

# Academic Appointments with Teaching Functions

## Appendix C: Collegiate Requirements

12/6/07

Requirement	For Whom Is It Required?	Who Should Do It?	Purpose	Specifications	Consultation Requirements	Approval Requirements
I. Academic Teaching Appointments – Collegiate Personnel Plan*	College/Campus	Committee with substantial representation of tenured and tenure-track faculty, term faculty, P&A staff (as applicable).	To define which of the teaching appointment options (in addition to regular faculty) will be used by the college.	<ul style="list-style-type: none"> <li>• Specify which of the five categories and specific subcategories will be used.</li> <li>• Define core responsibilities (e.g., types and levels of courses, advisement, clinical supervision) for each main category and subcategory specific responsibilities.</li> <li>• Category 4A – Academic Professionals Who Hold Primary Responsibility for Teaching – Units and deans/vice chancellors for academic affairs must justify on a programmatic basis any pattern of less than full-time appointments.</li> <li>• Rationale for any significant variations from the established collegiate patterns in making academic appointments in specific academic units within the college.</li> <li>• Define circumstances under which the use of one or more of the following four prefix working titles to the Instructor, Assistant, Associate or full Professor titles is appropriate: Teaching, Research, Clinical, or Service/Outreach</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate personnel inside college/campus</li> </ul>	<p><u>Internal to College</u></p> <ul style="list-style-type: none"> <li>• College/campus governance body</li> <li>• Dean or vice chancellor/chancellor</li> <li>• Appropriate senior vice president</li> <li>• EVPP who will consult with other appropriate vice presidents and chancellors, the Vice President for HR and the Faculty Senate Committee on Academic Freedom and Tenure</li> </ul>

\* Once a collegiate personnel plan has been approved by the Executive Vice President and provost, it need only be updated if there are substantial modifications in the plan. Modifications to the plan are to be submitted for approval. Each collegiate personnel plan should be reviewed at least once in every five years.

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Collegiate Personnel Plan – Supplemental Plan (where appropriate)	For each academic unit in which the number of faculty positions in 2A Non-Tenure Track [Term] Faculty (Contract faculty) and 4A Academic Staff (academic professionals who hold primary responsibility for teaching) combined exceeds 25% of the FTE tenured and tenure-track faculty	Department head/chair and representatives from faculty	To provide a rationale for each department / academic unit situation in which the combined total of contract faculty and academic professionals who hold primary responsibility for teaching exceeds 25% of the FTE tenured and tenure-track faculty	<ul style="list-style-type: none"> <li>• Projected numbers of appointments in each category/subcategory of personnel</li> <li>• Core responsibilities for each main category and subcategory specific responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate Personnel inside college/campus</li> <li>• Other appropriate vice presidents and chancellors</li> <li>• VPHR</li> <li>• Faculty Senate Committee on Academic Freedom and Tenure</li> </ul>	<u>Internal to College</u> <ul style="list-style-type: none"> <li>• College/campus governance body</li> <li>• Dean or vice chancellor/chancellor</li> <li>• Appropriate senior vice president</li> <li>• EVPP</li> </ul>
II. Coding and entry of academic appointments with teaching functions into the HRMS systems	College/campus	College/campus staff assigned to this responsibility	To appropriately appoint academic personnel	<ul style="list-style-type: none"> <li>• Require that departments / colleges / campuses ensure that staff who enter academic appointments into the system have received appropriate training and have achieved a high level of competence</li> </ul>	<ul style="list-style-type: none"> <li>• Determined by individual college/campus</li> </ul>	<ul style="list-style-type: none"> <li>• Determined by individual college/campus</li> </ul>