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To: Marty Wyngaarden Krauss, Provost and Senior Vice President for Academic Affairs and  
Adam Jaffe, Dean, College of Arts and Sciences  
Subject: Guidelines for Appointments in the Tenure Structure without National Searches  
From: Faculty Rights and Responsibilities Committee *BC*  
Date: May 5, 2006 May 23, 2006

## Guidelines for Appointments in the Tenure Structure without National Searches

### I. Legislative authority for guidelines.

The Faculty Handbook stipulates that "Standards and procedures for the award of tenure and/or promotion are governed by the provisions of this Handbook" (section V.A.4.). It follows from this exclusive authority that any exceptions to established tenure procedures must also be governed by the Handbook.

The current Handbook requires national searches for all appointment to faculty positions within the tenure structure, with no provisions for exceptions. The following proposed changes to the Handbook will allow exceptions that are governed by specific guidelines. The revised Handbook section V.A.2.a would thus read:

Appointments to faculty positions in the tenure structure are made by the appropriate Academic Dean or Provost, on the basis of fair and open search procedures conducted by search committees composed of faculty of the relevant department(s), professional school or professional program, or other academic administrative unit(s), in accordance with University affirmative action policies, and subject to approval by the Board of Trustees. Any exceptions to this practice are governed by guidelines approved by the Committee on Faculty Rights and Responsibilities.

### II. The guidelines in this document.

**A. Purpose.** The guidelines below recognize that it is sometimes in the University's interest to make appointments in the tenure structure using procedures different from those specified in the Handbook. Consistent with the University's affirmative action policies, it may be desirable to appoint candidates who are unusually pre-eminent, or to appoint outstanding candidates who would diversify the faculty or the curriculum in significant ways.

These guidelines do not apply to cases where a long-time <sup>1</sup>contract faculty member has been recommended for appointment in the tenure structure without a national search.

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<sup>1</sup> One who has served two or more years at the time of appointment to the tenure structure

Such cases are further exceptions to established procedures and are governed by separate guidelines, which have yet to be developed. We are asking the Faculty Senate to pursue this process through the working group on tenure.

## **B. Guidelines**

All appointments under these guidelines require approval by the Provost, upon written recommendations by the appropriate Dean and by the Chair of the department in which the appointment is proposed. The Provost shall ensure that the following procedures have been followed before the appointment is made:

1. The department in which the appointment is proposed shall submit a departmental report from all members of the department (or school) who hold a rank within the tenure structure equal to that of the proposed position, following an opportunity for those members to review the candidate's scholarly credentials and to meet with the candidate.
2. Other departments affected by the appointment shall normally be consulted and given an opportunity to make separate recommendations, based on adequate information.
3. The Dean's recommendation to the Provost shall normally include letters from outside referees addressing the scholarly and professional standing of the candidate.
4. The provost will evaluate the recommendation to ensure that the individual's academic qualifications are comparable to those of faculty hired in the same area after a national search.
5. For any appointment made under these guidelines, the Provost shall provide timely notification to the Chair of the Committee on Faculty Rights and Responsibilities.
6. Appointments under these guidelines must follow established Handbook procedures for completion of the ad hoc committee process and approval by the Board of Trustees.
7. It is understood that any exceptions to the search procedures established in Handbook section V.A.2.a. must follow these or other approved guidelines, and cannot be based simply on "waivers" granted under the University's affirmative action policies.

Any revisions to these guidelines must be approved by the Committee on Faculty Rights and Responsibilities.

Approved, Spring 2006