

University of Washington
Faculty Council on Faculty Affairs
January 29, 2019
11:00 a.m. – 12:30 p.m.
Odegaard Undergraduate Library 320

Meeting Synopsis

1. Call to order
 2. Review of the minutes from January 15, 2018
 3. Overview of the rest of the year for FCFA (Jack Lee)
 4. Subcommittee reports:
 - Equity and inclusion subcommittee (Purnima Dhavan)
 - Non-departmentalized tenure & promotion process (Jacob Vigdor & Jack Lee)
 - Teaching professor proposal (Jack Lee)
 5. Proposed EFC code changes (Tom Hazlet & Aaron Katz) (attachment to come before the meeting)
 6. Terms of office for Faculty Senate Chair and Vice-Chair (Jack Lee) (attachment to come before the meeting)
 7. Proposed interim and part-time lecturer code changes (Dan Jacoby) (attachment to come before the meeting)
 8. Good of the order
 9. Adjourn
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1. Call to order

The meeting was called to order at 11:00 a.m.

2. Review of the minutes from January 15, 2019

The minutes from January 15, 2019 were approved as written.

3. Overview of the rest of the year for FCFA (Jack Lee)

The chair shared that deadlines to submit legislation are quickly approaching.

4. Subcommittee reports:

- **Equity and inclusion subcommittee (Purnima Dhavan)**
 - A representative from the Faculty Council on Women in Academia will attend the next council meeting. Dhavan will attend the next Faculty Council on Multicultural Affairs meeting in February. She noted that these conversations will be very important to other issues the council is considering.
- **Non-departmentalized tenure & promotion process (Jacob Vigdor & Jack Lee)**
 - The chair shared that the President has seen the proposal and expressed some concern. Vigdor shared that the College of Education has reviewed the proposal and will provide feedback. Mike Townsend shared that the Dean of the Law School has some concerns and will consult their EFC.
- **Teaching professor proposal (Jack Lee)**

- The chair is revising the proposal and will include more protections for these faculty members

5. Proposed EFC code changes (Tom Hazlet & Aaron Katz) (attachment to come before the meeting)

The chair, shared additional edits to proposed EFC code changes (Exhibit 1). The council members discussed the new changes. The council voted to approve the proposed changes and forward it to the SEC.

6. Terms of office for Faculty Senate Chair and Vice-Chair (Jack Lee) (attachment to come before the meeting)

The chair shared proposed changes to the code regarding the term limits of the Faculty Senate Chair, Vice-Chair and Senate Committee on Planning and Budgeting Chair (Exhibit 2). Members reviewed and discussed the proposed changes. Some members expressed concern that the term extension (time commitment from three to four years) may exclude faculty members from participating. A member expressed that if we want to better manage the service gap there need to be greater incentives. The chair asked the council if this proposal included incentives (increased compensation, relief from other service obligations, etc.) would it appeal to more members. The chair will urge the SEC to dedicate discussion to issues around supporting faculty members who take on Senate leadership roles. The council will revisit this proposal next year.

7. Proposed interim and part-time lecturer code changes (Jack Lee) (attachment to come before the meeting)

The chair presented proposed changes to interim and part-time lecturers (Exhibit 3). The members reviewed and discussed the proposed changes. The council offered revisions to the document. The chair will work with council members to refine the proposal.

8. Good of the order

Nothing was stated.

9. Adjourn

The meeting was adjourned at 12:30 p.m.

Minutes by Lauren Hatchett, lehatch@uw.edu, council analyst

Present: **Faculty:** Jack Lee (chair), Margaret Adam, Aaron Katz, Miceal Vaughan, Purnima Dhavan, Jacob Vigdor, Kamran Nemati, Dan Jacoby, Tom Hazlet, James Gregory, Mary Pat Wenderoth
Ex-officio reps: Judith Henchy
President’s designee: Cheryl Cameron
Guests: Mike Townsend

Absent: **Faculty:** Joseph Janes, Steve Buck, Lauren Montgomery, Dawn Lehman,
Ex-officio reps: JoAnn Taricani, Bryan Crockett, Padmaja Vrudhula

Exhibits

Exhibit 1 – efc cleanup proposed changes to code 1-29-19.docx

Exhibit 2 – Faculty Code 21 chair term.docx

Exhibit 3 – Faculty Code 21-24 lecturer changes Revised 012919.docx

Section 23-45 Campus, College, and School Faculties: Authority to Determine Organization and Procedure

- A.** Subject to the provisions of [Section 23-46](#), the faculty of each campus, college, or school other than the Graduate School shall determine its own organization and rules of procedure except as stipulated in Subsections [B](#) and [C](#) of this section. The organization and rules of procedure of a department may be determined by the department faculty, but shall be subject to review by the appropriate campus, school, or college faculty.
- B.** The University of Washington Bothell and the University of Washington Tacoma shall each have an elected faculty council or councils that shall advise their respective chancellors on matters affecting the general welfare of their respective campuses, matters of faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets. In accord with [Subsection A](#), the faculty of each campus shall determine for itself the organization and structure of its council or councils and the procedure by which the members are elected-, subject to the provisions of Subsection D below.
- C.** Each school or college shall have an elected faculty council or councils which shall advise the dean on matters of faculty promotion and tenure, and advise the dean on matters involving academic policy, including priorities, resource and salary allocation, and budgets. In accord with [Subsection A](#), the faculty of each school or college shall determine for itself the organization and structure of its council or councils and the procedure by which the members are elected-, subject to the provisions of Subsection D below.
- D.** Every elected faculty council of a campus, school, or college shall be subject to the following provisions.
1. Voting members of elected faculty councils are elected by the voting faculty of their respective units;
 2. Chancellors, vice chancellors, deans, associate deans, and chairs may not appoint, propose, or elect members to elected faculty councils;
 3. Chancellors, vice chancellors, deans, associate deans, and chairs may not be voting members of their respective elected faculty councils, but they may be non-voting ex-officio members.
 4. The chair of each elected faculty council shall be a voting member of the council, and shall set the agendas and preside over meetings.
- DE.** The Advisory Committee on Faculty Code and Regulations shall review each campus's, college's, or school's procedure to assure that the councils are established in conformity with the provisions of this section.
- EF.** The Graduate School shall determine its own organization and rules of procedure. It may directly control its affairs or may delegate to a council, executive committee, or other

committees any of its powers, provided that such council or committees shall be representative of the various fields of graduate study.

Section 22-53 Election of Senate Officers

- A. The Chair of the Senate shall serve a ~~one~~two-year term beginning on August 1 and ending on July 31 two years later, following their term as Vice Chair of the Senate in the preceding two years.
- B. The Vice Chair shall be chosen from among the voting members of the faculty by a majority vote of the Senate ~~each in~~ Winter Quarter of each even-numbered calendar year. The Chair of the Senate, with the approval of the Executive Committee, shall publish in the agenda for a regular Senate meeting the name of at least one nominee. Additional nominations may be made from the floor. If no nominee receives the required majority vote in the election, all but the two highest shall be eliminated and a second ballot shall be cast.
- C. The Vice Chair shall assume office on August 1 in the calendar year of his or her election. The term shall end on July 31 ~~of the following calendar year~~two years later.
- D. If the Senate elects a Vice Chair or Chair who is not a regularly elected senator, he or she shall be a senator ex officio with vote and shall be considered a member-at-large to whom the provisions of [Section 22-45](#) do not apply.
- E. If the Vice Chair position becomes vacant in the course of the ~~academic year~~Vice Chair's term of office, the elected members of the Executive Committee shall designate one of their number to serve as temporary Vice Chair until a new Vice Chair is chosen in a ~~regular-special~~ election to be called for the purpose. This election shall be carried out as soon as possible, following the procedures of Subsection B above. A temporary Vice Chair shall not succeed to the Chair.
- F. If for any reason the Vice Chair of the preceding year is unable to succeed to the Chair at the beginning of the next academic year, a new Chair shall be elected at the first regular meeting of the Autumn Quarter. The Vice Chair for the current year shall announce in the agenda for that meeting or if that be impossible, at the meeting itself, after consultation and with the advice and approval of the non-elected members of the Executive Committee, the name of at least one nominee for Chair from among the elected members of the Executive Committee. Additional nominations from among Executive Committee members may be made from the floor. If no nominee receives the required majority vote on the first ballot, all but the two highest shall be eliminated and a second ballot shall be cast.

Section 13-31, April 16, 1956; S-A 29, June 8, 1964; S-A 30, June 27, 1966; S-A 37, June 8, 1971; S-A 42, June 9, 1972; S-A 86, December 8, 1992; S-A 93, May 17, 1995; S-A 111, June 1, 2004; S-A 132, March 25, 2014: all with Presidential approval.

Section 22-54 Duties of the Chair

- A. The Chair presides at all meetings of the Senate, and shall sign the official copies of all Senate actions.
- B. The Chair of the Senate shall chair the Executive Committee.
- C. The Chair shall coordinate and expedite the work of the faculty councils.
- D. The Chair shall receive and take or recommend appropriate action on any request for information or any initial proposal relating to general University government from any member of the faculty.
- E. On all matters concerning the publication or public explanation of Senate actions the Chair shall be and is the sole spokesperson and representative of the Senate.

S-A 29, June 8, 1964 with Presidential approval.

Section 22-55 Duties of the Vice Chair

- A. The Vice Chair of the Senate shall preside over the Senate and the Executive Committee in the absence of the Chair.
- B. The Vice Chair shall report and explain to the Senate the recommendations of the Executive Committee.
- C. In the event of a vacancy in the Chair after the beginning of the ~~academic year~~Chair's term of office, the Vice Chair shall become Chair for the remainder of the Chair's term and shall serve his or her own term as Chair during the following two years.

S-A 29, June 8, 1964 with Presidential approval.

Section 22-56 The Secretary of the Faculty

- A. The Secretary of the Faculty shall be a member of the faculty with tenure. The term of service shall normally be five years.
- B. The Secretary of the Faculty shall be elected by a majority vote of the Senate Executive Committee and confirmed by a majority vote of the Senate. The Chair of the Senate shall publish the name of the individual elected by the Senate Executive Committee in the agenda of the Senate meeting in which confirmation is sought.
- C. If the position of the Secretary of the Faculty falls vacant, a committee consisting of the Senate Chair, Vice Chair, and immediate past Senate Chair shall appoint a temporary Secretary of the Faculty, pending a prompt election and confirmation process for a permanent successor.
- D. The Secretary of the Faculty shall keep the minutes and the records of the Senate.
- E. The Secretary of the Faculty shall administer the Office of University Committees. He or she shall also maintain a file of council and committee rosters and provide the Executive Committee with lists of nominees for council and committee appointments.
- F. The Secretary of the Faculty shall perform the additional duties prescribed in the *Faculty Code*.

S-A 29, June 8, 1964; S-A 115, June 15, 2007: both with Presidential approval.

Section 22-91 Senate Committee on Planning and Budgeting

- A. The Senate Committee on Planning and Budgeting shall advise the administration and shall inform the Faculty Senate on long-range planning and on preparation of budgets and distribution of funds with particular reference to faculty concerns. The committee shall be guided by the advice of the Executive Committee and/or the Senate on matters of policy.
- B. It shall be the responsibility of the Chair of the Senate Committee on Planning and Budgeting to report committee activities on a regular basis to, and to seek advice from, the Executive Committee and the Senate. The Chair shall be a member of the Senate Executive Committee.
- C. The committee membership shall consist of:

1. Twelve faculty members, including;
 - a. The ~~Chair of the committee; immediate past Chair of the Faculty Senate, who also chairs the committee effective August 1 through July 31;~~
 - b. The Senate Chair;
 - c. The Faculty Legislative Representative and Deputy Legislative Representative;
 - d. Six at-large faculty members, nomination, election, and replacement of whom shall be governed by procedures set forth in [Chapter 42, Section 42-32](#) of the *Faculty Code*, and who shall serve three-year terms; in nominating such members, the Senate Executive Committee shall maintain representation from the colleges, schools, and campuses;
 - e. The Senate Vice Chair;
 - f. The Secretary of the Faculty;
 2. The Provost, the Senior Vice President for Planning and Management, and a representative of the Board of Deans;
 3. One student member nominated jointly by the ASUW and GPSS, and who shall serve a one-year term;
 4. The Presidents of the ASUW and GPSS, who shall serve ex officio without vote.
- D.** Terms of members shall begin on September 16, unless otherwise specified at the time of appointment.
- E.** The Chair of the Senate Committee on Planning and Budgeting shall be elected by a majority vote of the Senate Executive Committee and confirmed by a majority vote of the Senate. The Chair of the Senate shall publish the name of the individual elected by the Senate Executive Committee in the agenda of the Senate meeting in which confirmation is sought.
- F.** ~~The Chair of the Senate Committee on Planning and Budgeting shall be a member of the faculty with tenure. Ordinarily, the Chair should have previously served at least a one-year term as Chair of the Faculty Senate, or a three-year term as a member of~~

the Senate Committee on Planning and Budgeting. either a three-year term as a member of the committee, or a two-year term as Chair of the Faculty Senate. In the extraordinary event that no suitable candidate for Chair meeting these requirements can be identified, a current member of the Committee may be elected. The term of service shall normally be three years. The Chair is eligible for election to a second three-year term. After having served two consecutive terms, that person shall be ineligible for reelection for a period of three years.

- G.** If the position of the Chair of the Senate Committee on Planning and Budgeting falls vacant, a committee consisting of the Senate Chair, Senate Vice Chair, and Secretary of the Faculty shall appoint a temporary Chair, pending a prompt election and confirmation process for a permanent successor.

S-A 71, February 5, 1985; S-A 88, May 25, 1993; S-A 112, June 1, 2004; S-A 113, February 24, 2005: all with Presidential approval; RC, April 22, 2010; RC, June 29, 2011; RC, May 11, 2015.

Faculty Code

Chapter 21

Organization of the University Faculty

Section 21-01 Statutory Provision Relating to Faculty

See [RCW 28B.20.200](#).

Section 21-31 Membership in the Faculty

The University faculty consists of:

- The President,
- The Provost,
- The professors,
- The associate professors,
- The assistant professors,
- The principal lecturers,
- The senior lecturers and senior artists in residence,
- The professors of practice,
- The lecturers and artists in residence,
- The instructors,
- The teaching and research associates,

whether serving under visiting, acting, research, clinical, [interim](#), or affiliate appointment, whether serving part-time or full-time, and whether serving in an active or emeritus capacity. The faculty, beginning with the professor, are listed in order for purposes of determining voting eligibility based on superior rank.

Section 21-32 Voting Membership in the Faculty

- A. Except as provided in [Subsection B](#) of this section the voting members of the University faculty are those faculty members holding the rank and/or title of:
- Professor, 50% appointment or greater,
 - Research professor, 50% appointment or greater,
 - Associate professor, 50% appointment or greater,
 - Research associate professor, 50% appointment or greater,
 - Assistant professor, 50% appointment or greater,
 - Research assistant professor, 50% appointment or greater,
 - Principal lecturer, with an annual or multi-year appointment at 50% or greater,
 - Senior lecturer, with an annual or multi-year appointment at 50% or greater,
 - Full-time senior artist in residence,

- Full-time lecturer,
- Full-time artist in residence, or
- A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor, principal lecturer, or senior lecturer, during the quarter(s) he or she is serving on a part-time basis.

B. Notwithstanding the rank or title held, the following are not voting members of the faculty:

- Persons serving under acting or visiting appointments,
- Persons on leave of absence,
- [Persons serving under clinical or affiliate appointments,](#)
- [Persons serving under interim appointments,](#)
- Persons serving under professor of practice appointments,
- Persons of emeritus status unless serving on a part-time basis,
- Persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

[For definitions of faculty titles, see [Section 24-34.](#)]

C. Research faculty may vote on all personnel matters as described in the Faculty Code except those relating to the promotion to and/or tenure of faculty to the following ranks and titles:

- Senior artist in residence
- Senior lecturer,
- Principal Lecturer,
- Associate professor,
- Professor,
- Associate professor WOT,
- Professor WOT.

Chapter 24

Appointment and Promotion of Faculty Members

Section 24-34 Qualifications for Appointment at Specific Ranks and Titles

A. Qualifications for Appointment at Specific Ranks

1. Appointment with the rank of assistant professor requires completion of professional training, in many fields marked by the Ph.D., and a demonstration of teaching and research ability that evidences promise of a successful career.

2. Appointment to the rank of associate professor requires a record of substantial success in both teaching and research, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.
3. Appointment to the rank of professor requires outstanding, mature scholarship as evidenced by accomplishments in teaching, and in research as evaluated in terms of national or international recognition.

B. Qualifications for Appointments with Specific Titles

1. Lecturer and artist in residence are instructional titles that may be conferred on persons who have special instructional roles. Appointments may be renewed pursuant to [Section 24-53](#).
2. Senior lecturer and senior artist in residence are instructional titles that may be conferred on persons who have special instructional roles and who have extensive training, competence, and experience in their discipline. Appointments may be renewed pursuant to [Section 24-53](#).
3. Principal lecturer is an instructional title that may be conferred on persons whose excellence in instruction is demonstrated by exemplary success in curricular design and implementation, student mentoring, and service and leadership to the department, school/college, University, and field. Appointments may be renewed pursuant to [Section 24-53](#).
4. Individuals appointed to one of the instructional titles in Section [1-3](#) above may demonstrate their scholarship and research in a variety of specific ways ([Section 24-32](#)). While they may choose to do so through publication, such publication shall not be required.
5. Appointment to one of the ranks in [Subsection A](#) with a research title requires qualifications corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is not acquired through service in research appointments.

Research professor and research associate professor appointments are term appointments for a period not to exceed five years. The question of their renewal shall be considered by the voting faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the appointment of a research professor. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#).

Research assistant professor appointments are for a term not to exceed three years with renewals and extensions to a maximum of eight years (see [Section 24-41, Subsection H](#).)

The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-41](#).

Research associate appointments are for a term not to exceed three years, with renewals to a maximum of six years. The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#).

Research faculty titles and the qualifications for them are described in [Section 24-35](#).

6. Appointment with the title of professor of practice is made to a person who is a distinguished practitioner or distinguished academician, and who has had a major impact on a field important to the University's teaching, research, and/or service mission.

Professor of practice appointments are term appointments for a period not to exceed five years. The question of their renewal shall be considered by the voting faculty who are superior in academic rank and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#). This title is available to address a unique appointment need and is intended to be sparingly used. Tenure is not acquired through service in this title.

7. Appointment with the title of instructor is made to a person who has completed professional training, in many fields marked by the Ph.D., and is fulfilling a temporary, clinical, or affiliate instructional need, or is in a temporary transition period between post-doctoral training and mentoring and entry into the professorial ranks. These appointments are limited to acting, affiliate, or clinical.
8. An affiliate appointment requires qualifications comparable to those required for appointment to the corresponding rank or title. It recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University. Affiliate appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
9. An adjunct appointment is made only to a faculty member (including one in a research professorial rank) already holding a primary appointment in another department. This appointment recognizes the contributions of a member of the faculty to a secondary department. Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the secondary department. These appointments are annual; the

question of their renewal shall be considered each year by the faculty of the secondary department.

10. A joint appointment recognizes a faculty member's long-term commitment to, and participation in, two or more departments. A joint appointment may be discontinued only with the concurrence of the faculty member and the appointing departments. One department shall be designated the primary department and the others secondary, and this designation can be changed only with the concurrence of the faculty member and the appointing departments. Personnel determinations (salaries, promotions, leave, etc.) originate with the primary department, but may be proposed by the secondary department(s), and all actions must have the concurrence of the secondary department(s). A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes. The agreement can be revised with the concurrence of the faculty member and the department involved.
11. A clinical appointment in the appropriate rank or title is usually made to a person who holds a primary appointment with an outside agency or non-academic unit of the University, or who is in private practice. Clinical faculty make substantial contributions to University programs through their expertise, interest, and motivation to work with the faculty in preparing and assisting with the instruction of students in practicum settings. Clinical appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
12. Appointment with the title of teaching associate is made to a non-student with credentials more limited than those required of an instructor. Teaching associate appointments are annual, or shorter; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
13. The emeritus appointment is recommended by departmental action for a regular, WOT, research or clinical faculty member who has retired under the UW Retirement Plan or is receiving benefits as if he or she retired under another state of Washington retirement plan and whose scholarly, teaching, or service record has been meritorious. Such a recommendation requires approval by the college dean and the President of the University. The normal criteria for appointment with the emeritus title are at least ten years of prior service as a member of the faculty and achievement of the rank of professor or associate professor. Under certain circumstances the President may grant emeritus status to an administrator at the level of dean or vice president, or at other levels if deemed appropriate.

14. The acting title denotes a temporary appointment for properly qualified persons in the instructor title or at the professorial ranks. It commonly is used for persons who are on the faculty for a year or less or for persons who have not yet completed the requirements for a regular appointment. In the latter case, the acting title is dropped when the requirements are completed. The total service of a faculty member with an acting appointment may not exceed four years in any single rank or title, or six years in any combination of ranks or titles. A faculty member whose appointment as assistant professor has not been renewed may not be given an acting appointment.
15. Appointment to one of the ranks in [Subsection A](#) with a visiting title indicates that the appointee holds a professorial position at another institution of higher learning and is temporarily employed by the University. An employee who does not hold a professorial position elsewhere, but who is otherwise qualified, may be designated as a visiting lecturer.
16. The visiting scholar title is an honorary title awarded to persons who hold professorial (including research titles) positions at other institutions and who are visiting the University but who are not employed by the University during their stay. The purpose of this title is recognition of the visitor's presence at the University, and to make University facilities and privileges (library, etc.) available.
17. [An interim title may be used when it is necessary to hire instructional faculty for unanticipated or very short-term needs without a competitive search or otherwise authorized process \(see section 24-52\). Interim lecturers or artists in residence are normally employed for terms of one year or less, full-time or part-time, and in no event may continue under the interim designation for more than ~~two~~three years. Where an appointing unit wishes to extend an interim position requiring identical or similar qualifications for longer periods, a search process for an appointment to a regular position as lecturer or artist-in-residence must be opened and any interim incumbent may apply. The interim title may not be used with clinical, affiliate, acting, or visiting faculty appointments. ~~Full and part-time interim faculty are ineligible to vote.~~](#)
18. [A transition period of no more than 3 years may be allowed to implement the provisions of Subsection 17 above. During the transition, faculty members who already held appointments as part-time or full-time lecturer on or before Spring Quarter 2019 may continue to be reappointed under the same terms.](#)

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Section 13-31, April 16, 1956; S-A 23, February 22, 1959; S-A 32, May 8, 1967; S-A 33, June 13, 1967; S-A 37, February 8, 1971; S-A 64, May 29, 1981; S-A 78, December 14, 1988; S-A 81, January 30, 1990; S-A 94, October 24, 1995; S-A 97, January 10, 1997; S-A 103, March 6, 2001; S-A 108, June 21, 2002; S-A 109, June 5, 2003: all with Presidential approval; RC, April 18, 2006; S-A 124, July 5, 2011; S-A 133, June 11, 2014; S-A 140, June 26, 2017; S-A 142, June 22, 2018: all with Presidential approval.

Section 24-52 Procedure for New Appointments

- A. Faculty recommendations of appointments are ordinarily rendered through committees, and the procedure depends upon the level of appointment.
1. For recommendation of a departmental appointment other than that of chair, the department members act as an advisory appointment committee. A department may delegate this responsibility to a departmental committee.
 2. A committee responsible for recommending the appointment of a department chair should be an ad hoc committee appointed by the dean of the appropriate college, or if the President so desires, by the President.
 3. A committee responsible for recommending the appointment of a dean should be an ad hoc committee appointed by the President.
- B. The duty of an appointment committee is to search for suitable candidates, to study and determine their qualifications (Sections [24-32](#) to [24-36](#)), and to obtain and evaluate all data related to the problem of appointment. When, after such a study, the committee finds a candidate or candidates who appear to be qualified it shall transmit its information and recommendation to:
1. The department chair, if the appointment is to be a departmental one other than that of chair, or
 2. The appropriate dean, if the appointment is to be one of a department chair, or
 3. The President, if the appointment is to be one of a dean.
- C. In making new appointments administrative officers shall act in the manner prescribed below.
1. If the appointment is to be a departmental one other than that of chair, the chair shall submit all available information concerning candidates suggested by the department, the chair, or the dean to the voting members of the department faculty. The voting faculty of an academic unit may, by majority vote, delegate authority to recommend the appointment of affiliate or clinical faculty, research associates, or ~~annual or quarterly part time interim~~ lecturers to an elected committee of its voting faculty. In an undepartmentalized college or school, this delegation may be made to an elected committee of its voting faculty. The delegation shall expire one calendar year after it is made. Recommendations in favor of appointment, based on a majority vote of the voting members of the faculty or of the elected committee with delegated authority, shall be sent with pertinent information to the appropriate dean. If the chair concurs in the department recommendation, the dean shall make a decision concerning the appointment and, if it is favorable, shall transmit it together with the vote of the department and the recommendation of the chair to the President. In the unusual case where the chair does not concur in the department recommendation, he or she may communicate objections to the dean and may also submit a separate recommendation to the dean from among the candidates who have been considered by the department. If the dean concurs in the chair's

recommendation, or has additional information which raises doubts concerning the department's recommendation, or finds that the President has such information, the dean shall refer the matter again to the department along with an explanation and comments. After considering the evidence, the department may then either reaffirm its original recommendation, or transmit a new one. After the department's final recommendation has been sent to the dean, the dean shall make a decision concerning the appointment and, if an appointment is to be recommended, shall transmit it together with the final recommendation of the department and the recommendation of the chair to the President.

2. If the appointment is to be one of a department chair, the dean shall deal directly with the appointment committee in making the decision. The department concerned shall be consulted in making the appointment, but a formal vote is not required.
3. If the appointment is to be one of a dean, the President shall deal directly with the appointment committee in making the decision.

Section 13-31, April 16, 1956; S-A 24, June 23, 1959; S-A 126, June 11, 2012: all with Presidential approval.