

## **IBS APPOINTMENT AND REAPPOINTMENT PROCEDURES FOR FACULTY OUTSIDE THE TENURE STRUCTURE (July 2018)**

**In all cases, procedures described in the Contract Faculty Guidelines and any procedures agreed to by Brandeis during the course of union negotiations are to be followed and take precedence over IBS procedures or conventions**

### ***Appointment and Reappointment Procedures for Adjunct Professors and for % FTEs***

Please see the SEIU Collective Bargaining Agreement.

### ***Appointment Procedures for Full-time Contract Faculty at the Lecturer/Senior Lecturer or all faculty at the Professorial levels***

1. The Associate Dean, in consultation with the faculty, determines the need for a new contract faculty member based on predicted long-term, sustained teaching and administrative needs. The Associate Dean writes a proposal for the new faculty member that includes a job description. The usual job description for full-time contract faculty is 5 courses + the equivalent of one course service, but the actual description should be determined by teaching, research, and administrative needs.
2. If the Dean approves the proposal, the Dean obtains authorization from the Provost to conduct a national search for a new faculty member. Under some circumstances, the Dean may request a waiver for a national search from the Provost.
3. The Dean, in consultation with the Associate Dean, appoints a chair of the search committee and the chair forms a committee of at least 3 members.
4. An advertisement and search plan are drafted. The search plan must conform to Brandeis University's practices that support diversity, equity, and inclusion. The advertisement must include a diversity, equity, and inclusion statement. A search budget is determined. The advertisement is distributed to all faculty at IBS.
5. The committee reviews applications and interviews candidates. Applications must include a CV, previous teaching evaluations (if relevant), and at least three letters of recommendation.
6. Once a candidate is identified, a recommendation is made to the Dean. The recommendation should address and provide evidence on whether the candidate meets the qualifications and characteristic traits for the proposed rank as listed in the Brandeis Contract Faculty Guidelines. The recommendation should also contain the length of appointment as specified by the Faculty Handbook and Contract Faculty Guidelines.
7. For an initial appointment at the level of Professor of the Practice, an ad hoc committee must be appointed by the Dean. The ad hoc committee will consist of three Brandeis faculty at a rank equal to or higher than the contemplated rank. These faculty members should not be in the field in which the appointment is made, and the Dean will be present to observe the discussion. The Chair of the Search Committee will attend at the beginning of the meeting to explain the context of the appointment and to answer questions. The committee submits a written report to the Dean supporting or opposing the appointment.

8. Once the Dean has made a decision, the Dean notifies the Chair of the Search committee.
9. After the candidate is notified of a potential offer, but before a written offer is sent, the Dean's office sends a criminal background check (appended to this document) form to the finalist.
10. The salary is determined jointly by the Dean and Associate Dean (with input from faculty members, AACSB data, market value, current or competing offers, etc).
11. Upon receipt of a satisfactory criminal background check form, an offer letter is sent from the Dean to the candidate. Previous offer letters should be consulted for format.

***Reappointment Procedures for Contract Faculty at the Lecturer/ Senior Lecturer or Professorial levels***

1. In the fall, the faculty member is notified by the Associate Dean that his or her contract is due to expire at the end of the current academic year.
2. The Associate Dean establishes the membership of the reappointment review committee in consultation with the dean. A reasonable cross-section of unit faculty, including both tenure-line and contract faculty (of rank above that of the reappointment candidate), should be involved in the review process. The Associate Dean can chair the committee or can request that someone else chair the committee. For reappointment of Professors of the Practice, the committee will consist of full professors with tenure and Professors of the Practice.
3. The reappointment committee should decide what materials it will need to request of the reappointment candidate in order to enable it to evaluate her/his performance. In each case an up-to-date curriculum vitae will be requested and the most recent reappointment letter. The criteria for reappointment are the key responsibilities of the position that were established at the time of first hire (or last reappointment), and are to be found in the most recent version of the faculty member's job description (the job description should be contained in the faculty member's most recent reappointment letter). Outside letters are not required though for some positions a few would be useful. For example, it might be desirable to gather some testimony about the candidate's activities and impact in the relevant Practice world. Performance evaluation ought to be relative to the most recent reappointment letter as noted.
4. The review committee should offer an opportunity to provide input on the appointment to everyone eligible to participate in the review, as well as those other faculty and Senior Staff who might have relevant information. If there appear to be issues concerning an appointment, the review committee can broaden the discussion, conducting an evaluation that goes beyond the committee of three. But most cases likely will not require broader discussion; the committee by itself will feel adequately informed to make a recommendation.
5. The Chair of the reappointment review committee drafts a written report summarizing the committee's findings. This is not intended to be a lengthy report, but it should contain an evaluation of the faculty member's accomplishments in relation to her or his designated responsibilities and should explain the continued curricular and/or programmatic need for the position. The report should clearly indicate whether or not the candidate is recommended for reappointment. For reappointment the recommendation should include some detail about the candidate's past teaching and service record – both achievements to be recognized and any

areas that appear to need some improvements. It is expected that these areas will be addressed satisfactorily and in a timely manner.

6. If the faculty member is recommended for reappointment, the report should also contain the desired length of contract for the next appointment. Recommended contract lengths should follow both the regulations of the pertinent sections of the Faculty Handbook/Contract Faculty Guidelines and any guidelines issued by the Provost's Office on normal contract lengths.
7. Once the draft report has been reviewed and approved by all members of the committee, it is submitted in its final form to the Dean, accompanied by the reappointment candidate's curriculum vitae and her/his (updated) job description.
8. The Dean reviews the recommendation, and decides whether or not to reappoint. The Dean informs the candidate in writing of the basis for the recommendation, including both achievements and areas that need improvement. If the Dean decides not to reappoint, her/his written response will contain a clear statement of the basis on which the decision not to reappoint was made.