition to other administrators, students, and staff members, as determined by the hiring manager.
- d. Each finalist shall, as part of the interview process, have an opportunity to engage with faculty members and department heads in the college. Faculty members and department heads who engage with any of the finalists will be asked to confidentially evaluate them, and this feedback will be taken into account by the search committee when making the final recommendation.

College Deans

For college dean searches, the following specifications to the general University hiring policy are made:

- a. The Provost/EVPAA shall serve as the hiring manager.
- b. Typically, a dean from an academic college shall serve as the search committee chair.
- c. A representative number of faculty and department heads from the college shall be appointed to the committee, in addition to other administrators, students, and staff members, as determined by the hiring manager.
- d. Each finalist shall, as part of the interview process, have an opportunity to engage with faculty members and department heads in the college. Faculty members and department heads who engage with any of the finalists will be asked to confidentially evaluate them, and this feedback will be taken into account by the search committee when making the final recommendation.

Senior University Administrators

For searches for senior University administrators who have responsibilities related to or affecting the academic programs (e.g., Provost/EVPAA, Vice Provost, Chief Financial Officer, Dean of Graduate Studies, etc.), the following specifications to the general University hiring policy are made:

- a. The Faculty Senate President, or their representative, shall be a member of the search committee and shall have a vote if a vote is taken, consistent with the committee's charge and the authority of the hiring manager.
- b. When additional faculty representation is determined to be appropriate by the hiring manager, the Faculty Senate President, in consultation with the hiring manager and the Chair of the Faculty Senate Elections Committee, will appoint the faculty members to the search committee.
- c. Each finalist shall, as part of the interview process, have an opportunity to engage with faculty members, department heads, and deans from across the University. Faculty members, department heads, and deans who engage with any of the finalists will be asked to confidentially evaluate them, and this feedback will be taken into account by the search committee when making the final recommendation.

3.1.4 PERSONNEL FILES⁶

The Office of Human Resources maintains all official personnel records. Faculty members must notify the Office of Human Resources of name changes, changes in marital status, and changes in telephone numbers, addresses, etc. Personnel files are records of the University and are considered by the University to be confidential. Faculty members have the right, upon request, to inspect and receive copies of their records in the Office of Human Resources.

3.1.5 ACADEMIC RECORDS AND CREDENTIALS REPOSITORY⁷

The Provost/EVPAA maintains digital and/or printed copies of academic records and credentials for each faculty member, which are the property of the University. These records include curricula vitae; transcripts; additional documentation verifying faculty teaching qualifications; contracts/appointment letters; and promotion and tenure documentation. Further, records of any disciplinary action taken by the Provost, and accompanying documents, shall be retained in the Provost's office, with copies sent to the dean of the college. Faculty credentials for teaching are determined via the *Jacksonville State University Guide for Justifying and Documenting Faculty Qualifications* referenced in The Policies and Procedures Manual (Policy II:02:02) on Faculty Approval, Validation, and Documentation.⁸ Faculty members may discuss their credentials by requesting an appointment with the Provost/EVPAA.

3.1.6 COLLEGE AND DEPARTMENT/SCHOOL RECORDS⁹

College deans shall maintain all official Academic Affairs records containing digital and/or printed copies of faculty evaluations; faculty annual reviews (FARs); disciplinary actions taken; and contracts/appointment letters. These files may vary from college to college. These records are the property of the University. Faculty members may review their own college or department/school records by requesting an appointment with the dean. Faculty members are expected to keep their Curriculum Vitae up to date.

3.1.7 NEW FACULTY ORIENTATON¹⁰

The Rebecca O. Turner Faculty Commons, in consultation with the Provost/EVPAA, shall have the primary responsibility for the discussion of the Faculty Handbook and for orientation of first-year faculty to the policies, regulations, and procedures of the University. They shall also be introduced to the technology in use at JSU, including the networks, telephone systems, computer systems, university-wide software programs, learning management system, enterprise resource planning system, and student success management system. Orientation to specific duties and responsibilities shall be conducted at the college or departmental levels.

⁶ Revised 06/2023; 05/2025

⁷ Revised 06/2023; 05/2025; 11/2025

⁸ [Policy II:02:02 Faculty Approval, Validation and Documentation](#)

⁹ Revised 06/2023; 05/2025

¹⁰ Revised 06/2023; 05/2025

3.2 FACULTY QUALIFICATIONS AND CREDENTIALS

3.2.1 FACULTY QUALIFICATIONS TO TEACH USING FACULTY CREDENTIALS¹¹

To serve as a member of the JSU Faculty, a faculty member must meet the professional standards for teaching courses set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in Standard 6.2, which uses the following faculty credentialing guidelines:¹²

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

A listing of appropriate terminal degrees, along with the documentation procedure, are found in the *Jacksonville State University Guide for Justifying and Documenting Faculty Qualifications* referenced in the Policies and Procedures Manual (Policy II:02:02) on Faculty Approval, Validation, and Documentation.¹³ In exceptional cases, and referencing SACSCOC Standard 6.2 of the Principles of Accreditation, the Provost/EVPAA may grant an academic department or equivalent unit the ability to utilize a combination of degrees, related work experience, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and/or other demonstrated competencies and achievement for determining a faculty member's eligibility to instruct a course. In all cases, documentation must be on file with the Provost's Office and supported by external evidence.

3.2.2 INSTRUCTORS OBTAINING TERMINAL DEGREES¹⁴

Faculty holding the rank of Instructor may pursue a terminal degree in the hopes of obtaining a tenure-track position. These instructors are highly encouraged to discuss the terminal degree program with their department head and dean. SACSCOC requires that the University employ qualified faculty to teach; therefore, it is essential that the instructor and the University agree that the intended terminal degree meets the institution's needs and standards for the discipline. However, because faculty staffing needs change with time, obtaining an agreed-upon terminal degree does not warrant automatic appointment to a tenure-track faculty line. Instructors obtaining a terminal degree are eligible and encouraged to apply for advertised faculty positions at JSU but are not guaranteed a transition in rank or position. Instructors who

¹¹ Revised 05/2025

¹² <https://sacscoc.org/app/uploads/2019/07/faculty-credentials.pdf>

¹³ [Policy II:02:02 Faculty Approval, Validation and Documentation](#)

¹⁴ Revised 06/2023; 05/2025

obtain tenure-track positions may request up to two years of service credit towards promotion and/or tenure. The prior service credit process will be the same as for new tenure-track faculty.

3.2.3 EXCEPTIONS TO CRITERIA FOR TERMINAL DEGREE¹⁵

Exceptions to the requirement for a terminal degree may be made in cases of extraordinary faculty performance in teaching, service/community engagement, or scholarly/creative activity. To qualify as an exception, the faculty member's accomplishments must be more extensive in quantity and generally more impressive in quality than those of faculty members with the same length of service and with the terminal degree who have been promoted. Furthermore, the faculty member's extraordinary performance must be recognized regionally or nationally. Requests for such an exception must be approved in writing by the department head, dean, and Provost/EVPAA.

3.2.5 APPOINTMENT TO SPECIFIC RANKED FACULTY STATUS¹⁶

The University uses three types of faculty appointments: regular faculty appointments, temporary appointments (covered in the Temporary Faculty/Adjunct Handbook¹⁷), and special appointments. Further, faculty may be classified as either tenure-track faculty or non-tenure-track faculty. Instructors are classified as non-tenure-track faculty. Assistant Professors, Associate Professors, and Professors are classified as tenure-track faculty. Those with special appointments may or may not be considered tenure-track faculty, depending on the type of appointment.

Those who are non-tenure-track faculty, and those who are tenure-track but untenured, receive contracts for set University terms and/or time periods (e.g., semester, year, multi-year); see the Faculty Handbook (Section 6.1.3) for information regarding non-reappointment.

At the time of initial appointment of a regular faculty member, the dean, in consultation with the division and/or department head, recommends rank for the initial hire, using the criteria described for each faculty rank. Upon approval of the Provost/EVPAA, written copies of the appointment letter and contract will be provided to the department head, dean, and individual involved. Thereafter, rank changes are subject to promotion guidelines outlined in Chapter 5 of the Faculty Handbook.

As referenced in the Faculty Handbook (Section 3.3) below, a college/university of “recognized standing” means a college/university accredited by one of the six institutional accrediting associations (e.g., Southern Association of Colleges and Schools), or a college/university of recognized international standing.

3.3 REGULAR FACULTY RANKS

¹⁵ Revised 06/2023; 05/2025

¹⁶ Revised 06/2023; 05/2025

¹⁷ [Temporary Faculty/Adjunct Handbook](#)

3.3.1 REGULAR FACULTY DEFINITION¹⁸

Generally, a regular faculty member:

1. has full-time teaching/professional effectiveness duties or teaching/professional effectiveness and other duties (e.g., research, scholarly/creative activity, academic administration, advising/mentoring) equivalent to a full-time workload.
2. fulfills the duties and responsibilities of a faculty member.
3. holds academic rank.

3.3.2 INSTRUCTOR¹⁹

The Instructor rank is non-tenure-track, with annual contracts. General criteria for the rank of Instructor shall be:

1. Compliance with the appropriate professional standards for teaching courses in their discipline set by SACSCOC in Standard 6.2; see the Faculty Handbook (Section 3.2.1).
2. Possession of a master's degree or higher from a graduate institution of recognized standing with a minimum of 18 graduate semester hours in the teaching discipline or equivalent experience and professional recognition.
3. Either demonstrated or presumptive potential for effectiveness in teaching and mentoring, as described in the Faculty Handbook (Section 4.4), or professional effectiveness (Section 4.5).
4. Either demonstrated or presumptive potential for effective departmental, college, university, professional, and/or community service, as described in the Faculty Handbook (Section 4.7).
5. Either demonstrated or presumptive potential for effective administration and leadership, if applicable, as described in the Faculty Handbook (Section 4.8).

3.3.4 ASSISTANT PROFESSOR²⁰

The Assistant Professor rank is tenure-track, with annual contracts. General criteria for the rank of Assistant Professor shall be:

1. Compliance with the appropriate professional standards for teaching courses in their discipline set by SACSCOC in Standard 6.2; see the Faculty Handbook (Section 3.2.1).
2. Possession of an appropriate earned doctorate or an appropriate terminal professional or academic degree from a graduate institution of recognized standing or experience and professional recognition (e.g., outstanding performance in the creative arts or in the business community).
3. Either demonstrated or presumptive potential for effectiveness in teaching and mentoring, as described in the Faculty Handbook (Section 4.4), or professional effectiveness (Section 4.5).
4. Either demonstrated or presumptive potential for effectiveness in scholarly/creative activities, as described in the Faculty Handbook (Section 4.6).

¹⁸ Revised 06/2023; 05/2025

¹⁹ Revised 06/2023; 11/2025

²⁰ Revised 06/2023; 11/2025

5. Either demonstrated or presumptive potential for effective departmental, college, university, professional, and/or community service, as described in the Faculty Handbook (Section 4.7).
6. Either demonstrated or presumptive potential for effective administration and leadership, if applicable, as described in the Faculty Handbook (Section 4.8).

3.3.5 ASSOCIATE PROFESSOR²¹

Promotion to the rank of Associate Professor includes the award of tenure, except in rare circumstances. Further, individuals may enter JSU on an initial appointment as an untenured Associate Professor and may be granted service credit toward tenure. Appointment or promotion to the rank of Associate Professor is based upon actual performance as well as demonstrated potential for further development. Associate Professor is a high academic rank and should carry no presumption of future promotion. General criteria for the rank of Associate Professor shall be:

1. Compliance with the appropriate professional standards for teaching courses in their discipline set by SACSCOC in Standard 6.2; see the Faculty Handbook (Section 3.2.1).
2. Possession of an appropriate earned doctorate or an appropriate terminal professional or academic degree from a graduate institution of recognized standing or experience and professional recognition (e.g., outstanding performance in the creative arts or in the business community).
3. A minimum of five complete years of full-time teaching at the rank of assistant professor at a regionally accredited college or university (or equivalent incorporating service credit).
4. Evidence of sustained effectiveness in teaching and mentoring, as described in the Faculty Handbook (Section 4.4), or professional effectiveness (Section 4.5).
5. Evidence of sustained effectiveness in scholarly/creative activities, as described in the Faculty Handbook (Section 4.6).
6. Evidence of sustained, effective departmental, college, university, professional, and/or community service, as described in the Faculty Handbook (Section 4.7).
7. Evidence of effective administration and leadership, if applicable, as described in the Faculty Handbook (Section 4.8).

3.3.6 PROFESSOR²²

When an individual is promoted to the rank of Professor from the rank of Associate Professor with tenure, tenure carries over to the Professor rank. Faculty may also enter JSU on an initial appointment as an untenured Professor with service credit granted toward tenure or as a tenured Professor. General criteria for the rank of Professor shall be:

1. Compliance with the appropriate professional standards for teaching courses in their discipline set by SACSCOC in Standard 6.2; see the Faculty Handbook (Section 3.2.1).
2. Possession of an appropriate earned doctorate from a graduate institution of recognized standing, or an appropriate terminal professional or academic degree

²¹ Revised 06/2023; 11/2025

²² Revised 06/2023; 11/2025

- from a graduate institution of recognized standing, or widely acclaimed accomplishments in the field (e.g., the creative arts or the business community).
3. A minimum of 10 years of full-time teaching as an Assistant and/or Associate Professor in a regionally accredited college or university (or equivalent incorporating service credit), with a minimum of five complete years of full-time teaching at the rank of Associate Professor, including the “year in wait.” The “year in wait” refers to the academic year between applying for promotion to Associate Professor and the actual year of beginning in rank as Associate Professor. Faculty who are successful in achieving Associate Professor rank are eligible to apply the “year in wait” toward the number of years required in rank when applying for full professor.
 4. Evidence of sustained effectiveness in teaching and mentoring, as described in the Faculty Handbook (Section 4.4), or professional effectiveness (Section 4.5).
 5. Evidence of sustained effectiveness in scholarly/creative activities, as described in the Faculty Handbook (Section 4.6).
 6. Evidence of sustained, effective departmental, college, university, professional, and/or community service, as described in the Faculty Handbook (Section 4.7).
 7. Evidence of effective administration and leadership, if applicable, as described in the Faculty Handbook (Section 4.8).

3.4 SPECIAL APPOINTMENT FACULTY

3.4.1 EMERITI APPOINTMENTS²³

Full-time faculty, administrators with faculty rank, non-academic administrators, and posthumous nominees who have been in the service of the university for 10 or more years are eligible for emeritus status after retirement. Faculty seeking an Emeriti appointment must be able to demonstrate continuous, sustained contributions in teaching/professional effectiveness, scholarship, or service/community engagement through the duration of their career at JSU. Administrators must also show evidence of sustained, continuous contribution in service to the university.

Nominations must be submitted by application.²⁴ A complete application packet must include an updated Curriculum Vitae reflecting continuous, sustained activity over the nominee’s career, a letter of recommendation by the nominator, and two additional letters of recommendation from people who are familiar with the candidate’s work. All nominations, including posthumous, should be made within three years of the nominee’s departure from the university.

Nominations for emeritus status for faculty and administrators with faculty rank shall be made to the Faculty Honors and Grants Committee. The committee shall make final recommendations to the Extended Deans’ Council for recommendation to the Provost/EVPAA

²³ Revised 06/2023; 12/2024; 05/2025

²⁴ [Emeriti Nomination Procedures - Academic Affairs \(jsu.edu\)](https://jsu.edu/emmeriti)

for recommendation to the President. Recommendations for non-academic administrators shall be made by the President's Cabinet to the JSU President. The final decision to award the designation shall be made by the JSU President. Those awarded Emeritus status will receive special recognition at a designated annual commencement ceremony.

Those enjoying Emeriti status are entitled to the full honors of their rank; to participate in all formal ceremonies of the University; to share in the social life of the faculty; to continue to use University facilities such as the cafeteria and the library. Those awarded Emeriti status will be allowed to keep their JSU email indefinitely. They are invited to attend all formal events held by the University. They may also obtain tickets to concerts, lectures, and sports and recreational events at faculty rates. Emeriti faculty may be provided office space, if available, at the discretion of the University.

Compensation is neither earned nor accrued by virtue of this honor, unless, by mutual agreement between the Provost/EVPAA and the individual, the individual is offered a part-time term contract to teach or fulfill other duties. In such cases, compensation and supplementary benefits, if any, shall be set forth in the contract.

3.4.2 EMINENT SCHOLAR/ENDOWED CHAIR²⁵

These titles may be assigned to faculty members who are distinguished in their respective academic disciplines. These positions are normally endowed by private contributions or extramural funds. Eminent scholars and endowed chair holders may be assigned teaching responsibilities at the undergraduate or graduate level, or a combination of both. Conditions of employment, including teaching load, research expectations, and public service are set forth in the initial employment letter or contract. Such individuals may be invited to serve on ad hoc and standing committees; they also enjoy all rights and privileges (e.g., tenure and promotion) normally reserved for the ranked faculty and are evaluated according to the eminent scholar policies and contract.

3.4.3 FACULTY-IN-RESIDENCE²⁶

The University may appoint distinguished artists, writers, poets, musicians, filmmakers, business executives, scholars, or others prominent in their fields to the special faculty status of faculty-in-residence (e.g., Artist-in-Residence; Executive-in-Residence). Such appointments shall be full-time or part-time, depending on the needs of the University. The appointments are non-tenure-track.

3.4.4 JOINT APPOINTMENT²⁷

Joint appointment refers to those faculty with an appointment in more than one program area. For the purposes of salary determination, promotion, tenure, performance assessment, and other personnel matters, individuals holding joint appointments shall be assigned by the

²⁵ Revised 05/2025

²⁶ Revised 06/2023; 05/2025

²⁷ Revised 06/2023; 05/2025

President, upon recommendation of the Provost/EVPAA and the appropriate deans and department heads, to a program area as determined by the percentage of workload or level of responsibility. Such appointments shall be made only when the credentials of a faculty member and/or the needs of the degree or program area so justify.

3.4.5 ADMINISTRATIVE FACULTY²⁸

Full-time ranked faculty who accept full-time administrative appointments at the level of department head or above shall retain their rank held at the time of the administrative appointment (and tenure, if applicable), but may continue to pursue faculty rank advancement through promotion and/or tenure. This category may include department heads, assistant deans, deans, vice provosts, Provost, President, or other professional personnel with academic rank who administer major academic support divisions, or other units within the University.

Faculty holding tenure at the time of an administrative/staff appointment shall retain tenured faculty status (see the Faculty Handbook, Section 5.2.11). Faculty in probationary tenure-track appointments who accept an administrative/staff appointment may continue to pursue promotion and/or tenure, with or without stopping the tenure clock (see the Faculty Handbook, Section 5.2.4).

Upon becoming an administrator from regular faculty status, or vice versa, a faculty member's salary will generally be adjusted following the guidelines in the Faculty Handbook (Section 8.1) on Salaries and Contracts.

²⁸ Revised 06/2023; 11/2025