

3349-3-26 COGS procedures for the appointment, reappointment, and leaves of absence of faculty (Appendix A).

(A) Purpose

This rule of the university faculty bylaws sets forth the criteria and process for the appointment, promotion, evaluation, and reappointment of non-tenure track faculty in the college of graduate studies (COGS). This rule of the bylaws (bylaws) is designed to cultivate a diverse body of outstanding faculty that are engaged in graduate education. These bylaws define faculty ranks and status levels in COGS; eligibility for faculty appointment and promotion; the process for fair and orderly consideration of appointments, promotions, and reappointments; and mechanisms for the assurance of due process and good faith resolution of conflicts arising out of this rule.

(B) Scope

This rule applies to the appointment, promotion, reappointment, and leaves of absence for the non-tenure track faculty in COGS.

(C) Definitions

- (1) “Adjunct”.** Adjunct faculty are those faculty who hold a primary faculty or professional appointment at an institution other than NEOMED, intend to contribute to graduate education through course instruction, or have been sought out to serve on a graduate student’s thesis committee based on his or her expertise.
- (2) “Dossier”.** A file containing the faculty member’s documents submitted for consideration for promotion.
- (3) “Full-time faculty appointment” or “full-time appointment”.** Full-time faculty are faculty who are so designated by the college or the university.
- (4) “Joint faculty appointment” or “joint appointment”.** Non-tenure track appointment that is awarded to faculty for whom

a portion of their salary is funded by COGS and who hold a faculty appointment in another college of the university.

- (5) “Letter of offer”. The letter of offer is a document initiated by the college and sets forth the conditions of employment. Any previous experience to be counted toward a faculty member's time in rank may be negotiated prior to appointment and will be documented in the letter of appointment. Any modifications to the letter must be in writing and agreed to by both parties. The letter of offer does not constitute a contract with university.
- (6) “Limited faculty appointment” or “limited appointment”. Appointments for faculty whose academic contributions to the college are limited in time or scope and carry the prefix “research” or “visiting.”
- (7) “Notice of non-reappointment”. Notice of non-reappointment is a written notification by the dean that the college intends to terminate a faculty member's appointment at a specified time.
- (8) “Non-tenure track appointment”. A non-tenure track appointment is a faculty appointment that does not include the eligibility to apply for tenure.
- (9) “Part-time faculty appointment” or “part-time appointment”. Faculty who receive regular supplemental payment from the college of graduate studies and whose full time equivalent to the college is less than one hundred per cent.
- (10) “Time in rank”. Time in rank refers to the minimum requirements that a faculty member with rank must meet before being considered for promotion to the next rank. Time in rank is calculated separately at each rank but may be compounded with an aggregate review of the applicant's dossier.

(11) "Program director". Program directors are responsible for the oversight of all aspects of a graduate program. The role must demonstrate a strong commitment to education. Program directors are appointed by the dean of the COGS and serve as the primary point of contact for academic matters concerning a graduate program.

(D) Academic appointments with graduate faculty rank

(1) The following academic ranks have been established for non-tenure track faculty who are appointed within COGS:

(a) Professor;

(b) Associate professor;

(c) Assistant professor; and

(d) Instructor.

(2) Designation of academic title

Academic titles include the academic rank and specialty or discipline designation. Academic rank shall not include other qualifiers except as indicated for limited and joint appointments and titles of distinction.

(3) Limited appointments

The following appointments may be awarded to persons whose academic contributions to the college are limited in time or scope. For persons holding rank at another accredited university, the rank awarded will usually be consistent with the rank held at the primary university.

(a) Research appointments are for persons whose contributions to the college are primarily investigational. The prefix "research" is added to the rank.

(b) Visiting appointments are for persons from other universities who are temporarily involved in the programs of the college of graduate studies. The prefix "visiting" is added to the rank.

(4) Joint appointments

(a) These appointments may be awarded to individuals whose salaries are funded in part by COGS and who hold a faculty appointment in another college of the university. The college that supports the larger percentage of the faculty FTE will be considered the college of primary appointment.

(b) Joint appointments may be made only when a faculty member actively participates in the teaching or research of one or more colleges within the university to a significant degree and when such teaching or research is expected to be of long duration.

(c) Such appointments require the recommendation of the dean where the secondary appointment is sought and the concurrence of the dean where the primary appointment is held or sought. These appointments will be processed in accordance with the procedures outlined herein.

(d) The appointment will ordinarily be at the same rank as the appointment held in the primary college.

(e) An application for promotion will always be initiated through the faculty member's primary college in accordance with the procedures for that college.

(f) The equivalent promotion for the secondary appointment is not automatic but is predicated upon the positive recommendation of the college in accordance with the procedures for that college.

(g) Funding arrangements for joint appointments will be determined by the dean of COGS in collaboration with the other source of funding.

(5) Appointments solely within the purview of the dean

Recommendations for appointment in the following categories are typically reviewed and approved solely by the dean but may, at his or her discretion, be forwarded to the COGS appointments and promotions committee.

(a) Visiting appointments, if the recommended rank is consistent with the individual's qualifications or appointment at another accredited university; and

(b) Research appointments, if the recommended rank is consistent with the appointment an individual holds at another accredited university.

(E) Academic appointments with graduate faculty status

(1) Graduate faculty status

Graduate faculty status may be granted to a NEOMED faculty member whose primary faculty appointment is in another college of the university, and who does not hold a secondary faculty appointment within the COGS. These faculty will have an earned terminal degree or its equivalent in a professional field or specialty and have demonstrated scholarship within the candidate's field of expertise.

(2) Adjunct graduate faculty status

Adjunct graduate faculty are those faculty who hold a primary faculty appointment at an institution other than NEOMED, intend to contribute to graduate education through course instruction, or have been sought out to serve

on a graduate student's thesis committee based on his or her expertise.

(3) Academic appointments with graduate faculty status are subject to periodic review for reappointment and non-reappointment, per section k of this rule.

(4) Graduate faculty status levels
Graduate faculty are designated within three (3) levels as defined below and adjunct graduate faculty are designated within two (2) levels, defined below.

(a) The assignment of status level i, ii or iii to graduate faculty should be discussed with the program director or the dean/vice dean prior to applying. The level assignment is approved by the graduate faculty council with final approval by the dean of COGS.

(b) Activities and criteria for level i designation

Graduate faculty with level i designation must have earned a graduate or professional degree equal to or higher than the degree program in which they are teaching. They may be involved in any of the following activities:

(i) Teach graduate coursework;

(ii) Serve on a master's thesis committee;

(iii) Oversee student scholarly work (e.g., a capstone project).

(c) Activities and criteria for level ii designation

(i) Graduate faculty with level ii designation may engage in any of the following activities:

(a) Teach graduate coursework;

- (b) Oversee student scholarly work (e.g., capstone project);
 - (c) Serve on a master's thesis committee or co-direct a master's thesis;
 - (d) Serve on a dissertation committee; and/or
 - (e) Co-direct a doctoral dissertation with an advisor.
- (ii) Graduate faculty with level ii designation must meet the following criteria:
 - (a) Have prior experience in graduate education;
 - (b) Demonstrate creativity and competence in an appropriate field of research and scholarship via peer-reviewed publication; and
 - (c) Satisfy requirements for level one faculty.
- (e) Activities and criteria for level three designation (adjunct graduate faculty are ineligible for level three designation)
 - (i) Graduate faculty with level iii designation may engage in the following activities:
 - (a) Direct a doctoral dissertation; or
 - (b) Participate in level i and/or level two activities.

- (ii) Graduate faculty with level three designation must meet the following criteria:
 - (a) Have prior service experience on a doctoral dissertation committee;
 - (b) Hold a primary faculty appointment in the NEOMED tenure track (i.e., tenured or on track); and
 - (c) Satisfy requirements for level two faculty, or be appointed as a graduate program director.

(F) Titles of distinction

(1) Distinguished

- (a) The title “distinguished” is a non-salaried designation of distinction conferred by the board of trustees upon an individual who has contributed significantly to the mission of the college. Distinguished titles may also be conferred upon individuals known nationally or internationally who have made significant contributions to his/her discipline. This title will be awarded in accordance with section (N) of 3349-3-1 of the Administrative Code.
- (b) The rank conferred would be preceded by the title “distinguished”.
- (c) Recommendations for the award of distinguished status may originate with the program director, dean, or the president.
- (d) If the president concurs with the recommendation, it will be forwarded to the board of trustees for consideration.

(2) Emeritus

- (a) The emeritus status policy of the board of trustees is reproduced here for informational purposes. This policy may only be amended by an action of the board of trustees.
- (b) “Emeritus” status recognizes university faculty and professional senior administrative staff who have provided meritorious service to the university and have retired. The university recognizes the potential of emeritus faculty and senior administrators as a continuing valuable resource and is committed to fostering an active ongoing relationship with them through an extended academic appointment.
- (c) A candidate for emeritus status will have demonstrated leadership and wisdom, will have given dedicated and distinguished service to the university for a minimum of ten years and, for faculty, have attained the rank of associate professor. Exceptions to the ten years and associate professor requirements can be made by the dean, president, or chair of the board of trustees for an individual who has made an outstanding contribution to the university during a briefer period of service or holds a rank below associate professor.
- (d) Where possible, an emeritus faculty member would continue to contribute to the university community as appropriate.
- (e) Procedures for nomination and selection
 - (i) Recognizing the significance of the designation of emeritus, the award of emeritus status will be limited in number.

- (ii) A candidate may be nominated by his/her program director, dean, president or chair of the board of trustees.

 - (a) Faculty are nominated by the program director after discussion with the dean. The dean must approve faculty nominations.
 - (b) A program director or vice dean will be nominated by the dean.
 - (c) A dean or professional senior administrative staff will be nominated by the president.
 - (d) The president will be nominated by the board of trustees chair.
- (iii) Except in the case of a board of trustees' nomination, the nominator must submit a current CV for the nominee and a letter of recommendation supporting:

 - (a) The nominee's qualifications in meeting the minimum criteria; and
 - (b) Three supporting letters of reference from other constituents, obtained by the nominator.
- (iv) Completed nomination packets (including any and all letters, even of the advisory committee should one be established) should be forwarded to the office of the vice president for academic affairs (VPAA).

- (v) The VPAA will confirm that the materials are complete and will present the materials to the president on behalf of the nominator.
- (vi) The dean may choose to interview the faculty candidates and must approve faculty candidates before submission.
- (vii) The designation of emeritus status is recommended by the president or board chair and awarded by formal resolution of the board of trustees.
- (viii) The candidate will be notified of the board of trustees' approval and will be provided a copy of the board of trustees' resolution.

(c) Rights, responsibilities and privileges

- (i) Individuals with emeritus status are expected to comply with all the policies, regulations and rules as stated in the appropriate university handbooks.
- (ii) Contact the office of the VPAA for a complete listing of all rights, responsibilities and privileges.

(3) Honorary

- (a) The title "honorary" is a non-salaried designation of distinction conferred by the board of trustees upon an individual who has contributed significantly to the mission of the college. Honorary titles may also be conferred upon individuals known nationally or internationally who have made significant contributions to his/her discipline.

- (ii) Expertise in an appropriate academic field and evidence of dedication to continuing advancement of this field of knowledge;
 - (iii) Ability and dedication as an effective teacher;
 - (iv) Creativity and competence in an appropriate field of research and scholarship;
 - (v) Ability to assume responsibility for professional services and administration of health and/or academic services; and/or
 - (vi) Ethical, professional performance.
- (e) A non-tenure track appointment is made with the expectation that it will continue until a notice of non-reappointment is given by either the faculty member or COGS in accordance with these bylaws, policies and procedures. Any time accrued under non-tenure track appointments will not count toward tenure track appointments or any probationary period, unless otherwise agreed to in writing.

(2) Promotion

- (a) There is no requirement that a faculty member be promoted after a given period of service in order to hold or maintain a given rank.
- (b) Promotion may be made after the minimum time in rank and contributions commensurate with the higher rank have been achieved. The COGS appointments and promotions committee will consider any specific exceptions or requirements set forth in the faculty member's letter of offer or amendments thereto.

(c) In evaluating the candidate's performance, the weighting of the evaluation areas may vary. Consideration will be given to the mission of the college and the university and the demands of the appropriate discipline. Both quality and quantity of the faculty member's contribution will be taken into consideration.

(H) Structure and function of the COGS appointments and promotions committee

(1) The COGS appointments and promotions committee is a standing committee of the college.

(2) Composition and chair

(a) The committee consists of five faculty members engaged in graduate education appointed by the dean of COGS. The chair shall be designated by the dean. Committee membership may not include the dean or vice dean.

(b) A duly constituted COGS search committee shall function as the COGS appointments and promotions committee for a candidate who is recruited through an appropriate search process.

(3) Responsibilities

The COGS appointments and promotions committee will evaluate the materials in light of the criteria for appointment or promotion and will take into account any special consideration regarding the role, responsibilities and assignments of the faculty member as outlined in the faculty member's letter of offer and make recommendations to the dean of COGS.

(a) Evaluation

The committee, during its evaluation, may:

- (i) Interview the candidate;
- (ii) After notifying the candidate, interview the program director or other appropriate individuals;
- (iii) Request any additional information pertinent to the evaluation; and
- (iv) Seek external advice as it deems necessary.

(b) Recommendations

- (i) The committee, by majority vote, will recommend one of the following and forward to the dean:
 - (a) Approval of the request for appointment or promotion as submitted;
 - (b) Approval of the request for appointment or promotion with a revised rank or title;
 - (c) Disapproval of the request for appointment or promotion as submitted.
- (ii) The committee will transmit the recommendation and the reasons therefore to the dean. The dean shall inform the candidate of the recommendation. In cases regarding faculty promotion, the candidate shall also be informed by the dean of the right to appeal the decision.

(l) Time in rank

- (1) Instructor to assistant professor

There is no time in rank requirement after one year of service.

(2) Assistant professor to associate professor

(a) The minimum time in rank prior to consideration for promotion to associate professor is five years. In exceptional circumstances, if recommended by the program director and approved by the dean, a candidate may be considered prior to that time.

(b) Prior service may be counted toward the time in rank requirement if specified in the letter of offer or an amendment thereto.

(3) Associate professor to professor

(a) The minimum time in rank prior to consideration for promotion to professor is seven years. In exceptional circumstances, if recommended by the program director and approved by the dean, a candidate may be considered prior to that time.

(b) Prior service may be counted toward this requirement if specified in the letter of offer or an amendment thereto.

(J) Appointment and promotion general considerations

(1) Appointment

Initial appointment is primarily based upon past performance with an expectation of continued contribution at a level commensurate with the appointment.

(2) Promotion

- (a) Promotions may be awarded after the minimum time in rank and contributions commensurate with the higher rank have been achieved.
- (b) The committee will consider any specific exceptions or requirements set forth in the faculty member's letter of offer or any amendments thereto.
- (c) In evaluating the candidate's performance, the weighting of the evaluation areas may vary. Consideration will be given to the mission of the college and the university and the demands of the appropriate discipline. Both quality and quantity of the individual's contribution will be taken into consideration.

(K) Appointment and promotion standards and documentation

Standards and documentation include, but are not limited to:

(1) Contributions to the educational program of the college

(a) The standard

Teaching is a central mission of COGS. A faculty member's teaching is reflected by students' achievements in the classroom, laboratory, research, and clinical arenas. Furthermore, teaching quality is documented by recognition and feedback from students, alumni and peer evaluation. Positive contributions to the learning environment and curriculum may support a faculty member's record of teaching.

(b) Documentation

(i) Evidence of teaching proficiency or excellence may include, but is not limited to, some combination of the sources listed below. In

joint teaching endeavors, the evidence should specify the extent of each person's contributions.

- (ii) Faculty members are expected to carry out teaching assignments made by the program director. Teaching of graduate students, pharmacy students, medical students, postdoctoral students (e.g., residents in training, fellows) in university-sponsored programs will be of primary importance.
- (iii) Teaching of one's colleagues is recognized as a contribution to the educational program of the college. These activities include, but are not limited to, formal continuing education programs, scientific seminars, workshops, and conferences.
- (iv) Teaching in other areas may be considered but will be given less weight.
- (v) Educational activities include, but are not limited to: presentation of lectures, seminars and tutorials; preparation of syllabi, course and examination materials; remediation; academic advising; career guidance; obtaining external funding for educational activities; curriculum planning and meetings; tutoring; review sessions; examination writing and review; collaborative work with other faculty (curriculum, assessment, instruction); assessment or observation of faculty teaching or precepting; advising on thesis and dissertation committees, if qualified to do so in accordance with college bylaws.

(vi) All faculty members should demonstrate ability in presenting concepts and accurate and current information.

(vii) The extent and effectiveness of educational accomplishments will be evaluated through review of relevant evidence. Evidence may include: student performance on examinations; recognition of excellence in teaching; supervisor, peer, and student evaluations.

(2) Research and scholarship

(a) The standard

(i) Research is a central mission of COGS. Given the complexity and diversity of talent within the college, it is imperative that various kinds of academic work be recognized through a broad vision of scholarship. Scholarship includes, but is not limited to, the scholarship of discovery, integration, application and teaching. Scholarship is understood to include the traditional science of inquiry, investigation and experimentation known as research. Scholarship and research may also include participation in clinical trials and commercialization, patent and technology transfer activities. Such work may be primarily supportive for promotion decisions. Clinical innovation and improvement activities done in a scholarly manner and acknowledged to be of regional or national importance are important indicators of distinction and merit consideration. Regardless of the type of scholarship, it should possess the quality of excellence, be peer-reviewed and be disseminated in the public domain.

- (ii) Creative scholarly activity includes both original research resulting from investigative work or other peer reviewed contributions to the professional and scientific literature. Faculty shall conduct original research and other scholarly activity. The hallmark of creative scholarly activity lies in the peer reviewed “written” word. By having their contributions published, faculty can make a lasting contribution to the body of professional and scientific literature. Written work which is not peer reviewed may support a faculty member’s dossier, but by itself is insufficient evidence of excellence in scholarly activity. Oral presentations may provide additional support for a faculty member’s dossier especially when completed in national or international venues.
- (iii) Original research is studious inquiry or examination, especially critical and exhaustive investigation or experimentation that has as its aim revision of accepted conclusions, interpretations, theories, or laws in the light of newly discovered facts, or the practical applications of such new or revised conclusions, interpretations, theories or laws. Original research is often of an applied nature; therefore, it has potentially immediate usefulness to the profession and health sciences. Research may also be theoretical in nature; both applied and theoretical (basic) research are encouraged. The nature of research disciplines may range widely reflecting the diverse nature of graduate studies.
- (iv) Faculty shall conduct research and other creative scholarly activity that clearly demonstrates high quality and conforms to the

highest ethical and legal standards. Quality is stressed over quantity.

(b) Documentation

(i) Evidence of original research or other creative scholarly activities includes, but is not limited to, the sources listed below. In joint endeavors, the evidence should specify the extent of each person's contribution.

(ii) Scholarly publications include, but are not limited to: abstracts, journal articles, books, chapters, monographs, case reports, literature reviews, annotated bibliographies, abstracts, editorials, technical reports or other technical items published in a professional journal.

Publications will be assessed in terms of quality and quantity and the candidate's role in the work. The quality of the publications will be evaluated by criteria such as: whether the publication was refereed; whether the publication was invited; the reputation and circulation of the journal or book or monograph; the scope of the periodical's audience; the number and nature of citations; originality, creativity and impact on the field; unsolicited independent reviews; or solicited outside professional reviews.

(iii) Scholarly presentations include, but are not limited to: lectures, poster presentations or educational displays at professional meetings, colloquia, workshops, seminars and conference presentations.

- (iv) Scholarly consultation and support include, but are not limited to: design, measurement, evaluation and data analysis.
- (v) Scholarly support includes support generated through grants, contracts and other sources.
- (vi) Evidence of participation in clinical trials and commercialization, patent and technology transfer activities.
- (vii) Evidence of clinical innovation and improvements done in a scholarly manner and acknowledged to be of regional, national or international importance.

(3) Professional standing and accomplishments

(a) The standard and documentation

- (i) Evidence of professional standing may include, but is not limited to, some combination of the sources listed below. In joint endeavors, the evidence should specify the extent of each person's contributions.
- (ii) Professional accomplishments include but are not limited to: degrees held; fellowships and post-doctoral experiences; professional licenses or certificates; board certification; honorary degrees; awards; honors; offices held in professional societies; invited membership in honorary societies; membership in professional societies; membership on editorial boards, editorship, journal reviewer, and grant reviewer.

(4) Service related to COGS, profession or community

(a) The standard

Service oriented to the needs of the college and the university are expected for faculty, regardless of rank and academic appointment.

(b) Documentation

(i) Service activities include, but are not limited to:

- (a) Membership on committees for advisement and defense of capstone projects, thesis, and dissertations.
- (b) Participation on university committees, boards or councils;
- (c) Service to the community on program-related topics;
- (d) Service to governmental bodies on program-related topics; and
- (e) Planning, organizing, and implementing service projects for the college.
- (f) Support for service activities generated through grants, contracts and other sources will be evaluated.

(L) Procedures for processing appointments and promotions for faculty with rank

(1) Appointment

- (a) Appointments involving a search committee
- (b) Where appropriate, the dean will appoint a search committee.

- (i) A duly constituted COGS search committee shall function as the COGS appointments and promotions committee for a candidate who is recruited through an appropriate search process.
- (ii) The search committee's recommendation will be forwarded for review and recommendation in sequence to the dean and president for transmittal to the board of trustees for final action.
- (iii) The president or president's designee will notify the candidate of the action of the board of trustees.

(c) Appointments without a search committee

- (i) In the case where no search committee is involved, the applicant will forward a curriculum vitae to the program director, who will then forward a recommendation to the COGS appointments and promotions committee, except those appointments which are solely within the purview of the dean.
- (ii) Positive recommendations by the COGS appointments and promotions committee shall be forwarded to the dean.
- (iii) The dean will make his/her own recommendation and forward it and the positive recommendation of the COGS appointments and promotions committee to the president.

(iv) Positive recommendations by the dean shall be forwarded to the president for transmittal to the board of trustees for final action.

(v) The president or president's designee will notify the candidate of the action of the board of trustees.

(d) Joint appointments

(i) The faculty candidate must submit a completed "application for joint appointment", a letter of support from the primary department chair, to the COGS appointments and promotions committee for consideration via the office of the vice president for academic affairs.

(ii) The chair of the COGS appointments and promotions committee will forward all positive recommendations to the dean.

(iii) The dean will make his/her recommendation and forward it with the positive recommendation of the COGS appointments and promotions committee to the president for transmittal to the board of trustees for final action. The office of the vice president for academic affairs will assist with all transmittals and notifications.

(iv) After action by the board of trustees, the office of the VPAA will notify the candidate of the action of the board of trustees.

(2) Promotion

- (a) By July first, a faculty member with a primary appointment in COGS shall notify the vice dean of the intent to stand for promotion.
- (b) By August first, in the case of promotion to professor, additional letters of recommendation from at least two individuals who do not have a conflict of interest and who are mutually acceptable to the vice dean and the faculty member, and who are professionally qualified to render an opinion about the suitability of the candidate will be contacted by the vice dean and asked to submit letters of recommendation .
- (c) By August first, faculty members seeking promotion shall submit one copy of the completed “promotion dossier for non-tenure track faculty” to the vice dean.
- (d) By October first, the vice dean will forward the dossier, his or her letter of recommendation, and the external letters, if appropriate, to the COGS appointments and promotions committee via the office of the vice president for academic affairs.
- (e) COGS appointments and promotions committee review
 - (i) By November first, the chair of the COGS appointments and promotions committee will forward its recommendations to the dean and carbon copy the vice dean.
 - (ii) In the case of positive recommendations, the dean will make his or her own recommendation and will forward it with the recommendation of the COGS appointments and promotions committee to the president.
- (f) Appeal of a negative decision

- (i) In the case of a negative decision by the COGS appointments and promotions committee, the candidate will be notified by the dean and be advised of his or her right to appeal the decision.
- (ii) Within ten working days after receipt of the negative decision, the candidate may appeal to the dean in writing.
- (iii) The dean will review all materials submitted and may either:
 - (a) Overturn; or
 - (b) Concur with the decision of the COGS appointments and promotions committee.
- (iv) The dean will inform the candidate of the decision after completing the review.
- (v) If the dean overturns a decision of the COGS appointments and promotions committee, he or she will notify the committee and provide his or her reasons therefore.
- (vi) The decision of the dean is final.
- (g) Review by the president
 - (i) The dean will forward positive recommendations to the president who will transmit them to the board of trustees.
 - (ii) After action by the board of trustees, the office of the VPAA will notify the candidate of the action of the board of trustees.

(M) Procedures for processing appointments for graduate faculty with status

(1) Appointments to the graduate faculty for faculty with status shall be for terms of three years. Terms shall begin on the fifteenth day of the month after each quarterly meeting of the NEOMED board of trustees (e.g., usually march, June, September and December). A written notification of appointment will be issued to newly appointed graduate faculty with the official starting date of the appointment.

(2) Appointment application and approval

(a) Candidates for appointment must submit a completed "graduate faculty appointment application" and a current curriculum vitae to the office of the dean, college of graduate studies.

(b) Candidates should designate on the application the program in which they desire to be appointed, if applicable.

(c) If applicable for a specific graduate program, all candidate applications will be forwarded to the appropriate program director for consideration by the respective program advisory committee.

(d) All non-program-based applications and positive recommendations by the program advisory committee for appointment status will be forwarded to the graduate faculty council for consideration.

(e) The graduate faculty council will forward all positive recommendations to the dean for review and recommendation.

(f) The dean will forward all positive recommendations for appointments to the office of the VPAA for

transmittal to the president and board of trustees for final action.

(g) After action by the board of trustees, the office of the VPAA will issue a notification of appointment to newly appointed faculty on behalf of the dean of COGS.

(N) Procedures for reappointments and non-reappointments for faculty with graduate faculty status

(1) Reappointment to the graduate faculty is not automatic and is based on a review of activity that has been sustained during the prior three-year review period.

(2) The decision to renew a faculty appointment will be based upon the activities of the faculty member since the last review and the needs and resources of the college or its programs. Appointment status levels may be adjusted during the reappointment process.

(3) A recommendation for non-reappointment is not considered a dismissal for cause, and as such cannot be appealed except as set forth below.

(4) All graduate faculty will be evaluated at least every three years, and may, at the discretion of the dean, be evaluated more often using the following procedure.

(a) The vice dean (for non-program-based faculty) or appropriate program director will request an activity report from the candidate concerning college-related activities, will review those reports, and notify the candidate in writing by March first of the intention to recommend non-reappointment.

(b) Appeal of non-reappointment

(i) A candidate who disagrees with the intention to recommend non-reappointment may request a

meeting with the vice dean (for non-program-based faculty) or appropriate program director within five business days to determine if the matter may be resolved prior to notification of the dean.

(ii) After the meeting, the vice dean (for non-program-based faculty) or appropriate program director will notify the candidate and the dean of the final recommendation.

(5) The vice dean (for non-program-based faculty) or appropriate program director will forward recommendations concerning non-reappointments to the dean by March fifteenth, with a copy to the office of the VPAA.

(6) The dean's recommendations for reappointment will be forwarded to the president by May first for transmittal to the board of trustees for final action, via the office of the VPAA.

(7) In the event of non-reappointment, the final date of appointment will be June thirtieth of the same year.

(8) Faculty whose non-reappointment extends beyond six months must use the established appointment procedures in order to rejoin the faculty.

(O) Procedures for annual evaluation for graduate faculty with rank

Non-tenure track faculty employed, either full or part-time by the university, shall be evaluated at least annually according to the university faculty evaluation process.

(P) Faculty leave of absence

(1) Graduate faculty with rank

(a) Faculty are employees of the university and are expected to follow the leave policies and procedures

as outlined in the employee handbook and administered by the department of human resources of the university.

- (b) Faculty who have their appointment in COGS may request a leave of absence from their academic responsibilities from the dean. If they hold a joint faculty appointment, the COGS dean will notify the dean of the college in which the faculty member holds the joint appointment.
- (c) Leaves of absence approved by the dean will be forwarded to the office of the vice president for academic affairs for inclusion in the faculty member's official file.

(2) Graduate faculty with status

- (a) A graduate faculty member may request a leave of absence when the faculty member is expected to be absent from activities for greater than six months, not to exceed two years. If a faculty member is expected to be absent from their faculty role in the college in excess of two years, he/she must apply for a new appointment.
- (b) A request for a leave of absence shall be made by the faculty member to the dean for approval.
- (c) At the request of the faculty member, the dean may, in his or her discretion, defer the review of the faculty member for reappointment until the next subsequent three-year review cycle.
- (d) Leaves of absence approved by the dean will be forwarded to the office of the VPAA for inclusion in the faculty member's file.

Replaces: 3349-3-26

Effective: 1/22/2021

CERTIFIED ELECTRONICALLY

Certification

01/12/2021

Date

Promulgated Under: 111.15
Statutory Authority: 111.15
Rule Amplifies: 3350.12
Prior Effective Dates: 12/26/2019