

# Chapter 3

## Hiring Procedures and Academic Ranks

### SEARCH AND APPOINTMENT PROCEDURES

#### SEARCH/APPOINTMENT PROCEDURES<sup>1</sup>

The university gives notice of employment opportunities by appropriate publication and follows procedures outlined in the Jacksonville State University Manual of Policies and Procedures in the recruitment, selection, and appointment of applicants. Jacksonville State University is an equal opportunity employer (EEO).

#### ORIENTATON<sup>2</sup>

The office of the Provost and Senior Vice President for Academic Affairs shall have the primary responsibility for distribution of the Faculty Handbook and for orientation of first-year faculty to the policies, regulations, and procedures of the university. Orientation to specific duties and responsibilities shall be conducted at the school or departmental levels.

#### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION<sup>3</sup>

It is the policy of the university not to unlawfully discriminate against any employee or applicant for employment because of race, color, age, gender, national origin, religion, veteran status, or disability status. No employee shall unlawfully discriminate against another employee or student. For additional information, see the Jacksonville State University Equal Opportunity Policy and Policy of Nondiscrimination and Affirmative Action in the Jacksonville State University Manual of Policies and Procedures.<sup>4</sup>

#### NEPOTISM/EMPLOYEMENT CONFLICT OF INTEREST<sup>5</sup>

It shall be considered a conflict of interest in employment for an employee to serve in a direct supervisory capacity over a child, spouse, sibling, descendant (grandchild, great-grandchild), stepchildren, or in-laws.

#### PERSONNEL FILES<sup>6</sup>

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

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<sup>2</sup> Revised 06/2023

<sup>3</sup> Revised 06/2023

<sup>4</sup> <https://public.powerdms.com/JSUAL/documents/1291313>

<sup>5</sup> Revised 06/2023

<sup>6</sup> Revised 06/2023

and at reasonable times, to inspect their files in the Office of Human Resources. Faculty employee records cannot be removed and may be duplicated by an employee only by a written request and an agreement of the director of the Office of Human Resources. Reasonable copy charges will apply, as established by university policy.

### **CREDENTIALS FILES<sup>7</sup>**

The Provost and Senior Vice President for Academic Affairs maintains a file for each faculty member. These records are the property of the university. This file contains the vita; transcripts; correspondence with the Provost and Senior Vice President for Academic Affairs; copies of contracts for non-tenured faculty, adjunct, and temporary faculty; and promotion and tenure documentation. Faculty members may review their credentials file by requesting an appointment with the Provost and Senior Vice President for Academic Affairs.

### **SCHOOL AND DEPARTMENT FILES<sup>8</sup>**

Deans and/or department heads shall maintain files containing faculty evaluations, correspondence, records, and, for non-tenured faculty, copies of contracts. These files may vary from department to department. These records are the property of the university. Faculty members may review their school or departmental file by requesting an appointment with the dean or department head.

## **FACULTY RANKS**

### **RANK OF INSTRUCTOR<sup>9</sup>**

The rank of instructor is a non-tenured rank. A faculty member holding this rank does not possess any right to permanent or continuous employment; does not have any manner of legal right, interest, or expectancy of renewal or any other type of appointment; and is subject to annual renewal by the university. Because of the one-academic-year contract provision, with no expectation of renewal for the rank of Instructor, the highest academic degree required for an Instructor's position is an appropriate master's or educational specialist's degree in the discipline.

### **INSTRUCTORS OBTAINING TERMINAL DEGREES<sup>10</sup>**

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-

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<sup>7</sup> Revised 06/2023

<sup>8</sup> Revised 06/2023

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<sup>10</sup> Revised 06/2023

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 but are not guaranteed a transition in rank or position. Instructors who 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 faculty.

### **EXCEPTIONS TO CRITERIA FOR TERMINAL DEGREE<sup>11</sup>**

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. Request for such an exception must be approved in writing by the department head, dean, and Provost.

### **CRITERIA FOR APPOINTMENT TO SPECIFIC RANKED FACULTY STATUS<sup>12</sup>**

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 contract, using the criteria described below. Upon approval of the Provost and Senior Vice President for Academic Affairs, written copies of the appointment and contract will be provided to the department, dean, and individual involved.

Thereafter, rank changes are subject to Promotion guidelines. All faculty members are contract employees with the university.

As referenced below, a college/university of "recognized standing" means a college/university accredited by one of the six regional accrediting associations, e.g., the Southern Association of Colleges and Schools, or a college/university of recognized international standing.

## **REGULAR FACULTY**

### **REGULAR FACULTY<sup>13</sup>**

Generally, a regular faculty member:

1. Has full-time teaching duties or teaching and other duties (e.g., research, scholarly/creative activity, academic administration, advising) equivalent to a full-time workload.
2. Fulfills the duties and responsibilities of a faculty member.
3. Holds academic rank.

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<sup>11</sup> Revised 06/2023

<sup>12</sup> Revised 06/2023

<sup>13</sup> Revised 06/2023

## **INSTRUCTOR<sup>14</sup>**

General criteria for rank of Instructor shall be:

1. Possession of a master's degree from a graduate institution of recognized standing or equivalent experience and professional recognition.
2. Either demonstrated or presumptive potential for effective teaching and for satisfying the duties and responsibilities of a faculty member.
3. Either demonstrated or presumptive potential for effective service activities/community engagement.
4. Either demonstrated or presumptive potential for collegiality.
5. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

## **DISTINGUISHED INSTRUCTOR<sup>15</sup>**

The Distinguished Instructor is one of JSU's most prestigious teaching awards. It recognizes a significant contribution to teaching excellence at JSU over a significant number of years.

General criteria for the rank of distinguished instructor, which is a non-tenured rank, shall be:

1. Minimum of twelve (12) years at the rank of Instructor at Jacksonville State University.
2. An established reputation among students and colleagues for excellence in teaching or professional effectiveness for librarians, including the ability to interest and motivate students to achieve high standards.
3. Demonstrated clear and ongoing efforts to keep abreast of implementing new teaching methods and to participate in course design and curriculum development.
4. Leadership contributions to teaching and other educational and/or scholarly/creative activities.
5. Substantial contribution to service activities and/or community engagement.
6. Evidence of sustained collegiality.
7. A recommendation by the dean of the college for the rank and approved by the Provost and Senior Vice President for Academic Affairs and the president.

This rank carries a salary adjustment equivalent to the increase provided to faculty promoted from assistant professor to associate professor and shall be permanent.

General guidelines for this award are as follows:

1. Portfolio review will proceed in the same manner as for those applying to faculty advancing in other ranks, including a review of the most recent full five-year period.
2. The university deans will serve as the Distinguished Instructor Selection Committee. A dean from a respective school will bring forth his/her candidate(s) for consideration by the Committee. Recommendations made by the Committee will be

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<sup>14</sup> Revised 06/2023

<sup>15</sup> Revised 06/2023

- forwarded to the Provost and Senior Vice President for Academic Affairs and then to the president for approval.
3. Candidates who are not successful may apply again during the regular call for applications each fall semester.
  4. Decision of the president is not appealable.

### **DISTINGUISHED AFFILIATE INSTRUCTOR<sup>16</sup>**

This title is a courtesy and honorary title assigned by the university to individuals who offer educational experiences for the university. Such appointments do not qualify for compensation or benefits, unless the Provost and Senior Vice President for Academic Affairs approves an exception, such as a full-time temporary or visiting instructor. This rank is not eligible for tenure.

### **ASSISTANT PROFESSOR<sup>17</sup>**

General criteria for the rank of Assistant Professor shall be:

1. Possession of an appropriate earned doctorate or an appropriate terminal professional or academic degree from a graduate institution of recognized standing or accomplishments that are considered equivalent (e.g., recognized performance in the creative arts or in the business community).
2. Either demonstrated or presumptive potential for effective teaching and for satisfying the duties and responsibilities of a faculty member.
3. Either demonstrated or presumptive potential for scholarly/creative, or professional activities as defined by discipline.
4. Either demonstrated or presumptive potential for service activities and community engagement.
5. Either demonstrated or presumptive potential for collegiality.
6. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

### **ASSOCIATE PROFESSOR<sup>18</sup>**

General criteria for the rank of Associate Professor shall be:

1. 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).
2. A minimum of five complete years of full-time teaching at the rank of assistant professor at a regionally accredited college or university (or its equivalent).
3. Evidence of sustained excellence in teaching.
4. Evidence of sustained excellence in scholarly/creative, or professional activities as defined by discipline.

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<sup>16</sup> Revised 06/2023

<sup>17</sup> Revised 06/2023

<sup>18</sup> Revised 06/2023

5. Evidence of sustained, effective university service and community engagement.
6. Evidence of sustained collegiality.
7. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

### **PROFESSOR<sup>19</sup>**

General criteria for the rank of Professor shall be:

1. Possession of an appropriate earned doctorate from a graduate institution of recognized standing, or an appropriate terminal professional or academic degree from a graduate institution of recognized standing, or widely acclaimed accomplishments in the field (e.g., the creative arts or the business community).
2. A minimum of 10 years of full-time teaching as an assistant and/or associate professor in a regionally accredited college or university (or its equivalent), 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 numbers of years required in rank when applying for full professor.
3. Evidence of sustained excellence in teaching.
4. Evidence of sustained excellence in scholarly/creative, or professional activities as defined by discipline.
5. Evidence of sustained, effective university service and community engagement.
6. Evidence of sustained collegiality.
7. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

### **DISTINGUISHED PROFESSOR<sup>20</sup>**

Becoming a Distinguished Professor is the highest honor that can be awarded to a faculty member at Jacksonville State University. A Distinguished Professor is expected to have demonstrated and is expected to continue to model the high ideals of a learning-centered teaching institution.

General criteria for the rank of distinguished professor shall be:

1. A minimum of seven (7) years of service at JSU and be holding the rank of full professor with tenure for at least five (5) years at JSU.
2. A continuous and sustained record of excellence in teaching.
3. A continuous and sustained record of excellence in publications, presentations, performance or creative works at the regional, national, or international level in the discipline.
4. A continuous and sustained record of effective community engagement/service to the University and to the discipline.

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<sup>19</sup> Revised 06/2023

<sup>20</sup> Revised 06/2023

5. A continuous and sustained record of collegiality.
6. A brief narrative of the significance of scholarly/creative activity, service, or any unusual circumstances for the cited accomplishments.
7. A current CV.
8. Positive review by two (2) of the three (3) outside reviewers, who will be asked to review scholarship and service in relation to the discipline.

Salary increase will be equal to the amount provided for faculty promoted to full professor and shall be permanent.

General guidelines for this award are as follows:

1. Portfolio review will proceed in the same manner as for those applying to faculty advancing in other ranks, including a review of the most recent full five-year period. The timeline is slightly altered to allow for review of portfolio by external reviewers.
2. The university deans will serve as the Distinguished Professor Selection Committee. A dean from a respective school will bring forth his/her candidate(s) for consideration by the committee. Recommendations made by the committee will be forwarded to the Provost and Senior Vice President for Academic Affairs and then to the president for approval.
3. Candidates who are not successful may apply again during the regular call for applications each fall semester.
4. Decision of the president is not appealable.

### **DISTINGUISHED AFFILIATE PROFESSOR<sup>21</sup>**

This title is a courtesy and honorary title assigned by the university to some individuals teaching as adjuncts who offer educational experiences for the university on a part-time basis. Such appointments do not qualify for compensation or benefits, unless the Provost and Senior Vice President for Academic Affairs approves an exception, such as a full-time temporary or visiting professor. This rank is not eligible for tenure.

## **TEMPORARY FACULTY**

### **ADJUNCT FACULTY<sup>22</sup>**

Adjunct faculty members teach on a per-course basis, as needed. Adjunct faculty:

1. Possess a master's degree from a graduate institution of recognized standing or equivalent experience and professional recognition.
2. Teach no more than 12 credit hours during any semester or combination of short terms, with no more than 4 credit hours in any 4-week term or 6 credit hours during a 6-week term.

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<sup>21</sup> Revised 06/2023

<sup>22</sup> Revised 06/2023

3. Have no other faculty non-teaching duties and responsibilities, unless special approval is given from the dean.
4. Have the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.
5. Receive a contract, with no fringe benefits other than those required by Federal or State law, e.g., FICA.
6. Do not accrue time towards, and are not eligible for, tenure or promotion.
7. Work no more than 27 hours per week.

### **VISITING FACULTY<sup>23</sup>**

All visiting faculty appointments are for a limited period of time with no intent of ongoing employment. Visiting appointments by rank are reserved for faculty members who meet minimum requirements for full-time faculty employment. If a visiting faculty member receives a tenure-track faculty appointment, the period of the visit, or some portion thereof, may be counted as part of the probationary period at the discretion of the Provost and President.

## **SPECIAL APPOINTMENT FACULTY**

### **EMERITI APPOINTMENTS<sup>24</sup>**

Retired professors, associate professors, assistant professors, instructors, and administrative staff who have been in the service of the university for 10 or more years are eligible for emeritus status. For faculty, they must have been members of the faculty who have made outstanding contributions in teaching, scholarship, or service/community engagement. For administrative staff, they must have made a significant contribution in service to the university. Nominations for emeritus status shall be made to a committee on faculty honors chosen by the faculty senate and with one representative from each school within the university. The committee shall make final recommendations to the Provost and Senior Vice President for Academic Affairs for recommendation to the president. For administrative staff, recommendations shall come from the university council. The final decision to award the designation shall be made by the president.

Those enjoying emeritus 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, the library, and recreational facilities. 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.

Compensation is neither earned nor accrued by virtue of this honor, unless, by mutual agreement between the Provost and Senior Vice President for Academic Affairs and the

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<sup>23</sup> Revised 06/2023

<sup>24</sup> Revised 06/2023



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.

#### **ARTIST/WRITIER/SCHOLAR-IN-RESIDENCE<sup>25</sup>**

The university may appoint distinguished artists, writers, poets, or scholars to the special faculty status of artist/writer/scholar-in-residence. Such appointments shall be full-time or part-time, depending on the needs of the university. The appointments are non-tenure-track.

#### **REPLACEMENT FACULTY<sup>26</sup>**

The university may appoint faculty members as adjunct faculty, visiting faculty, or temporary faculty to replace faculty on leave for the duration of such leave. Service under such contracts does not count for tenure, promotion, or professional development leave unless such service is recognized by the Provost and Senior Vice President for Academic Affairs at the time of offering a probationary (tenure-track) contract.

#### **JOINT APPOINTMENT<sup>27</sup>**

Joint appointment refers to those faculty contracts held by one person with specific contractual designation 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 president, upon recommendation of the Provost and Senior Vice President for Academic Affairs 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.

#### **COURTESY APPOINTMENT<sup>28</sup>**

Applications for courtesy faculty appointments may be made to the Provost and Senior Vice President for Academic Affairs by qualified administrators. Applicants must meet minimum criteria specific to ranked faculty status and must receive recommendations from the dean and department head. Courtesy appointment faculty are ineligible for promotion and tenure, and shall not be considered for full-time faculty positions except by participation in a normal search process for an authorized vacancy.

#### **ADMINISTRATORS WITH FACULTY RANK<sup>29</sup>**

Full-time ranked faculty who accept full-time administrative appointments at the level of department head or above shall retain the rank held at the time of the administrative appointment.

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<sup>25</sup> Revised 06/2023

<sup>26</sup> Revised 06/2023

<sup>27</sup> Revised 06/2023

<sup>28</sup> Revised 06/2023

<sup>29</sup> Revised 06/2023

Faculty holding tenure at the time of an administrative appointment shall retain tenured faculty status. Faculty in probationary tenure-track appointments who accept an administrative appointment may continue to pursue promotion and/or tenure. Associate and full professors who accept an administrative appointment may continue to pursue promotion and/or tenure. For those administrators pursuing tenure and/or promotion, the portfolio should reflect an evaluation with supporting evidence of administrative accomplishments and achievements, with supporting evidence, as well as the standard evidence associated with teaching, scholarly/creative activity, and service.

Upon becoming an administrator from regular faculty status, a faculty member's salary will generally be adjusted to an annual rate by multiplying the current salary by 1.2 and then adding the amount of the agreed-upon administrative stipend for the position. For example, for a faculty member on a nine-month contract with a salary of \$60,000 who becomes an administrator with a \$5,000 stipend, the \$60,000 salary is multiplied by 1.2 to annualize the salary (\$72,000) before adding the \$5,000 stipend, for a total of \$79,000. Likewise, administrators, upon cessation of an administrative appointment, return to a full-time faculty appointment at a salary determined by first reducing the administrative salary by the amount of the administrative stipend and then dividing 1.2 into the remaining annual salary to establish the new nine-month faculty salary. Given the example above, if the administrative salary has increased (due to raises, etc.) to \$85,000, subtraction of the \$5,000 administrative is the first step (\$80,000). That amount is then divided by 1.2, so the nine-month salary would be \$66,667.

For tenured faculty appointed to the executive administrative positions of Dean, Vice President, or President, the formulas above may be overridden by contractual terms. Non-tenured administrators who leave administrative appointments for any reason, other than denial of tenure, may continue their faculty appointments upon the recommendation of the appropriate department head, dean, and the Provost and Senior Vice President for Academic Affairs, and with the approval of the president.