

Chapter 3

Hiring Procedures and Academic Ranks

3.1 SEARCH AND HIRING PROCEDURES

- 3.1.0 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
- 3.1.1 SEARCH/APPOINTMENT PROCEDURES
- 3.1.4 NEPOTISM/EMPLOYMENT CONFLICT OF INTEREST
- 3.1.5 PERSONNEL FILES
- 3.1.6 ACADEMIC RECORDS AND CREDENTIALS REPOSITORY
- 3.1.7 COLLEGE AND DEPARTMENT RECORDS
- 3.1.8 NEW FACULTY ORIENTATON

3.2 FACULTY QUALIFICATIONS AND CREDENTIALS

- 3.2.1 FACULTY QUALIFICATIONS TO TEACH USING FACULTY CREDENTIALS
- 3.2.2 INSTRUCTORS OBTAINING TERMINAL DEGREES
- 3.2.3 EXCEPTIONS TO CRITERIA FOR TERMINAL DEGREE
- 3.2.5 APPOINTMENT TO SPECIFIC RANKED FACULTY STATUS

3.3 REGULAR FACULTY RANKS

- 3.3.1 REGULAR FACULTY DEFINITION
- 3.3.2 INSTRUCTOR
- 3.3.4 ASSISTANT PROFESSOR
- 3.3.5 ASSOCIATE PROFESSOR
- 3.3.6 PROFESSOR

3.4 SPECIAL APPOINTMENT FACULTY

- 3.4.1 EMERITI APPOINTMENTS
- 3.4.3 FACULTY-IN-RESIDENCE
- 3.4.4 JOINT APPOINTMENT
- 3.4.5 ADMINISTRATIVE FACULTY

3.1 SEARCH AND APPOINTMENT PROCEDURES

3.1.0 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION¹

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.²

3.1.1 SEARCH/APPOINTMENT PROCEDURES³

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).

3.1.4 NEPOTISM/EMPLOYMENT CONFLICT OF INTEREST⁴

It shall be considered a conflict of interest in employment for an employee to serve in a direct supervisory capacity over a relative.⁵ This may include (but is not limited to) the following: spouse, sibling, descendant (child, grandchild, great-grandchild), ancestor (parent, grandparent), stepchild, in-law.

3.1.5 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.

3.1.6 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. 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

¹ Revised 06/2023

² <https://public.powerdms.com/JSUAL/documents/1291313>

³ Revised 06/2023

⁴ Revised 06/2023; 05/2025

⁵ [Policy I:02:23 Nepotism](#)

⁶ Revised 06/2023; 05/2025

⁷ Revised 06/2023; 05/2025

II:02:02) on Faculty Approval, Validation, and Documentation.⁸ Faculty members may discuss their credentials by requesting an appointment with the Provost/EVPAA.

3.1.7 COLLEGE AND DEPARTMENT 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 records by requesting an appointment with the dean. Faculty members are expected to keep their Curriculum Vitae up to date.

3.1.8 NEW FACULTY ORIENTATION¹⁰

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.

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.

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

⁹ Revised 06/2023; 05/2025

¹⁰ Revised 06/2023; 05/2025

¹¹ Revised 05/2025

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

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 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-

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

¹⁴ Revised 06/2023; 05/2025

¹⁵ Revised 06/2023; 05/2025

¹⁶ Revised 06/2023; 05/2025

¹⁷ [Temporary Faculty/Adjunct Handbook](#)

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

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

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.

¹⁸ Revised 06/2023; 05/2025

¹⁹ Revised 06/2023

5. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

3.3.4 ASSISTANT PROFESSOR²⁰

General criteria for the rank of Assistant Professor shall be:

4. 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).
5. Either demonstrated or presumptive potential for effective teaching and for satisfying the duties and responsibilities of a faculty member.
6. Either demonstrated or presumptive potential for scholarly/creative, or professional activities as defined by discipline.
7. Either demonstrated or presumptive potential for service activities and community engagement.
8. Either demonstrated or presumptive potential for collegiality.
9. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

3.3.5 ASSOCIATE PROFESSOR²¹

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.
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.

3.3.6 PROFESSOR²²

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

²⁰ Revised 06/2023

²¹ Revised 06/2023

²² Revised 06/2023

- 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.

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 for recommendation to the President. Recommendations for non-academic administrators

²³ Revised 06/2023; 12/2024; 05/2025

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

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.

3.4.3 FACULTY-IN-RESIDENCE²⁵

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 APPOINTMENT²⁶

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 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 ADMINISTRATORS WITH FACULTY RANK²⁷

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.

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

²⁵ Revised 06/2023; 05/2025

²⁶ Revised 06/2023; 05/2025

²⁷ Revised 06/2023

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 1.22 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 1.22 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 1.22 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 1.22, 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 Executive Vice President for Academic Affairs, and with the approval of the president.