The Faculty Senate has evaluated Section 4.7 of the Faculty Handbook regarding Faculty Appointments and has prepared a document with suggested changes to the search procedures for faculty and administrator searches. Faculty and administrator appointments are extremely important to the operation of the university and ensuring a transparent and consistent process that identifies the best people for the positions is in all of our best interests. Because the faculty is vested in hiring the best colleagues and leaders, the Senate has taken the initiative to prepare a document that identifies appropriate faculty involvement in the search process. Faculty Senate strongly believes that conducting searches with faculty engagement is an integral component of shared governance leading to the maintenance of academic standards and high morale. Uniform practices across departments and units are important for fairness, transparency, predictability, and collegiality. Implementation of language in the Faculty Handbook and the Academic Affairs Procedures Manual, as appropriate, will hopefully result in searches that identify the best candidates for positions and that result in the hiring of colleagues and leaders that can maintain and improve the reputation and productivity of the university.

The Faculty Senate understands that the full implementation of the suggested changes requires a process over the course of the next year; however, the principles identified in the document can be implemented for any new searches. Senators are willing to continue to work on the implementation of the suggested changes and make modifications as necessary. The Senate would appreciate a preliminary response to the document during an upcoming Senate meeting.
PROPOSED NEW LANGUAGE

4.7 FACULTY APPOINTMENT PROCESS

CSM is committed to hire faculty for new or vacant positions through open and transparent processes. All appointments affecting the intellectual and academic mission of the university shall be filled through rigorous and comprehensive searches, involving representatives of appropriate CSM constituent groups in all steps of the appointment process. Such searches are an integral component of shared governance and the maintenance of academic standards. Uniform practices across departments and units are important for fairness, transparency, predictability, and collegiality. The faculty appointment processes shall also reflect the commitment of CSM to equal opportunity. All hiring shall be done in accordance with CSM's Affirmative Action Plan and other appropriate legal requirements.

4.7.1 General Outline of Faculty Appointment Process

A. Tenure-line Faculty, Teaching Faculty, and Library Faculty

It is the responsibility of the Dean of the appropriate College to hire tenure-line and teaching faculty and to recommend their appointment to the Provost and President. The Provost hires tenure-line faculty for endowed chairs and library faculty. The Provost shall also be responsible for interdisciplinary faculty hires across colleges.

1. In single department hires, the Dean shall authorize the Department Head of the hiring department to initiate a search for a new or vacant faculty position at a given rank and salary range.

2. Applications will be considered in accordance with the rules established for

OLD LANGUAGE

4.7 FACULTY APPOINTMENT PROCESS

It is the responsibility of each department head and administrative director to recruit faculty for new or vacant positions and to recommend their appointment to the President or appropriate vice president. In discharging this responsibility, department heads and administrative directors should consult with appropriate CSM personnel and knowledgeable persons in other academic, governmental, and business institutions. All hiring shall be done in accordance with CSM's Affirmative Action Plan and other appropriate legal requirements.

4.7.1 General Outline of Faculty Appointment Process

A. Tenured Faculty, Tenure-Track Faculty, and Library Faculty

1. The department head shall obtain authorization from the Provost regarding the availability of a departmental position as well as the rank and the salary that can be offered.

3. Applications will be considered in accordance with the rules established for
2. Following consultation with the faculty of the hiring department, the Department Head shall appoint a faculty search committee, including a committee chairperson, to be utilized in the search process. The faculty search committee shall not include the Department Head of the hiring department. The faculty search committee shall normally be comprised of five, but not less than three, faculty members, more than half of whom are from the hiring department. One faculty member should be from outside of the hiring department. The Dean shall review and approve the search committee nominations.

3. For hires of tenure-line faculty for endowed chairs, following consultation with faculty and Department Heads and the Dean related to the search area, the Associate Provost shall nominate to the Provost a faculty search committee, including a committee chairperson, to be utilized in the search process. The faculty search committee shall not include the Department Head of the hiring department. The faculty search committee shall normally comprise five, but not less than three, faculty members, more than half of whom are from the hiring department. One faculty member should be from outside of the hiring department. The Provost shall review and approve the nominations.

4. For interdisciplinary hires within a single college, the search process should follow the process set forth in section 4.7.1 A Step 3, except that the faculty search committee shall represent all hiring departments. For interdisciplinary hires across colleges, the Associate Provost shall nominate to the Provost a faculty search committee, including a committee chairperson, to be utilized in the search process. The faculty search committee shall not include the Department Heads of the search area. A departmentally appointed faculty committee, which shall not include the head of the hiring department, shall be utilized as a part of the applicant screening process.
committee shall comprise no less than five faculty members representing search areas. The Provost shall review and approve the nominations.

5. For hires of library faculty, following consultation with appropriate CSM constituency groups, the Associate Provost shall nominate to the Provost a faculty search committee. The faculty search committee shall normally be comprised of five, but not less than three, faculty members, more than half of whom are library faculty. The Provost shall review and approve the nominations.

6. The faculty search committee shall prepare the advertisement and search criteria for the vacancy. The vacancy shall be advertised in one or more professional journals or other appropriate publications.

7. The following process will govern the selection of finalists. The faculty search committee shall perform the applicant screening process and shall identify qualified candidates. The faculty search committee will then develop a recommendation as to which of these candidates, if any, will be invited to campus for interviews as finalists. Normally, the search committee will identify a minimum of three finalists. If fewer than three finalists can be identified, the faculty of the hiring department shall vote on whether the search should proceed as is, as per the process set forth in section 4.7.1 A Step 9. In the case of joint appointments, each of the hiring departments must approve the continuation of the search as is, as determined by a majority vote in each department.

8. The finalists shall be personally interviewed by the faculty search committee and other appropriate members of the department and the administration.

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2. The vacancy shall be advertised in one or more professional journals or other appropriate publications.

4. The finalists shall be personally interviewed by appropriate members of the department and the administration.
faculty of the hiring department, which shall vote to develop its recommendation, as detailed below.

9. The following policies will govern all departmental voting. All departmental votes shall be anonymous and majority vote shall prevail. Balloting may be done electronically or by paper. All tenure-line and teaching faculty in the department, including the Department Head, faculty on sabbatical, and those faculty serving on the faculty search committee, shall be eligible to vote. A department may elect to enlarge the pool of eligible voting members by a majority vote of the academic faculty of the department.

10. The following procedure shall be employed to develop the hiring recommendation of the Department, unless modified by the hiring department as detailed below. To be eligible to vote, a faculty member must have participated actively in the interview process for each finalist, such as by attending candidate presentations or by otherwise interacting with each candidate. Faculty members who have not done so may participate in the discussions but will abstain from voting. Normally, the departmental voting process will proceed as follows. The department will first hold a vote to determine if any finalist should be deemed unacceptable and struck from the pool of acceptable finalists. It will then hold a vote to rank the remaining finalists. Each faculty member shall vote for his/her first choice. If any one finalist receives greater than 50% of the vote, that finalist shall be ranked number one. If no finalist receives such a vote, a run-off vote will take place between the top two finalists, with the top finalist becoming the first choice, and the other ranking second. If needed, additional votes will be held to determine third or fourth place with remaining candidates. A department may adopt alternative balloting

5. A summary of departmental observations of all interviewed candidates shall be included in the department head's written hiring recommendation.

6. The department head shall submit a recommendation to the Provost in writing, together with all required administrative forms, letters of recommendation, resumes and transcripts. [If an offer of tenure is being considered for a new faculty member, the departmental promotion and tenure committee shall be involved in the decision as set forth in subparagraph 8.1.7.B below.]

7. The Provost, upon the written recommendation of the department head,
policies, provided such process is codified in writing and approved by 2/3 vote of the academic faculty of that department. In the case of interdepartmental hires, the hiring departments shall determine a balloting process in advance, with the following provision: If one department votes a candidate as unacceptable, that candidate shall not be appointed in that department.

11. The Department Head, or Department Heads in the case of joint appointments, shall prepare the department’s written recommendation which includes the Department Head’s recommendation, the search committee recommendation, a summary of the departmental discussion, and the result of the departmental vote and ranking.

12. The Department Head, or Department Heads in the case of joint appointments, shall submit the written recommendation to the Dean or Provost, as applicable, together with all required administrative forms, letters of recommendation, resumes, and transcripts. If an offer of tenure is being considered for a new faculty member, the departmental promotion and tenure committee, or committees in the case of joint appointments, shall be involved in the decision as set forth in section 8.1.7 B.

13. If the Dean or Provost, as applicable, determines that the department’s recommendation, or the recommendation of the hiring departments in the case of joint appointments, is not in the best interests of CSM, the Dean or Provost, as applicable, may remove a candidate from the list of finalists or change the ranking of the acceptable finalists following consultation with the Office of Human Resources. In such a case, the Dean or Provost, as applicable, shall explain the rationale to the hiring department, or departments.

14. If the search is for an opportunity hire, can determine that following this process would not be in the best interests of CSM. In such cases, the Provost, after consultation with the Associate Vice President for Human Resources, may provide written authorization to modify this process as necessary and appropriate.

8. The selected candidate shall be recommended by the Provost to the President for appointment. No employment, or other type of contractual relationship, shall arise between CSM and the candidate until the written employment contract or offer letter has been executed by the President, or the President’s delegate, on behalf of CSM.

9. Following discussions with the Provost and contingent upon the approval of the President, the department head shall verbally negotiate salary and other terms of employment with the candidate. However, because benefits are determined by employment category, the terms of employment may not modify any benefits programs offered by CSM.

10. Once negotiations between the department head and the candidate have concluded, an appropriate CSM employment contract or offer letter shall be prepared for the selected candidate.
the process above may be modified by the Dean or Provost, as applicable, in consultation with the hiring department, or departments in the case of joint appointments. However, the hiring department, or departments in case of joint appointments, must approve the hire using the voting process set forth in section 4.7.1 A Steps 9 and 10.

15. The selected candidate shall be recommended by the Dean or Provost, as applicable, to the President for appointment. No employment, or other type of contractual relationship, shall arise between CSM and the selected candidate until the written employment contract has been executed by the President, or the President’s delegate, on behalf of CSM.

16. Following discussions with the Dean or Provost, as applicable, and contingent upon approval of the President, the Department Head shall verbally negotiate salary and other terms of employment with the selected candidate. The terms of employment may not modify any benefits programs offered by CSM.

17. Once negotiations between the Department Head and the candidate have concluded, an offer letter and employment contract shall be prepared for the selected candidate. Any special understandings or conditions that have been negotiated with the selected candidate shall be stated in the offer letter.
B. Research Faculty

Appointments for research faculty positions shall be initiated by the Department Head. The Department Head shall confirm the availability of institutional and departmental resources that will be required to support the position. While departments are encouraged to advertise vacancies for research faculty, there may be a need to fill a research faculty position on short notice. Direct appointment of research faculty for the period of a grant or contract without a search may be made by the Department Head, and contingent upon approval by the Dean and departmental vote following the process set forth in section 4.7.1 A Steps 9 and 10. If a search is undertaken, the search process set forth in section 4.7.1 A beginning at Step 2 will be followed. For non-remunerative appointments, see section 4.1.8. The Department Head shall be able to renew appointments following consultation with and vote by the faculty of the hiring department and contingent upon approval of the Dean.

C. Research Faculty

The Principal Investigatory shall confer with the Department Head and Dean, if applicable, to confirm the availability of institutional or departmental resources that will be required to support the position. While departments are encouraged to advertise vacancies for Research Faculty, there may be a need to fill a Research Faculty position immediately or on relatively short notice. Direct appointment of Research Faculty for the period of a grant or contract without a search may be made with the approval of the Provost or Dean. In such cases, the Provost or Dean as applicable will provide written authorization to modify the standard search process as necessary. If a search is undertaken, the search process outlined for Administrative Faculty in section 4.7.1 E beginning at Step 2 will be followed. For non-remunerative appointments, see section 4.1.8.

D. Instructional Faculty

The appointment process for tenured/tenure-track faculty set forth in 4.7.1.A above shall also be followed for the appointment of teaching professors, teaching associate professors and teaching assistant professors, unless the Provost determines that following this process would not be in the best interests of CSM. In such cases, the Provost may provide written authorization to modify this process as necessary and appropriate.

C. Adjunct and Visiting Faculty

Appointments for adjunct and visiting faculty positions shall be initiated by the Department Head. The Department Head

B. Adjunct Faculty and Visiting Faculty

1. The department head shall confer with the Provost to confirm the availability of a departmental position as well as the salary
shall confer with the Dean to confirm the availability of a departmental position as well as the salary that can be offered. Contingent upon approval of the Dean, the Department Head shall make the appointment. While departments are encouraged to advertise vacancies for Adjunct Faculty, there may be a need to fill an Adjunct Faculty position immediately or on relatively short notice, thus direct appointment and reappointment of Adjunct Faculty on a semester-by-semester basis, without a search, may be made.

2. While departments are encouraged to advertise vacancies for Adjunct Faculty, there may be a need to fill an Adjunct Faculty position immediately or on relatively short notice, thus direct appointment and reappointment of Adjunct Faculty on a semester-by-semester basis, without a search, may be made.

D. Affiliate Faculty

Appointments for affiliate faculty positions shall be initiated by the Department Head. The Department Head shall confer with the Dean to confirm the availability of a departmental position as well as the salary that can be offered, if applicable. The Department shall vote to approve the appointment following the procedures set forth in section 4.7.1 A Steps 9 and 10. For non-remunerative appointments, see section 4.1.8. The Department Head shall be able to renew such appointments, following consultation with and vote by the faculty of the hiring department, as applicable, and contingent upon approval of the Dean.

E. Administrative Faculty

It is the responsibility of the appropriate Vice President, Provost, or President, as applicable, to hire administrative faculty.

1. The appropriate Vice President, Provost, or President, as applicable, shall authorize the Administrative Director of the hiring organizational unit to initiate the search for a new or vacant administrative faculty position.

2. The Administrative Director shall appoint

E. Administrative Faculty

1. The supervisor of the new or vacant administrative faculty position shall confer with the department head and the appropriate vice president, if applicable, to confirm the availability of the position. The supervisor shall concurrently notify the Office of Human Resources of the
a search committee, including a committee chairperson, to be utilized in the search process. The search committee shall represent appropriate CSM constituent groups. The search committee shall comprise a minimum of five members. The search committee shall not include the Administrative Director of the hiring organizational unit.

3. The search committee shall prepare the advertisement and search criteria for the vacancy. The vacancy shall be publicly advertised.

4. The search committee shall perform the applicant screening process and shall identify qualified candidates. Normally, the search committee shall identify three qualified candidates. The search committee will then determine whether any or all of these candidates will be invited to campus for interview as finalists. If fewer than three qualified candidates can be identified, the search committee shall vote on whether the search should proceed as is.

5. The finalists shall be personally interviewed by the search committee and other members of appropriate CSM constituent groups.

6. The search committee shall submit a written recommendation to the Administrative Director of the hiring organizational unit, including a summary of the search committee's observations of all interviewed candidates. Resumes, letters of recommendation, and other supporting documentation for each final candidate shall be forwarded as part of the recommendation package.

7. The Administrative Director shall submit a written hiring recommendation to the appropriate Vice President, Provost, or President, as applicable, together with the written hiring recommendation of the search committee and all appropriate supporting documentation, which shall availability of the position and the initiation of the hiring process.

2. Unless a decision is made to fill the position through an internal promotion, the availability of the position shall be advertised in one or more professional journals or other appropriate publications. In conjunction with the Office of Human Resources, the supervisor shall appoint a search committee to assist in the applicant screening process.

3. Applications will be considered in accordance with the rules established for each search.

4. The finalists shall be personally interviewed by all appropriate CSM constituent groups.

6. The supervisor shall submit a written recommendation to the President or vice president, including a summary of the search committee’s observations of all interviewed candidates. Resumes, letters of recommendation, and other supporting documentation for each final candidate shall also be forwarded as part of the recommendation package.
include all required administrative forms, resumes, transcripts and, if applicable, letters of recommendation. If an offer of tenure is being considered for an administrative faculty member, the promotion and tenure committee of the host departmental shall be involved in the decision as set forth in section 8.1.7.B.

8. If the appropriate Vice President, Provost, or President, as applicable, determines that the written hiring recommendations of the search committee and Administrative Director are not in the best interest of CSM, the appropriate Vice President, Provost, or President, as applicable, may remove a candidate from the list of finalists or change the ranking of the acceptable finalists following consultation with the Office of Human Resources. In such a case, the appropriate Vice President, Provost, or President, as applicable, shall explain the rationale to the search committee and the Administrative Director of the hiring organizational unit.

9. The selected candidate shall be recommended to the President for appointment. No employment, or other type of contractual relationship, shall arise between CSM and the candidate until the written offer letter has been executed by the President, or the President's delegate, on behalf of CSM.

10. Following discussions with the appropriate Vice President, Provost, or President, as applicable, the Administrative Director of the hiring organizational unit shall verbally negotiate salary and other terms of employment with the selected candidate. The terms of employment may not modify any benefits programs offered by CSM.

11. Once negotiations between the Administrative Director and the selected candidate have concluded, an offer letter and employment contract shall be prepared for the selected candidate. Any special understandings or conditions that have been negotiated with the candidate shall be clearly stated in the offer letter provided to the candidate.

5. The Vice President or Provost in consultation with the Associate Vice President for Human Resources, on the written recommendation of the department head, may determine that following the full search process would not be in the best interests of CSM. In such cases, the Vice President or Provost may provide written authorization to modify this process as necessary and appropriate.

7. The selected candidate shall be recommended to the President for appointment. No employment, or other type of contractual relationship, shall arise between CSM and the candidate until the written offer letter has been executed by the President, or the President's delegate, on behalf of CSM.

8. Following discussions with the President or vice president, the supervisor shall verbally negotiate salary and other terms of employment with the selected candidate. However, because benefits are determined by employment category, the terms of employment may not modify any benefits programs offered by CSM.

9. Once negotiations between the supervisor and the candidate have concluded, an appropriate CSM offer letter shall be prepared for the selected candidate. Any special understandings or conditions that have been negotiated with the candidate shall be clearly stated in the offer letter provided to the candidate.
prepared for the selected candidate. Any special understandings or conditions that have been negotiated with the selected candidate shall be stated in the offer letter.

F. Department Heads, Deans, Associate Provost, Provost, and Vice President for Research and Technology Transfer

It is the responsibility of the Provost or President, as applicable, to hire administrative faculty into positions that have a significant impact on the academic and intellectual life of the university. Interim appointments shall be made through the process set forth in sections 4.7.1 H.

1. The Provost or President, as applicable, shall authorize the search for the position.
2. The Provost or President, as applicable, shall appoint a search committee, including a committee chairperson, to be utilized in the search process. The search committee shall represent appropriate CSM constituent groups.
3. For appointments to the positions of Provost, Associate Provost, or Vice President for Research and Technology Transfer, the search committee shall be chosen from faculty recommended by Faculty Senate. The search committee shall be comprised of a minimum of five members, at least a majority of whom shall be tenured faculty members and including at least one member of Faculty Senate. The search committee shall not include the Provost or President. The search process shall follow the procedure set forth in section 4.7.1 E beginning at Step 3.
4. For appointments to the position of Dean, the search committee shall be comprised of a minimum of five members and shall include at least one tenured faculty member from each department in
the hiring college. The search process shall follow the procedure set forth in section 4.7.1 E beginning at Step 3.
5. For appointments to the position of Department Head, the search committee shall be comprised of a minimum of five members and more than half of the committee shall be composed of tenured faculty from the hiring department. The search process shall follow the procedure set forth in section 4.7.1 A beginning at Step 3.
G. Athletics Faculty

On account of circumstances that are unique to their positions, such as the seasonal nature of intercollegiate athletics and the timing of recruiting cycles, a search shall not be required for the hiring of qualified athletics department faculty. In order to bypass the search process, the Department Head must receive written confirmation from the appropriate Vice President regarding the availability of the position, the title and salary range that can be offered, and approval to proceed without a search. Upon receipt of confirmation from the appropriate Vice President, the Department Head shall notify the Office of Human Resources of the availability of the position and the intention to fill the position without a search. Once an individual has been selected for the position, the hiring shall proceed in accordance with Step 6 and the remaining steps of the process set forth immediately below. If it is determined that a search is required for an athletics faculty position, the following process shall be utilized:

1. The Department Head shall confer with the appropriate Vice President to confirm the availability of the position as well as the title and salary range that can be offered.
2. The Department Head shall appoint a search committee, including a committee chairperson, to assist in the applicant screening process. The search committee may include the Department Head.
3. The availability of the vacancy shall be publicly advertised, unless a decision is made to fill the position through an internal promotion. The advertisement and search criteria for the vacancy shall be prepared by the search committee.
4. The search committee shall perform the applicant screening process and shall

F. Athletics Faculty

On account of circumstances that are unique to their positions, such as the seasonal nature of intercollegiate athletics and the timing of recruiting cycles, a search shall not be required for the hiring of qualified athletics department faculty. In order to bypass the search process, the department head must receive written confirmation from the appropriate vice president regarding the availability of the position, the title and salary that can be offered, and approval to proceed without a search. Upon receipt of confirmation from the appropriate vice president, the department head shall notify the Office of Human Resources of the availability of the position and the initiation of the hiring process.

2. Unless a decision is made to fill the position through an internal promotion, the availability of the position shall be advertised in one or more appropriate publications. In conjunction with the Office of Human Resources, the department head shall appoint a search committee, including a committee chairperson, to assist in the applicant screening process.
identify qualified candidates. The search committee will then determine whether any or all of these candidates will be invited to campus for interviews as finalists.

5. The finalists shall be personally interviewed by the search committee and other members of appropriate CSM constituent groups.

6. The search committee shall submit a written recommendation to the Department Head, including a summary of the search committee's observations of all interviewed candidates. Resumes, letters of recommendation, and other supporting documentation for each finalist shall be forwarded as part of the recommendation package.

7. The Department Head shall submit a written recommendation to the appropriate Vice President together with appropriate supporting documentation, which shall include all required administrative forms, resumes, transcripts and, if applicable, letters of recommendation.

8. The selected candidate shall be recommended to the President for appointment. No employment, or other type of contractual relationship, shall arise between CSM and the candidate until the written employment contract has been executed by the President, or the President's delegate, on behalf of CSM.

9. Following discussions with the appropriate Vice President, the Department Head shall verbally negotiate salary and other terms of employment with the selected candidate. The terms of employment may not modify any benefits programs offered by CSM.

10. Once negotiations between the Department Head and the selected candidate have concluded, an offer letter and employment contract shall be prepared for the selected candidate. The department head and any supervisor of the position may chair or actively serve on the search committee.

3. Every application received for the position shall be considered.

4. The finalists shall be personally interviewed by all appropriate CSM constituent groups.

5. The search committee chairperson shall submit a written recommendation to the department head, including a summary of the search committee's observations of all interviewed candidates. Resumes, letters of recommendation, and other supporting documentation for each final candidate shall also be forwarded as part of the recommendation package.

6. The department head shall submit a written recommendation to the appropriate vice president together with appropriate supporting documentation, which shall include all required administrative forms, resumes, transcripts and, if applicable, letters of recommendation.

7. The selected candidate shall be recommended to the President for appointment. No employment, or other type of contractual relationship, shall arise between CSM and the candidate until the written employment contract has been executed by the President, or the President's delegate, on behalf of CSM.

8. Following discussions with the appropriate vice president, the department head shall verbally negotiate salary and other terms of employment with the selected candidate. However, because benefits are determined by employment category, the terms of employment may not modify any benefits programs offered by CSM.

9. Once negotiations between the department head and the candidate have concluded, an appropriate CSM employment contract shall be prepared for
prepared for the selected candidate. Any special understandings or conditions that have been negotiated with the selected candidate shall be stated in the offer letter.

H. Temporary Faculty

Temporary faculty may be hired in the following categories: Administrative and Athletics. Interim appointments of faculty members into administrative and athletics functions shall only be made as temporary administrative or temporary athletic faculty members, respectively.

1. Temporary Administrative Faculty

The following conditions shall apply to the appointment of a temporary administrative faculty member, including those in positions as Provost, Associate Provost, Vice President for Research and Technology Transfer, Dean, or Department Head: (a) a temporary appointment may be made without a search; (b) the duration of a temporary appointment shall not exceed twelve months; (c) a temporary appointment shall not be renewable, except that under extraordinary circumstances with the approval of the appropriate Vice President or President, as applicable, the appointment may be renewed for an additional period of up to twelve months; (d) a candidate for a temporary appointment must possess the qualifications that would be required for a regular appointment to the same position; and (e) a temporary appointment cannot be transitioned into a regular appointment.

G. Temporary Faculty

Temporary faculty may be hired in the following categories: Adjunct, Administrative, Research, Library, and Athletics. If it is determined that a need exists that can best be filled by a temporary appointment, the hiring department may request authorization from the appropriate Vice President to hire a temporary faculty member.

1. Adjunct Faculty

The conditions outlined in Section 4.7.1 B shall apply to the appointment of an Adjunct Faculty member.

2. Temporary Administrative, Research, and Library Faculty

The following conditions shall apply to the appointment of a temporary administrative, research, or library faculty member: (a) a temporary appointment may be made without a search; (b) the duration of a temporary appointment shall not exceed twelve months; (c) a temporary appointment shall not be renewable, except that under extraordinary circumstances with the approval of the appropriate vice president, the appointment may be renewed for an additional period of up to twelve months; (d) a candidate for a temporary appointment must possess the qualifications that would be required for a regular appointment to the same position; and (e) the hiring department must submit a brief job description along with the hiring paperwork.
except through the search process set forth in sections 4.7.1 E or 4.7.1 F, as applicable.

2. Temporary Athletics Faculty
The following conditions shall apply to the appointment of a temporary athletics faculty member: (a) a temporary appointment may be made without a search; (b) the duration of a temporary appointment shall not exceed twelve months; (c) a temporary appointment shall not be renewable, except that under extraordinary circumstances with the approval of the appropriate Vice President, the appointment may be renewed for an additional period of up to twelve months; and (d) a candidate for a temporary appointment must possess the qualifications that would be required for a regular appointment to the same position.

3. Temporary Athletics Faculty
The following conditions shall apply to the appointment of a temporary athletics faculty member: (a) a temporary appointment may be made without a search; (b) the duration of a temporary appointment shall not exceed twelve months; (c) a temporary appointment shall not be renewable, except that under extraordinary circumstances with the approval of the appropriate vice president, the appointment may be renewed for an additional period of up to twelve months; and (d) a candidate for a temporary appointment must possess the qualifications that would be required for a regular appointment to the same position.