

Policy 4003: Faculty Appointments

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USU Policy 4003: Faculty Appointments

Category: Academic Affairs

Subcategory: Faculty Code

Covered Individuals: Faculty

Responsible Executive: President

Policy Custodian: Executive Vice President and Provost

Colleagues,

Thank you for the thoughtful feedback you have provided throughout the revision process of the faculty code. Your engagement is vital to ensuring these policies remain clear and effective, and we invite you to review the proposed updates to the section regarding faculty appointments and provide any additional feedback you may have.

Summary of Faculty Appointments

This section establishes the requirements and procedures for various faculty appointments, defining them as contractual agreements centered on a faculty member's role statement and primary professional commitment to the university. It details the recruitment and hiring process, including search committee composition, advertising standards, and the general requirement for student involvement in candidate evaluations. The policy also outlines the terms for automatic annual renewals for most faculty ranks and provides specific guidelines for the appointment and tenure requirements of academic administrators such as department heads and deans.

Summary of Proposed Changes

- **Search Committee Eligibility:** Service on search and screening committees is now explicitly restricted to tenured, tenure-eligible, and professional faculty.
- **Statewide Campus Representation:** Committees for positions where the faculty member will reside at a campus other than the main campus must now include faculty representation from that specific campus.
- **Expanded Interview Requirements:** Final candidates for statewide positions will now be invited to the main campus for interviews when appropriate, in addition to the location where they will reside.
- **Student Evaluation Exceptions:** While student input remains a general requirement, a new exception has been added specifically for county extension faculty searches.
- **Professional Faculty Renewals:** New language has been added to provide for the automatic annual renewal of professional faculty, aligning their process with tenured and tenure-eligible faculty.
- **Administrative Tenure Requirements:** The code now explicitly requires that department heads and deans hold tenured status within the academic unit or college they are appointed to lead.
- **Academic Calendar Alignment:** Faculty on academic year appointments are now expected to be available starting on the first day of the academic year work calendar as posted by the provost's office.
- **Policy Alignment:** Updates have been made to ensure consistency with general university policies regarding non-discrimination based on protected characteristics and procedures for managing professional commitments.

Sincerely,

Paul Barr, Maureen Hearn, Nikki Kendrick, Gretchen Peacock, Claudia Radel, Larry Smith, Rebekah Watts

University Policy 4003: Faculty Appointments

Category: Academic Affairs

Subcategory: Faculty Code

Covered Individuals: University Faculty

Responsible Executive: President

Policy Custodian: Office of the Provost and Executive Vice President, Provost and Executive Vice President

Last Revised: 2026/MM/DD

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4003.1 PURPOSE AND SCOPE

This Policy explains the requirements and procedures for appointment to various faculty positions.

4003.2 POLICY

2.1 Appointment

An appointment is a contractual agreement between a faculty member and the University. The terms and conditions of the appointment are described in this Policy, the faculty member's role statement (Policies 4004.6.1, Role Statement and Role Assignment (for tenure-eligible faculty), and 4004.11.1, Role Statement and Role Assignment (for term faculty)) and merit increase criteria. As an integral part of the appointment, faculty shall be entitled to the full range of benefits and privileges for which they are eligible.

2.1.1 Policies Respecting Appointments

The University will take sufficient time to seek, and then to investigate thoroughly, candidates for appointment to assure that only highly qualified personnel are employed and shall not discriminate against any candidate based on a protected characteristics (see USU Interim Policy 2101: Discrimination based on Protected Characteristics).

Faculty positions and administrative positions to be filled by faculty members, when external searches are being conducted, shall be advertised in outlets most likely to reach qualified persons who may have an interest. In addition to candidate-initiated applications, faculty will be invited to submit nominations, and the search and screening committee will identify qualified candidates by encouraging nominations and pursuing promising nominees.

2.1.2 Professional Services

Employment, professional services, and compensation of faculty members shall be in accordance with these policies. Professional services include but are not limited to teaching, research or creative endeavors, extension, librarianship along with related and supporting services, and are described in the role statement.

2.1.2.1 Professional Commitment

The University has a right to the professional services of each faculty member as described in the role statement and to the extent prescribed by the faculty member's appointment. Faculty are expected to devote their primary professional allegiance, time, and effort to their University duties during periods of their appointment. See Procedure 2301-PR3: Conflicts of Commitment.

2.1.2.2 Automatic Renewal for Tenured Faculty

The appointments of tenured faculty shall be automatically renewed annually. Notice regarding changes to status will be in accordance with other faculty code policies including:

- Policy 4005.2.3, Terminations; Reductions in Status (Program Discontinuance);
- Policy 4005.4.4, Terminations; Reduction in Status (Financial Exigency);
- Policy 4006.2, Sanctions;
- Policy 4006.4, Procedures for Sanctions Other than Reprimands.

2.1.2.3 Automatic Renewal for Tenure-eligible Faculty

The appointments of tenure-eligible faculty in the probationary period are automatically renewed annually unless they receive notice of non-renewal in accordance with other faculty code policies including:

- Policy 4005.2.3, Terminations; Reductions in Status (Program Discontinuance);
- Policy 4005.4.4, Terminations; Reduction in Status (Financial Exigency);
- Policy 4006.2, Sanctions;
- Policy 4006.4, Procedures for Sanctions Other than Reprimands;
- Policy 4006.6, Non- Renewal.

2.1.2.4 Automatic Renewal for Professional Faculty

The appointments of Professional Faculty are automatically renewed annually unless they receive notice of non-renewal in accordance with other faculty code policies including:

- Policy 4004.12.1, Annual Review of Faculty;
- Policy 4005.2.3, Terminations; Reductions in Status (Program Discontinuance);
- Policy 4005.4.4, Terminations; Reduction in Status (Financial Exigency);
- Policy 4006.2, Sanctions;
- Policy 4006.4, Procedures for Sanctions Other than Reprimands;
- Policy 4006.6, Non-Renewal.

2.1.2.5 Renewal for Faculty with Limited Appointments

Renewal for Limited appointments for faculty are renewed at the discretion of the academic unit in which the appointment is held. Limited appointments may expire without notice of non-renewal.

2.1.2.6 Resignation or Retirement

Faculty who decide to resign or retire, will submit a letter of resignation/retirement as soon as possible. The letter will indicate the effective date of resignation/retirement and be submitted to the department head or supervisor who notifies the appropriate dean, or vice president for extension, and statewide campus administrator where appropriate. The appropriate dean or vice president for extension will notify the provost who, in turn, will notify the president. A faculty member's resignation/retirement terminates all faculty rights and privileges.

2.1.2.7 Supplemental Compensation

The University will provide additional compensation for temporary assignments or supplemental appointments beyond the professional services outlined in a faculty's role statement and included in their primary appointment. Temporary assignments and supplemental appointments may not adversely affect the responsibilities described in the role statement under the faculty's regular appointment. In cases of extra-service compensation USU Interim Policy 3201 must be followed.

2.1.2.8 *Initial Role Statement*

An initial role statement and any subsequent revisions to the role statement shall be prepared in accordance with Policies 4004.6.1, Role Statement and Role Assignment (for tenure-eligible faculty), and 4004.11.1, Role Statement and Role Assignment (for professional faculty).

2.1.2.9 *Salary Increases*

Salary increases for faculty will be determined following an annual performance review, as outlined in Policy 4004, Tenured and Term Appointments: Evaluation, Promotion, and Retention, by the appropriate administrators, including the department head or supervisor, dean, vice president for extension, or statewide campus administrators. Consideration shall be given to the quality of the entire range of professional services as defined in the faculty member's role statement and Policy 4002, Academic Freedom and Professional Responsibility.

2.1.3 **Minimum Educational Requirements for Tenured and Tenure-Eligible Appointments**

The minimum educational requirements for tenured and tenure-eligible faculty can be found in:

- Policy 4004.2, Tenure and Promotion: Criteria for Core Faculty Ranks;
- Policy 4004.3, Tenure and Promotion: Criteria for Librarians;
- Policy 4004.4, Tenure and Promotion: Criteria for Faculty with Extension Ranks.

2.1.4 **Graduate Degrees from the University**

Except under unusual circumstances, and to avoid potential conflicts of interest, the University will not grant graduate degrees to its own faculty where the degree satisfies a prerequisite for appointment or advancement in rank. Requests for exceptions will be individually considered and approved by the provost.

2.2 **Term of Appointment for Academic or Fiscal Year**

In the appointment of faculty members, two types of terms will be used: (1) an appointment on an academic year basis and (2) an appointment on a fiscal year basis.

Academic year appointees receive holidays and sick leave; however, they do not earn annual leave. Faculty on academic year appointments may be absent from campus between semesters after they have fulfilled the professional responsibilities of their assignments; they may earn up to three additional months of salary for teaching, research or administrative assignments during the summer.

Faculty members are expected to start work and be available on the first day of the academic year work calendar (as posted by the Provost's office annually) and continue through the last day. Within this framework in any given year the specific dates for the academic year are approved by the University Leadership Council. Fiscal year appointments can be made for teaching, research, extension, library, or administrative assignments, or for a combination of such assignments. Fiscal year appointees receive holidays and earn annual and sick leave.

2.3 **Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Professional Appointments**

The department head or supervisor and the search and screening committee are responsible to ensure that all applicable policies and law are adhered to throughout the appointment process.

2.3.1 **Approval of Faculty Positions**

The department head, after consultation with faculty, makes a request for faculty positions to the dean. Faculty may recommend new faculty positions to the department head to meet programming needs.

The dean or vice president for extension will obtain approval from the Provost to establish or fill any faculty position.

2.3.2 Search and Screening Committee

The department head or supervisor will appoint a search and screening committee of not less than five members which will be approved by the dean. A majority must be appointed from among the faculty of the department conducting the search. Only tenured, tenure-eligible, and professional faculty are able to serve on search and screening committees. In searches for faculty who will reside at campuses other than Logan, the search and screening committee must include faculty representation from the campus where the new faculty member will reside.

2.3.3 Job Description and Advertising

The search and screening committee will prepare the job description in accordance with University policy. The search and screening committee will present the job description to the department head or supervisor for review and share it with the faculty. The dean, in consultation with the Provost's office, will approve the final job description. Once approved, the department, in consultation with Human Resources, will develop a thorough and appropriate search and advertising plan.

2.3.4 Application Screening

The search and screening committee will screen applicants according to the job description and identify candidates for further consideration by the faculty and pertinent administrators. The search and screening committee will identify at least three candidates, if possible, for a final round of interviews. Final round candidates must be approved by the department head and dean.

2.3.5 On-Campus Interviews

Final round candidates will be invited, at University expense, to the campus location where they will reside to be interviewed by the academic unit's faculty and pertinent administrators. In addition, final round candidates who will reside at a statewide location will also be invited to interview at the Logan campus, when appropriate.

2.3.6 Student Input

The department will involve students in the evaluation of faculty candidates. County Extension faculty searches may be excluded from this requirement. Students will be given an opportunity to provide feedback to the search and screening committee.

2.3.7 Final Input and Committee Recommendation

At the conclusion of the final round of candidate interviews, the search and screening committee will solicit input from faculty and other relevant parties. Utilizing this input and their own knowledge of the candidates, the search and screening committee will present its list of acceptable candidates with assessed strengths and weaknesses and any other supporting information to the department head or supervisor.

2.3.8 Recommendation of Department Head and Dean

The department head or supervisor will forward a recommendation from the list of acceptable candidates submitted by the search and screening committee, including all supporting information, to the dean and, where appropriate, the vice president for extension.

The dean and, where applicable, the vice president for extension will forward a recommendation to the provost, including all supporting information.

2.3.9 Approval of Appointment by Provost

The Provost will review the recommendation by the dean and authorize the department head to make a tentative offer to the candidate. The department head will work with the candidate to negotiate final terms of hire. The final offer of employment must be approved by the dean and Provost.

2.4 Appointment Procedures: Faculty with Limited Appointments

The department head or supervisor is responsible to ensure that all applicable policies and law are adhered to throughout the appointment process.

2.4.1 Adjunct and Visiting Ranks and Titles

Before appointing faculty in the adjunct and visiting ranks, the department head or supervisor will consult with the faculty and then make a recommendation to the dean and, where appropriate, the vice president for extension. The dean and, where appropriate, the vice president for extension will make a decision regarding appointment of the candidate.

2.4.2 Temporary Ranks and Titles

2.4.2.1 *Determination of Need for Temporary Faculty Appointment*

The faculty of departments and other academic units, in conjunction with the department head or supervisor, will determine the need for and general parameters of temporary faculty appointments congruent with its mission and role.

2.4.2.2 *Authorization of Temporary Appointment*

The department head or supervisor shall obtain authorization from the provost through the appropriate dean, or vice president for extension, to establish or fill a temporary appointment in an academic unit's faculty.

2.4.2.3 *Job Description and Advertising*

The department head or supervisor, together with the appropriate dean, or vice president for extension, will prepare the job description and advertise in accordance with University policy.

2.4.2.4 *Recommendation*

The department head or supervisor will consult with the faculty and then make a recommendation to the appropriate dean, or vice president for extension. In turn, the dean, vice president for extension, will make a recommendation to the provost.

2.4.2.5 *Approval of Appointment by Provost*

The provost as the President's designee, shall make a decision regarding the appointment of the candidate. The Vice President of Statewide Campuses will be notified of the final decisions, as appropriate.

2.4.3 Emergency Appointments

Emergency appointments to the temporary ranks (Policy 4000.2.5.2.3, Temporary Ranks) may be approved by the Provost after consultation with the appropriate dean, or vice president for extension, and the appropriate department head or supervisor without following the procedures in policy 4003.2.4.2, Temporary Ranks and Titles. The Vice President of Statewide Campuses will be notified of any final decisions, as appropriate.

2.5 Appointment Procedures: Department Administration

The dean, or vice president for extension, and the search and screening committee are responsible to ensure that all applicable policies and law are adhered to throughout the appointment process.

2.5.1 Appointment of Department Heads

To start the appointment procedure for a department head, the dean will consult with the department faculty regarding the qualifications, duties, and responsibilities of the position. This consultation should address the search timeline and whether it is to be an external or internal search. Department heads are appointed as faculty.

2.5.1.1 External Search Procedures for Department Heads

The academic unit will conduct an external search whenever possible for department heads. Applications from qualified faculty of the University will be considered.

2.5.1.2 Authorization of Appointment of Department Heads

The dean shall obtain authorization from the provost to establish or fill a department head appointment.

2.5.1.3 Search and Screening Committee

The dean shall appoint a search and screening committee of not less than five members. A majority must be appointed from among the faculty of the department or the library, if the search occurs there. Only tenured, tenure-eligible, and professional faculty are able to serve on department head search and screening committees.

2.5.1.4 Job Description and Advertising

In consultation with the dean and the faculty of the department, the search and screening committee shall prepare the job description and advertising in accordance with University policies.

2.5.1.5 Application Screening

The search and screening committee shall screen applicants according to the job description and identify candidates for further consideration by the faculty and appropriate administrators. Where feasible, at least three candidates shall be identified.

2.5.1.6 On-campus Interviews

Candidates shall be invited to come to the Logan campus and, when appropriate, to the campus location where they will reside, at University expense to be interviewed by the academic unit's faculty and pertinent administrators.

2.5.1.7 Faculty and Administrator Input

When the investigation of candidates has been completed, the search and screening committee shall solicit recommendations from faculty and pertinent administrators. Utilizing these recommendations and their own knowledge of the candidates, the search and screening committee members shall present a list of acceptable candidates with assessed strengths and weaknesses and any other supporting information to the dean.

2.5.1.8 Recommendation of Dean

Subsequent to consultation with the faculty search and screening committee, the dean shall forward a recommendation from the list of acceptable candidates recommended by the search and screening committee, including all supporting information, to the Provost.

2.5.1.9 *Appointment by Provost*

The Provost will review the recommendation by the dean and authorize the dean to make a tentative offer to the candidate. The dean will work with the candidate to negotiate final terms of hire. The final offer of employment must be approved by the Provost.

2.5.1.10 *Tenure of Appointed Department Heads*

The tenure of appointed department heads is held in the appointing academic unit. For departments that include tenured/tenure track faculty, it is required that the department head have tenure.

2.5.2 **Internal Search Procedures for Department Heads**

The procedures for an internal search are identical to the procedures for an external search, with the following difference:

- **Internal Circulation of Job Description:** The job description shall not be advertised externally but shall be circulated internally. Interested faculty will submit applications to the search and screening committee.

2.5.3 **Appointment of Assistant or Associate Department Heads**

Assistant or associate department heads are appointed by the appropriate department head, subsequent to consultation with the faculty in the department.

2.6 **Appointment Procedures: College Administration**

The President, or designee, and the search and screening committee are responsible to ensure that all applicable policies and law are adhered to throughout the appointment process.

2.6.1 **Appointment of Deans**

The University will conduct an external search whenever possible for deans. Applications from qualified faculty of the University will be considered.

2.6.1.1 *Search and Screening Committee*

The President, or President's designee, shall appoint a representative search and screening committee and chair following consultation with the President of the Faculty Senate, administrators, appropriate faculty, and affected staff. The committee shall be structured to represent the interests of the college's faculty.

2.6.1.2 *Job Description*

As its first order of business, the search and screening committee shall refine the current description of the position and, if necessary, prepare an appropriate description. The announcement shall be reviewed with the Provost and President before its publication. The position announcement shall be published by the University.

2.6.1.3 *Application Review and Recommendation*

The search and screening committee shall screen applicants according to the position announcement and identify candidates for further consideration. Where feasible, at least three finalists will be identified. The list of finalists with assessed strengths and weaknesses will be recommended to the Provost.

2.6.1.4 *Finalist Interviews*

The Provost will review the list of recommended finalists with the President. With the President's

approval, the finalists will be announced to the University community and invited to campus for a series of interviews.

2.6.1.5 *Selection of the Dean*

The Provost will evaluate input from, administrators, faculty, and staff and make a recommendation to the President. The President makes the final decision.

2.6.1.6 *Tenure of Appointee*

Dean appointments require tenured faculty status within the college (or Library) they will lead.

2.6.2 **Internal Search Procedures**

The President may decide that an internal search for a dean appointment is appropriate based on circumstances and consultation. The procedures for an internal search are identical to the procedures for an external search, with the following difference:

- **Internal Circulation of Job Description:** The job description shall not be advertised externally but shall be circulated internally. Interested faculty will submit applications to the search and screening committee.

2.6.2.1 *Appointment Assistant or Associate Deans*

Assistant or associate deans are appointed by the dean, subsequent to consultation with faculty in the college (or Library).

4003.5 RELATED USU POLICIES

- [Policy 4004: Tenured and Term Appointments: Evaluation, Promotion and Retention](#)
- [Policy 4005: Program Discontinuance, Financial Exigency and Financial Crisis](#)
- [Policy 4006: Academic Due Process: Sanctions and Hearing Procedures](#)

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Contacts

- Faculty Senate Website: <https://www.usu.edu/fsenate/index>
- Executive Secretary: [Michelle Hillard](#)

POLICY HISTORY

Original issue date: 1997/07/01

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University Policy 4003: Faculty Appointments

Category: Academic Affairs

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Covered Individuals: University Faculty

Responsible Executive: President

Policy Custodian: Office of the Provost and Executive Vice President, Provost and Executive Vice President

Last Revised: ~~2023/11/14~~ [2026/MM/DD](#)

Previous USU Policy Number: 402: ~~Faculty Appointments~~

4003.1 PURPOSE AND SCOPE

This ~~section~~[Policy](#) explains the requirements and procedures for appointment to various faculty positions.

4003.2 POLICY

2.1 Appointment

An appointment is a contractual agreement between a faculty member and the University. The terms and conditions of the appointment are described in this ~~manual~~[Policy](#), the faculty member's role statement (Policies 4004.6.1, Role Statement and Role Assignment (for tenure-eligible faculty), and 4004.11.1, Role Statement and Role Assignment (for term faculty)) ~~and merit increase criteria, and salary notification and benefits forms~~. As an integral part of the appointment, faculty shall be entitled to the full range of benefits and privileges for which they are eligible.

2.1.1 Policies Respecting Appointments

The University will take sufficient time to seek, and then to investigate thoroughly, candidates for appointment to assure that only highly qualified personnel are employed and shall not discriminate against any candidate ~~based on a protected characteristics (see USU Interim Policy 2101: Discrimination based on Protected Characteristics)~~. ~~on the basis of race, color, religion, sex, sexual orientation, national origin, age, veteran status, marital or parental status, or the presence of any sensory, physical or mental disability or handicap.~~

~~The university will hire as faculty members only candidates who are committed to carrying out the mission of the university.~~

Faculty positions and administrative positions to be filled by faculty members, when external searches are being conducted, shall be advertised in ~~media outlets~~ most likely to reach qualified persons who may have an interest, ~~including those media that will encourage under-represented applicants~~. In addition to candidate-initiated applications, faculty will be invited to submit nominations, and the search and screening committee will ~~be obligated to~~ identify qualified candidates by encouraging nominations and ~~aggressively~~ pursuing promising nominees.

2.1.2 Professional Services

Employment, professional services, and compensation of faculty members shall be in accordance with these policies. Professional services include but are not limited to teaching, research or creative endeavors, extension, librarianship, professional career and technical education, along with related and supporting services, and are described in the role statement.

2.1.2.1 ~~Full-Time Services~~ Professional Commitment

The University has a right to ~~the full-time~~ the professional services of each faculty member as described in the role statement and to the extent prescribed by the faculty member's appointment. Faculty are expected to devote their primary professional allegiance, time, and effort to their University duties during periods of their appointment. See Procedure 2301-PR3: Conflicts of Commitment.

2.1.2.2 *Automatic Renewal for Tenured Faculty*

The appointments of tenured faculty ~~members~~ shall be automatically renewed annually. Notice ~~regarding changes to status will~~ in writing of intent to dismiss a tenured faculty member shall be in accordance with other faculty code policies including:

- Policy 4005.2.3, Terminations; Reductions in Status (Program Discontinuance);
- Policy 4005.4.4, Terminations; Reduction in Status (Financial Exigency);
- ~~Policy 4006.2.1.5, Dismissal~~ Sanctions; and
- ~~Policy 4006.4.2, Notice of Intent to Impose a Sanction~~ Procedures for Sanctions Other than Reprimands. ~~Notice to terminate the employment of a tenured faculty member shall be in accordance with Policies 4005.2.3, Terminations; Reductions in Status (under Program Discontinuance for Academic Reasons), and 4005.4.4, Terminations; Reductions in Status (under Financial Exigency). Dismissal and termination are defined in policy 4006.2.1.5, Dismissal.~~

2.1.2.3 *Automatic Renewal for Tenure-eligible Faculty*

The appointments of tenure-eligible faculty ~~members~~ in the probationary period are automatically renewed annually unless they receive notice of non-renewal in accordance with other faculty code policies including: ~~Policy 4006.6, Non-Renewal (in particular, 6.3, Notice of Non-Renewal)~~

- Policy 4005.2.3, Terminations; Reductions in Status (Program Discontinuance);
- Policy 4005.4.4, Terminations; Reduction in Status (Financial Exigency);
- Policy 4006.2, Sanctions;
- Policy 4006.4, Procedures for Sanctions Other than Reprimands;
- Policy 4006.6, Non-Renewal.

~~Notice in writing of intent to dismiss a tenure-eligible faculty member shall be in accordance with Policies 4006.2.1.5, Dismissal, and 4006.4.2, Notice of Intent to Impose a Sanction. Notice to terminate the employment of a tenure-eligible faculty member shall be in accordance with Policies 4005.2.3, Terminations; Reductions in Status (under Program Discontinuance for Academic Reasons), and 4005.4.4, Terminations; Reductions in Status (under Financial Exigency). Dismissal and termination are defined in policy 4006.2.1.5, Dismissal.~~

2.1.2.4 *Automatic Renewal for ~~Term~~ Professional Faculty* Appointments

~~Term appointments for faculty members~~ The appointments of Professional Faculty are automatically renewed annually unless they receive notice of non-renewal in accordance with other faculty code policies including:

- Policy 4004.12.1, Annual Review of Faculty;
- Policy 4005.2.3, Terminations; Reductions in Status (Program Discontinuance);
- Policy 4005.4.4, Terminations; Reduction in Status (Financial Exigency);
- Policy 4006.2, Sanctions;
- Policy 4006.4, Procedures for Sanctions Other than Reprimands;
- Policy 4006.6, Non-Renewal.

~~, based on: 1. satisfactory performance (Policies 4004.12.1, Annual Review of Faculty, and 4006.6, Non-Renewal) and 2. availability of funding (Policy 4006.6, Non-Renewal). Notice of non-renewal must be provided in accordance with Policy 4006.6.3, Notice of Non-Renewal. Notice in writing to~~

~~dismiss a faculty member with a term appointment shall be in accordance with Policies 4006.2.1.5, Dismissal, and 4006.4.2, Notice of Intent to Impose a Sanction. Notice to terminate the employment of a faculty member with a term appointment shall be in accordance with Policies 4005.2.3, Terminations; Reductions in Status (under Policy 4005.2, Program Discontinuation) and 4005.4.4, Terminations; Reductions in Status (under Policy 4005.4, Financial Exigency). Dismissal and termination are defined in Policy 4006.2.1.5, Dismissal.~~

2.1.2.5 *Automatic Renewal for Special Faculty with Limited Appointments*

Renewal for Limited Special appointments for faculty members are renewed at the discretion of the academic unit in which the appointment is held. ~~Special~~ Limited appointments may expire without notice of non-renewal.

2.1.2.6 *Resignation or Retirement*

~~Faculty who decide to resign or ,including cases of retirement, will submit Decisions to resign shall be submitted a letter of resignation/retirement in writing by the faculty member as soon as possible. The letter will indicate the effective date of resignation/retirement, but not later than three months prior to the effective date of resignation. The notice shall and be submitted to the department head or supervisor who notifies the; that administrator shall advise the appropriate dean, or vice president for extension, or and statewide campus director administrator where appropriate, of the decision. The appropriate dean or vice president for extension shall will advise notify the provost who, in turn, shall will advise notify the president. A faculty member's resignation/retirement terminates all faculty rights and privileges, such as rank and tenure, which were enjoyed as a faculty member.~~

2.1.2.7 *Supplemental Appointment Compensation*

~~A faculty member's professional service to the university shall be covered by appointment compensation. This shall not, however, prevent the The U university from will employing provide additional compensation faculty members for temporary assignments or a supplemental appointments beyond the professional services outlined in a faculty's role statement and included in their primary appointment with additional salary covering professional services beyond a standard load. Temporary assignments and supplemental appointments may not adversely affect the responsibilities described in the role statement under the faculty's regular appointment. In cases of extra-service compensation USU Interim Policy 3201 must be followed Commitment for such extra-service must have the specific approval of the appropriate department head or supervisor, dean, , or vice president for extension, and the specific approval of the provost and the president (Policy 3201). Supplemental appointments shall not adversely affect the responsibilities described in the role statement under the regular appointment.~~

2.1.2.8 *Initial Role Statement*

An initial role statement and any subsequent revisions to the role statement shall be prepared in accordance with Policies 4004.6.1, Role Statement and Role Assignment (for tenure-eligible faculty), and 4004.11.1, Role Statement and Role Assignment (for ~~term~~ professional faculty).

2.1.2.9 *Merit Salary Increases*

~~The Mmerit S salary increases for of individual faculty members shall will be arrived at determined following an annual appraisal of performance review, as outlined in Policy 4004, Tenured and Term Appointments: Evaluation, Promotion, and Retention, by the appropriate administrators, including the department head or supervisor, dean, vice president for extension, or vice president for statewide campus administrators es. Consideration shall be given to the quality of the entire range of professional services as defined in the faculty member's role statement and Policy 4002, Academic Freedom and Professional Responsibility and Policy 3002, Respectful Workplace.~~

2.1.3 **Minimum Educational Requirements for Tenured and Tenure-Eligible Appointments**

The minimum educational requirements for tenured and tenure-eligible faculty can be found in:

- ~~Policy 4004.2, Appointment, Tenure, and Promotion: Criteria for Core Faculty Ranks;~~
- ~~Policy 4004.3, Appointment, Tenure, and Promotion: Criteria for Librarians;~~
- ~~Policy 4004.4, Appointment, Tenure, and Promotion: Criteria for Faculty with Extension Ranks; and 4004.5, Appointment, Tenure, and Promotion: Criteria for Professional Career and Technical Education Faculty Ranks.~~

2.1.4 Graduate Degrees from the University

Except under unusual circumstances, ~~and to avoid the appearance of potential a conflicts of interest, it is the policy of~~ the University ~~will not to~~ grant graduate degrees to its own faculty ~~members~~ where the degree satisfies a prerequisite for appointment or advancement in rank. Requests for exceptions ~~must will~~ be individually considered and approved by the provost ~~based on appropriate recommendations.~~

2.2 Term of Appointment for Academic or Fiscal Year

In the appointment of faculty members, two types of terms will be used: (1) an appointment on an academic year basis and (2) an appointment on a fiscal year basis.

Academic year appointees receive holidays and sick leave; however, they do not earn annual leave. Faculty on academic year appointments may be absent from campus between ~~terms semesters~~ after they have fulfilled the professional responsibilities of their assignments; they may earn up to three additional months of salary for teaching, research or administrative assignments during the summer ~~that precedes the academic year.~~

~~An academic year does not exceed 274 consecutive calendar days commencing in August. Faculty members are expected to start work and be available on the first day of the academic year work calendar (as posted by the Provost's office annually) and continue through the last day.~~ Within this framework in any given year the specific dates for the academic year are approved by the ~~Executive Committee~~ University Leadership Council. Fiscal year appointments ~~are can be~~ made for teaching, research, extension, library, or administrative assignments, or for a combination of such assignments. Fiscal year appointees receive holidays and earn annual and sick leave.

2.3 Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with ~~Term~~ Professional Appointments

The department head or supervisor and the search and screening committee are responsible to ensure that all applicable policies ~~and law, including but not limited to Policy 2100, Affirmative Action/Equal Opportunity,~~ are adhered to throughout the appointment process.

2.3.1 ~~Determination of Need for Faculty Appointments~~

~~The faculty of departments and other academic units, in conjunction with the department head or supervisor, shall determine the need for and general parameters of faculty appointments congruent with its mission and role.~~

2.3.2 ~~2.3.1~~ Authorization for Approval of Faculty Positions Appointment

The department head, after consultation with faculty, makes a request for faculty positions to the dean. Faculty may recommend new faculty positions to the department head to meet programming needs.

~~The department head or supervisor shall obtain authorization from the provost, through the appropriate dean or, vice president for extension, or vice president for statewide campuses will obtain approval from the Provost to establish or fill any faculty appointment position on the academic unit's faculty.~~

2.3.3 ~~2.3.2~~ Search and Screening Committee

The department head or supervisor ~~shall~~ will appoint a search and screening committee of not less than five members which will be approved by the dean. A majority, ~~and, where possible five members,~~ must be appointed from among the faculty of the department conducting the search or the library if the search occurs there. Only tenured, tenure-eligible, and professional faculty are able to serve on search and screening committees. In searches for faculty who will reside at campuses other than Logan, the search and screening committee must include faculty representation from the campus where the new faculty member will reside. ~~See Policies 4000.2.4.3.4, Limitations on Faculty Participation (for term faculty) and 4000.2.5.3.2, Limitations on Faculty Participation (for faculty with special appointments) for limitations on appointments of faculty to serve on search and screening committees.~~

2.3.4.2.3.3 Job Description and Advertising

~~In consultation with the department head or supervisor, the faculty of the academic unit and, where appropriate, the dean, or vice president for extension,~~ the search and screening committee shall will prepare the job description and advertising in accordance with University regulations policy. The search and screening committee will present the job description to the department head or supervisor for review and share it with the and faculty for review. The dean, in consultation with the Provost's office, will approve the final job description. Once approved, the department, in consultation with Human Resources, will develop a thorough and appropriate search and advertising plan.

2.3.5.2.3.4 Application Screening

The search and screening committee ~~shall~~ will screen applicants according to the job description and identify ~~a suitable pool of candidates to be further considered~~ for further consideration by the faculty and pertinent administrators. ~~Where feasible, The search and screening committee will identify at least three candidates, if possible, shall be identified for a final round of interviews. Final round candidates must be approved by the department head and dean.~~

2.3.5 On-Campus Interviews

~~Final round candidates will be invited to come to the Logan campus and, when appropriate, to the campus location where they will reside, at university expense to be interviewed by the academic unit's faculty and pertinent administrators.~~ Final round candidates will be invited, at University expense, to the campus location where they will reside to be interviewed by the academic unit's faculty and pertinent administrators. In addition, final round candidates who will reside at a statewide location will also be invited to interview at the Logan campus, when appropriate.

2.3.6 Student Input

~~In an effort to provide additional voices in the hiring process, improve transparency, and provide unique perspectives on prospective faculty, the~~ The department head will ~~establish a mechanism to involve students in the evaluation of faculty candidates. This applies to candidates interviewed for a position that includes teaching as part of the role statement at the Logan or statewide campuses. For practical reasons, County Extension faculty searches are~~ may be excluded from this requirement. ~~Instructions for how s~~ Students shall will be given an opportunity to provide feedback will be provided to students when the invitation to interview is extended to the candidate. This student feedback shall be reviewed by to the search and screening committee.

2.3.7 Faculty and Administrator and Student Final Input and Committee Recommendation

~~When the investigation~~ At the conclusion of the final round of candidate interviews of candidates has been completed, the search and screening committee ~~shall~~ will solicit ~~recommendations input~~ from faculty and other relevant parties ~~pertinent administrators~~. Utilizing ~~these~~ this ~~recommendations input~~ and their own knowledge of the candidates, the search and screening committee ~~members shall will~~ present its list of acceptable candidates with assessed strengths and weaknesses and all any other supporting information, ~~ranked in order of preference~~, to the department head or supervisor.

2.3.8 Recommendation of Department Head and Dean

~~Subsequent to meaningful consultation with the faculty search and screening committee, T~~the department head or supervisor will forward a recommendation from the list of acceptable candidates ~~recommended-submitted~~ by the search and screening committee, including all supporting information, to the dean and, where appropriate, the vice president for extension.

~~2.3.9 Recommendation of the Dean~~

~~Subsequent to meaningful consultation with the faculty search and screening committee and T~~the department head, the dean and, where applicable, the vice president for extension, will forward ~~to the provost the dean's~~a recommendation to the provost, including all supporting information ~~together with all pertinent and supportive data from the faculty and the department head or supervisor.~~

~~2.3.10~~ 2.3.9 Approval of Appointment by Provost

~~If the provost is in agreement, the P~~provost, ~~as the president's designee, shall~~will review the recommendation by the dean and authorize the department head to make a tentative offer to ~~approve~~ ~~make a decision regarding the appointment of~~ the candidate. The department head will work with the candidate to negotiate final terms of hire. The final offer of employment must be approved by the dean and Provost.

~~2.3.11~~ Tentative Offers

~~Tentative offers can be made to a prospective appointee only with the approval of the provost.~~

2.4 Appointment Procedures: Faculty with ~~Special~~ Limited Appointments

The department head or supervisor is responsible to ensure that all applicable policies and law, ~~including but not limited to Policy 2100, Affirmative Action/Equal Opportunity~~, are adhered to throughout the appointment process.

2.4.1 Adjunct and Visiting Ranks and Titles

Before appointing faculty in the adjunct and visiting ranks, the department head or supervisor ~~shall~~ will consult with the faculty and then make a recommendation to the dean and, where appropriate, the vice president for extension. ~~In turn, T~~the dean and, where appropriate, the vice president for extension ~~shall will~~ make a decision regarding ~~approve the~~ appointment of the candidate. ~~The Vice President of Statewide Campuses will be notified of the final decisions.~~

2.4.2 Temporary Ranks and Titles

2.4.2.1 Determination of Need for Temporary Faculty Appointment

The faculty of departments and other academic units, in conjunction with the department head or supervisor, ~~shall~~ will determine the need for and general parameters of temporary faculty appointments congruent with its mission and role.

2.4.2.2 Authorization of Temporary Appointment

The department head or supervisor shall obtain authorization from the provost through the appropriate dean, or vice president for extension, to establish or fill a temporary appointment in an academic unit's faculty. ~~The Vice President of Statewide Campuses will be notified of the final decisions.~~

2.4.2.3 Job Description and Advertising

~~Job Description and Advertising.~~ The department head or supervisor, together with the appropriate dean, or vice president for extension, ~~shall~~ will prepare the job description and advertising in accordance with University regulations policy.

2.4.2.4 Recommendation

The department head or supervisor ~~shall~~ will consult with the faculty and then make a recommendation to the appropriate dean, or vice president for extension. In turn, the dean, vice president for extension, ~~or vice president for statewide campuses shall~~ will make a recommendation to the provost.

2.4.2.5 Approval of Appointment by Provost

~~Approval of Appointment by Provost. If the~~ The provost ~~is in agreement, the provost,~~ as the President's designee, shall make a decision regarding the appointment of the candidate. ~~approve the appointment of the candidate.~~ The Vice President of Statewide Campuses will be notified of the final decisions, as appropriate.

2.4.3 Emergency Appointments

Emergency appointments to the temporary ranks (Policy 4000 2.5.2.3, Temporary Ranks) may be approved by the Provost after consultation with the appropriate dean, or vice president for extension, and the appropriate department head or supervisor without following the procedures in policy 4003 2.4.2, Temporary Ranks and Titles. The Vice President of Statewide Campuses will be notified of any final decisions, as appropriate.

2.5 Appointment Procedures: ~~Faculty with Administrative Duties in an Academic Unit~~ Department Administration

The ~~department head or supervisor,~~ dean, or vice president for extension, and the search and screening committee are responsible to ensure that all applicable policies and law, ~~including but not limited to Policy 2100, Affirmative Action/Equal Opportunity,~~ are adhered to throughout the appointment process.

2.5.1 ~~2.5.1~~ Appointment of Department Heads

To start the appointment procedure for a department head, the dean will consult with the department faculty regarding the qualifications, duties, and responsibilities of the position. This consultation should address the search timeline and whether it is to be an external or internal search. Department heads are appointed as faculty.

~~2.5.1.2~~ 2.5.1.1 External Search Procedures for ~~Heads of Academic Units~~ Department Heads

The academic unit will ~~make good faith efforts to acquire the resources to~~ conduct an external search whenever possible for ~~faculty with administrative duties in the academic unit~~ department heads. Applications from qualified faculty of the University will be considered.

~~2.5.1.1~~ **Determination of Need for Faculty Appointments with Administrative Duties**

~~Determination of Need for Faculty Appointments with Administrative Duties. The faculty of academic units, in conjunction with the dean, shall determine the need for and general parameters of faculty appointments with administrative duties in an academic unit congruent with its mission.~~

2.5.1.2 Authorization of Appointment ~~for Faculty Position with Administrative Duties~~ of Department Heads

~~Authorization of Appointment for Faculty Position with Administrative Duties.~~ The dean shall obtain authorization from the provost to establish or fill a ~~faculty appointment with departmental administrative duties~~ department head appointment.

2.5.1.3 Search and Screening Committee

~~Search and Screening Committee.~~ The dean shall appoint a search and screening committee of not less than five members. A majority, ~~and, where possible five members,~~ must be appointed from among the faculty of the department or the library, if the search occurs there. Only tenured, tenure-eligible, and professional faculty are able to serve on department head search and screening committees. ~~See Policies 4000.2.4.3.4, Limitations on Faculty Participation (for term faculty) and USU Policy 4000.2.5.3.2, Limitations on Faculty Participation (for faculty with special limited appointments are not eligible to serve on search and screening committees).~~ ~~for limitations on appointments of faculty to serve on search and screening committees.~~

2.5.1.4 Job Description and Advertising

In consultation with the dean and the faculty of the ~~unit~~department, the search and screening committee shall prepare the job description and advertising in accordance with University policies.

2.5.1.5 Application Screening

The search and screening committee shall screen applicants according to the job description and identify ~~a suitable pool of candidates to be for~~ further consideration by the faculty and appropriate administrators.

Where feasible, at least three candidates shall be identified.

2.5.1.6 On-campus ~~Evaluation~~Interviews

Candidates shall be invited to come to the Logan campus and, when appropriate, to the campus location where they will reside, at University expense to be interviewed by the academic unit's faculty and pertinent administrators, ~~to give lectures, and/or to participate in departmental seminars and other appropriate campus activities in order that the candidates shall become better known and evaluated, and to assure that they become acquainted with the institution and the locality of their prospective work and domicile.~~

2.5.1.7 Faculty and Administrator Input

When the investigation of candidates has been completed, the search and screening committee shall solicit recommendations from faculty and pertinent administrators. Utilizing these recommendations and their own knowledge of the candidates, the search and screening committee members shall present a list of acceptable candidates with assessed strengths and weaknesses and any other supporting information ~~and all supporting information~~ to the dean. ~~This list shall be presented in alphabetical order without any indication of ranking or preference, unless otherwise mutually agreed between the dean and the search and screening committee.~~

2.5.1.8 Recommendation of Dean

Subsequent to ~~meaningful~~ consultation with the faculty search and screening committee, the dean shall forward a recommendation from the list of acceptable candidates recommended by the search and screening committee, including all supporting information, to the Provost.

2.5.1.9 Appointment by Provost

~~If the provost agrees with the recommendation, the provost, as the president's designee, shall appoint the candidate as head.~~ The Provost will review the recommendation by the dean and authorize the dean to make a tentative offer to the candidate. The dean will work with the candidate to negotiate final terms of hire. The final offer of employment must be approved by the Provost.

~~2.5.1.10 Tentative Offers~~

~~Tentative offers can be made to a prospective appointee only with the approval of the provost.~~

~~2.5.1.11~~ 2.5.1.10 ~~Tenure of Appointed Faculty~~ Department Heads

The tenure of ~~faculty with administrative duties~~ appointed department heads is held in the appointing academic unit. For departments that include tenured/tenure track faculty, it is required that the department head have tenure.

2.5.2 Internal Search Procedures for Department Heads ~~of Academic Units~~

The procedures for an internal search are identical to the procedures for an external search, with the following differences:

~~Internal Circulation of Job Description:~~ The job description shall not be advertised externally but shall be circulated internally. Interested faculty will submit applications to the search and screening committee.

~~2.5.2.1 Authorization of Appointment for Faculty Position with Administrative Duties Based on Internal Search~~

~~Authorization of Appointment for Faculty Position with Administrative Duties based on Internal Search. The authorization in Policy 4003.5.1.2 above shall be to establish or fill a faculty appointment with administrative duties in a department or other academic unit from among the department's or other academic unit's faculty.~~

~~2.5.2.2 Internal Circulation of Job Description~~

~~The job description shall not be advertised but shall be circulated internally to the academic unit's faculty. The job description will include the requirement that the appointee be tenured in the department or other academic unit. Interested faculty will submit applications to the search and screening committee.~~

2.5.3 Appointment of ~~Faculty with Assistant or Associate~~ Department Heads ~~Departmental Administrative Duties in a Department or Other Academic Unit~~

~~Assistants or associates to these positions (for example, department heads)~~ department heads are ~~appointments of the administrator in charge~~ appointed by the appropriate department head, subsequent to ~~meaningful~~ consultation with the faculty in the department.

2.6 Appointment Procedures: ~~For Faculty with Administrative Duties Outside an Academic Unit~~ College Administration

The ~~P~~president, or designee, and the search and screening committee are responsible to ensure that all applicable policies and law, ~~including but not limited to Policy 2100, Affirmative Action/Equal Opportunity~~, are adhered to throughout the appointment process.

2.6.1 Appointment of Deans

~~2.6.1 External Search Procedures~~

~~A good faith effort will be made to acquire the resources to conduct an external search for administrators who require faculty status. Applications from qualified faculty of the university will be considered. The University will conduct an external search whenever possible for deans. Applications from qualified faculty of the University will be considered.~~

2.6.1.1 Search and Screening Committee

~~When a vacancy occurs, the president~~ President, or President's designee, shall appoint a representative search and screening committee and chair following consultations with the President of the Faculty Senate, administrators, appropriate faculty, and affected staff. The committee shall be structured ~~to represent the interest of the faculty at large in conducting searches for vice presidents and for the provost, and to represent an academic unit's~~ the interests of the college's faculty, ~~when conducting searches for deans.~~

2.6.1.2 Job Description

As its first order of business, the search and screening committee shall refine the current description of the position and, if necessary, prepare an appropriate description. The announcement shall be reviewed with the [Provost](#) and [President](#) before its publication. The position announcement shall be published by the [University](#).

2.6.1.3 Application Review and Recommendation

[The search and screening committee shall screen applicants according to the position announcement and identify candidates for further consideration. Where feasible, at least three finalists will be identified. The list of finalists with assessed strengths and weaknesses will be recommended to the Provost.](#) ~~Through the steps listed below, the committee shall reduce the list of applicants to three or more acceptable finalists, where feasible, who can be recommended to the president.~~

~~The committee shall evaluate all applications using the position announcement as the initial criterion for eliminating unqualified applicants.~~

- ~~(a) The committee shall reduce the number of qualified applicants to manageable proportions.~~
- ~~(b) Each committee member shall evaluate the remaining applications and should participate in deliberation of their relative merits. Any conclusions the committee may arrive at concerning the relative merits of the finalists should not be withheld from the president.~~

2.6.1.4 Finalist Interviews

[The Provost will](#) ~~When the final list of candidates has been reviewed~~ [the list of recommended finalists](#) with the [President](#). ~~With the President's approval, the names of the finalists will be announced to the University community and invited to campus for a series of interviews, along with a series of interview dates when the candidates will be able to visit the campus for interaction with concerned faculty and staff.~~

2.6.1.5 Selection of the ~~President~~Dean

The ~~president~~[Provost](#) shall ~~will~~ evaluate input from ~~the committee~~, administrators, faculty, and staff ~~in making and make a recommendation to the President.~~ [selection from the list of final candidates recommended by the committee.](#) ~~The President makes the final decision. The committee shall be informed of the president's selection.~~

~~2.6.1.6 President Recommendation to the Board of Trustees~~

~~The president shall recommend to~~[notify](#) the Board of Trustees the appointment of the selected candidate.

~~2.6.1.7 Faculty Status Assignments~~

~~In cases where faculty status is to be sought for an individual who functions primarily as an administrator, the faculty in the academic department or academic unit in which the faculty status is sought shall decide whether and at what level to grant such status within the provisions of this Policy 4004, Tenured and Term Appointments: Evaluation, Promotion, and Retention.~~

~~2.6.1.8 Board of Trustees Approval Required~~

~~Administrative appointments that require faculty status are subject to the approval of the Board of Trustees.~~

~~2.6.1.9~~[2.6.1.6](#) Tenure of Appointee

[Dean appointments require tenured faculty status within the college \(or Library\) they will lead.](#) ~~When applicants for administrative appointments that require faculty status seek tenure, any such tenure must be held within an academic department or other academic unit.~~

2.6.2 Internal Search Procedures

~~While every effort will be made to conduct external searches for appointments at this level of~~

~~administration, this policy is included for those occasions when the president considers an internal search to be appropriate. The President may decide that an internal search for a dean appointment is appropriate based on circumstances and consultation.~~

The procedures for an internal search are identical to the procedures for an external search, with the following differences:

- [Internal Circulation of Job Description](#): The job description shall not be advertised externally but shall be circulated internally. Interested faculty will submit applications to the search and screening committee.

~~2.6.2.1~~ **Communication of Reasons for Internal Search**

~~Communication of Reasons for Internal Search. At the time the president appoints a representative search and screening committee, the president shall communicate in writing to the impacted faculty and other employees the reasons that an internal search is appropriate.~~

~~2.6.2.2~~ **Internal Circulation of Job Description**

~~The job description shall not be advertised, but shall be circulated internally across the university to reach qualified persons who may have interest in such a position. Interested faculty will submit applications to the search and screening committee.~~

~~2.6.2.3~~ [2.6.2.1](#) **Appointment of Faculty with Assistant or Associate Deans Administrative Duties Outside an Unit**

~~Assistant~~s or ~~associate~~s deans to these positions (for example, ~~deans or vice presidents~~) are appointed by the deans of the administrator in charge, subsequent to meaningful consultation with ~~the faculty in the college (or Library)~~ impacted by the appointment.

4003.5 RELATED USU POLICIES

- ~~405: Tenured and Term Appointments: Evaluation, Promotion and Retention~~ [Policy 4004: Tenured and Term Appointments: Evaluation, Promotion and Retention](#)
- ~~406: Program Discontinuance, Financial Exigency and Financial Crisis~~ [Policy 4005: Program Discontinuance, Financial Exigency and Financial Crisis](#)
- ~~407: Academic Due Process: Sanctions and Hearing Procedures~~ [Policy 4006: Academic Due Process: Sanctions and Hearing Procedures](#)

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Contacts

- Faculty Senate Website: <https://www.usu.edu/fsenate/index>
- Executive Secretary: [Michelle Hillard](#)

POLICY HISTORY

Original issue date: 1997/07/01

Last review date: ~~2023/11/14~~ [2026/MM/DD](#)

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University Policy 4003: Faculty Appointments

Category: Academic Affairs

Subcategory: Faculty Code

Covered Individuals: University Faculty

Responsible Executive: President

Policy Custodian: Office of the Provost and Executive Vice President, Provost and Executive Vice President

Last Revised: 2023/11/14

Previous USU Policy Number: 402: Faculty Appointments

4003.1 PURPOSE AND SCOPE

This section explains the requirements and procedures for appointment to various faculty positions.

4003.2 POLICY

2.1 Appointment

An appointment is a contractual agreement between a faculty member and the university. The terms and conditions of the appointment are described in this manual, the faculty member's role statement (Policies 4004.6.1, Role Statement and Role Assignment (for tenure-eligible faculty), and 4004.11.1, Role Statement and Role Assignment (for term faculty)), and salary notification and benefits forms. As an integral part of the appointment, faculty shall be entitled to the full range of benefits and privileges for which they are eligible.

2.1.1 Policies Respecting Appointments

The university will take sufficient time to seek, and then to investigate thoroughly, candidates for appointment to assure that only highly qualified personnel are employed and shall not discriminate against any candidate on the basis of race, color, religion, sex, sexual orientation, national origin, age, veteran status, marital or parental status, or the presence of any sensory, physical or mental disability or handicap.

The university will hire as faculty members only candidates who are committed to carrying out the mission of the university.

Faculty positions and administrative positions to be filled by faculty members, when external searches are being conducted, shall be advertised in media most likely to reach qualified persons who may have an interest, including those media that will encourage under-represented applicants. In addition to candidate-initiated applications, faculty will be invited to submit nominations, and the search and screening committee will be obligated to identify qualified candidates by encouraging nominations and aggressively pursuing promising nominees.

2.1.2 Professional Services

Employment, professional services, and compensation of faculty members shall be in accordance with these policies. Professional services include but are not limited to teaching, research or creative endeavors, extension, library, professional career and technical education, along with related and supporting services, and are described in the role statement.

2.1.2.1 Full Time Services

The university has a right to the full-time professional services of each faculty member as described in the role statement to the extent prescribed by the faculty member's appointment.

2.1.2.2 Automatic Renewal for Tenured Faculty

The appointments of tenured faculty members shall be automatically renewed annually. Notice in writing of intent to dismiss a tenured faculty member shall be in accordance with Policies 4006.2.1.5, Dismissal and 4006.4.2, Notice of Intent to Impose a Sanction. Notice to terminate the employment of a tenured faculty member shall be in accordance with Policies 4005.2.3, Terminations; Reductions in Status (under Program Discontinuance for Academic Reasons), and 4005.4.4, Terminations; Reductions in Status (under Financial Exigency). Dismissal and termination are defined in policy 4006.2.1.5, Dismissal.

2.1.2.3 Automatic Renewal for Tenure-eligible Faculty

The appointments of tenure-eligible faculty members in the probationary period are automatically renewed annually unless they receive notice of non-renewal in accordance with Policy 4006.6, Non-Renewal (in particular, 6.3, Notice of Non-Renewal). Notice in writing of intent to dismiss a tenure-eligible faculty member shall be in accordance with Policies 4006.2.1.5, Dismissal, and 4006.4.2, Notice of Intent to Impose a Sanction. Notice to terminate the employment of a tenure-eligible faculty member shall be in accordance with Policies 4005.2.3, Terminations; Reductions in Status (under Program Discontinuance for Academic Reasons), and 4005.4.4, Terminations; Reductions in Status (under Financial Exigency). Dismissal and termination are defined in policy 4006.2.15, Dismissal.

2.1.2.4 Automatic Renewal for Term Appointments

Term appointments for faculty members are automatically renewed annually, based on: 1. satisfactory performance (Policies 4004.12.1, Annual Review of Faculty, and 4006.6, Non-Renewal) and 2. availability of funding (Policy 4006.6, Non-Renewal). Notice of non-renewal must be provided in accordance with Policy 4006.6.3, Notice of Non-Renewal. Notice in writing to dismiss a faculty member with a term appointment shall be in accordance with Policies 4006.2.1.5, Dismissal, and 4006.4.2, Notice of Intent to Impose a Sanction. Notice to terminate the employment of a faculty member with a term appointment shall be in accordance with Policies 4005.2.3, Terminations; Reductions in Status (under Policy 4005.2, Program Discontinuation) and 4005.4.4, Terminations; Reductions in Status (under Policy 4005.4, Financial Exigency). Dismissal and termination are defined in Policy 4006.2.1.5, Dismissal.

2.1.2.5 Automatic Renewal for Special Appointments

Special appointments for faculty members are renewed at the discretion of the academic unit in which the appointment is held. Special appointments may expire without notice of nonrenewal.

2.1.2.6 Resignation

Decisions to resign shall be submitted in writing by the faculty member as soon as possible, but not later than three months prior to the effective date of resignation. The notice shall be submitted to the department head or supervisor; that administrator shall advise the appropriate dean, or vice president for extension, or statewide campus director, of the decision. The appropriate dean or vice president for extension shall advise the provost who, in turn, shall advise the president. A faculty member's resignation terminates all rights and privileges, such as rank and tenure, which were enjoyed as a faculty member.

2.1.2.7 Supplemental Appointment Compensation

A faculty member's professional service to the university shall be covered by appointment compensation. This shall not, however, prevent the university from employing faculty members for temporary assignments on supplemental appointments with additional salary covering professional services beyond a standard load. Commitment for such extra service must have the specific approval of the appropriate department head or supervisor, dean, , or vice president for extension, and the specific approval of the

provost and the president. Supplemental appointments shall not adversely affect the responsibilities described in the role statement under the regular appointment.

2.1.2.8 Initial Role Statement

An initial role statement and any subsequent revisions to the role statement shall be prepared in accordance with Policies 4004.6.1, Role Statement and Role Assignment (for tenure-eligible faculty), and 4004.11.1, Role Statement and Role Assignment (for term faculty).

2.1.2.9 Merit Salary Increase

The merit salary increase of individual faculty members shall be arrived at following an annual appraisal of performance by the appropriate administrators, including the department head or supervisor, dean, vice president for extension, or vice president for statewide campuses. Consideration shall be given to the quality of the entire range of professional services as defined in the faculty member's role statement.

2.1.3 Minimum Educational Requirements for Tenured and Tenure Eligible Appointments

The minimum educational requirements for tenured and tenure-eligible faculty can be found in Policy 4004.2, Appointment, Tenure, and Promotion: Criteria for Core Faculty Ranks; 4004.3, Appointment, Tenure, and Promotion: Criteria for Librarians; 4004.4, Appointment, Tenure, and Promotion: Criteria for Faculty with Extension Ranks; and 4004.5, Appointment, Tenure, and Promotion: Criteria for Professional Career and Technical Education Faculty Ranks.

2.1.4 Graduate Degrees from the University

Except under unusual circumstances, it is the policy of the university not to grant graduate degrees to its own faculty members where the degree satisfies a prerequisite for appointment or advancement in rank. Requests for exceptions must be individually considered and approved by the provost based on appropriate recommendations.

2.2 Term of Appointment for Academic or Fiscal Year

In the appointment of faculty members, two types of terms will be used: (1) an appointment on an academic year basis and (2) an appointment on a fiscal year basis.

Academic year appointees receive holidays and sick leave; however, they do not earn annual leave. Faculty on academic year appointments may be absent from campus between terms after they have fulfilled the professional responsibilities of their assignments; they may earn up to three additional months of salary for teaching, research or administrative assignments during the summer that precedes the academic year.

An academic year does not exceed 274 consecutive calendar days commencing in August. Within this framework in any given year the specific dates for the academic year are approved by the Executive Committee. Fiscal year appointments are made for teaching, research, extension, library, or administrative assignments, or for a combination of such assignments. Fiscal year appointees receive holidays and earn annual and sick leave.

2.3 Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments

The department head or supervisor and the search and screening committee are responsible to ensure that all applicable policies, including but not limited to Policy 2100, Affirmative Action/Equal Opportunity, are adhered to throughout the appointment process.

2.3.1 Determination of Need for Faculty Appointments

The faculty of departments and other academic units, in conjunction with the department head or supervisor, shall determine the need for and general parameters of faculty appointments congruent with its mission and role.

2.3.2 Authorization for Faculty Appointment

The department head or supervisor shall obtain authorization from the provost, through the appropriate dean, vice president for extension, or vice president for statewide campuses to establish or fill any appointment on the academic unit's faculty.

2.3.3 Search and Screening Committee

The department head or supervisor shall appoint a search and screening committee of not less than five members. A majority, and, where possible five members, must be appointed from among the faculty of the department or the library if the search occurs there. In searches for faculty who will reside at campuses other than Logan, the search and screening committee must include faculty representation from the campus where the new faculty member will reside. See Policies 4000.4.3.4, Limitations on Faculty Participation (for term faculty) and 4000.5.3.2, Limitations on Faculty Participation (for faculty with special appointments) for limitations on appointments of faculty to serve on search and screening committees.

2.3.4 Job Description and Advertising

In consultation with the department head or supervisor, the faculty of the academic unit and, where appropriate, the dean, or vice president for extension, the search and screening committee shall prepare the job description and advertising in accord with university regulations.

2.3.5 Application Screening

The search and screening committee shall screen applicants according to the job description and identify a suitable pool of candidates to be further considered by the faculty and pertinent administrators. Where feasible, at least three candidates shall be identified.

2.3.6 Student Input

In an effort to provide additional voices in the hiring process, improve transparency, and provide unique perspectives on prospective faculty, the department head will establish a mechanism to involve students in the evaluation of faculty candidates. This applies to candidates interviewed for a position that includes teaching as part of the role statement at the Logan or statewide campuses. For practical reasons, County Extension faculty searches are excluded from this requirement. Instructions for how students shall provide feedback will be provided to students when the invitation to interview is extended to the candidate. This student feedback shall be reviewed by the search committee.

2.3.7 Faculty and Administrator Input

When the investigation of candidates has been completed, the search and screening committee shall solicit recommendations from faculty and pertinent administrators. Utilizing these recommendations and their own knowledge of the candidates, the search and screening committee members shall present its list of acceptable candidates and all supporting information, ranked in order of preference, to the department head or supervisor.

2.3.8 Recommendation of Department Head

Subsequent to meaningful consultation with the faculty search and screening committee, the department head or supervisor will forward a recommendation from the list of acceptable candidates recommended by the search and screening committee, including all supporting information, to the dean and, where appropriate, the vice president for extension.

2.3.9 Recommendation of the Dean

Subsequent to meaningful consultation with the faculty search and screening committee and the department head, the dean and, where applicable, the vice president for extension, will forward to the

provost the dean's recommendation together with all pertinent and supportive data from the faculty and the department head or supervisor.

2.3.10 Approval of Appointment by Provost

If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

2.3.11 Tentative Offers

Tentative offers can be made to a prospective appointee only with the approval of the provost.

2.4 Appointment Procedures: Faculty with Special Appointments

The department head or supervisor is responsible to ensure that all applicable policies, including but not limited to Policy 2100, Affirmative Action/Equal Opportunity, are adhered to throughout the appointment process.

2.4.1 Adjunct and Visiting Ranks and Titles

Before appointing faculty in the adjunct and visiting ranks, the department head or supervisor shall consult with the faculty and then make a recommendation to the dean and, where appropriate, the vice president for extension. In turn, the dean and, where appropriate, the vice president for extension shall make a recommendation to the provost. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate. The Vice President of Statewide Campuses will be notified of the final decisions.

2.4.2 Temporary Ranks and Titles

2.4.2.1 Determination of Need for Temporary Faculty Appointment

The faculty of departments and other academic units, in conjunction with the department head or supervisor, shall determine the need for and general parameters of temporary faculty appointments congruent with its mission and role.

2.4.2.2 Authorization of Temporary Appointment

The department head or supervisor shall obtain authorization from the provost through the appropriate dean, or vice president for extension, to establish or fill a temporary appointment in an academic unit's faculty. The Vice President of Statewide Campuses will be notified of the final decisions.

2.4.2.3 Job Description and Advertising

Job Description and Advertising. The department head or supervisor, together with the appropriate dean, or vice president for extension, shall prepare the job description and advertising in accord with university regulations.

2.4.2.4 Recommendation

The department head or supervisor shall consult with the faculty and then make a recommendation to the appropriate dean, or vice president for extension. In turn, the dean, vice president for extension, or vice president for statewide campuses shall make a recommendation to the provost.

2.4.2.5 Approval of Appointment by Provost

Approval of Appointment by Provost. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate. The Vice President of Statewide Campuses will be notified of the final decisions.

2.4.3 Emergency Appointments

Emergency appointments to the temporary ranks (Policy 4000.5.2.3, Temporary Ranks) may be approved by the provost after consultation with the appropriate dean, or vice president for extension, and the appropriate department head or supervisor without following the procedures in policy 4003.4.2, Temporary Ranks and Titles. The Vice President of Statewide Campuses will be notified of any final decisions.

2.5 Appointment Procedures: Faculty with Administrative Duties in an Academic Unit

The dean, or vice president for extension, and the search and screening committee are responsible to ensure that all applicable policies, including but not limited to Policy 2100, Affirmative Action/Equal Opportunity, are adhered to throughout the appointment process.

2.5.1 External Search Procedures for Heads of Academic Units

The academic unit will make good faith efforts to acquire the resources to conduct an external search for faculty with administrative duties in the academic unit. Applications from qualified faculty of the university will be considered.

2.5.1.1 Determination of Need for Faculty Appointments with Administrative Duties

Determination of Need for Faculty Appointments with Administrative Duties. The faculty of academic units, in conjunction with the dean, shall determine the need for and general parameters of faculty appointments with administrative duties in an academic unit congruent with its mission.

2.5.1.2 Authorization of Appointment for Faculty Position with Administrative Duties

Authorization of Appointment for Faculty Position with Administrative Duties. The dean shall obtain authorization from the provost to establish or fill a faculty appointment with departmental administrative duties.

2.5.1.3 Search and Screening Committee

Search and Screening Committee. The dean shall appoint a search and screening committee of not less than five members. A majority, and, where possible five members, must be appointed from among the faculty of the department or the library if the search occurs there. See Policies 4000.4.3.4, Limitations on Faculty Participation (for term faculty) and 4000.5.3.2, Limitations on Faculty Participation (for faculty with special appointments) for limitations on appointments of faculty to serve on search and screening committees.

2.5.1.4 Job Description and Advertising

In consultation with the dean and the faculty of the unit, the search and screening committee shall prepare the job description and advertising in accordance with university policies.

2.5.1.5 Application Screening

The search and screening committee shall screen applicants according to the job description and identify a suitable pool of candidates to be further considered by the faculty and appropriate administrators. Where feasible, at least three candidates shall be identified.

2.5.1.6 On-campus Evaluation

Candidates shall be invited to come to the Logan and, when appropriate, to the campus location where they will reside, at university expense to be interviewed by the academic unit's faculty and pertinent

administrators, to give lectures, and/or to participate in departmental seminars and other appropriate campus activities in order that the candidates shall become better known and evaluated, and to assure that they become acquainted with the institution and the locality of their prospective work and domicile.

2.5.1.7 Faculty and Administrator Input

When the investigation of candidates has been completed, the search and screening committee shall solicit recommendations from faculty and pertinent administrators. Utilizing these recommendations and their own knowledge of the candidates, the search and screening committee members shall present a list of acceptable candidates and all supporting information to the dean. This list shall be presented in alphabetical order without any indication of ranking or preference, unless otherwise mutually agreed between the dean and the search and screening committee.

2.5.1.8 Recommendation of Dean

Subsequent to meaningful consultation with the faculty search and screening committee, the dean shall forward a recommendation from the list of acceptable candidates recommended by the search and screening committee, including all supporting information, to the provost.

2.5.1.9 Appointment by Provost

If the provost agrees with the recommendation, the provost, as the president's designee, shall appoint the candidate as head.

2.5.1.10 Tentative Offers

Tentative offers can be made to a prospective appointee only with the approval of the provost.

2.5.1.11 Tenure of Appointed Faculty

The tenure of faculty with administrative duties is held in the appointing academic unit.

2.5.2 Internal Search Procedures for Heads of Academic Units

The procedures for an internal search are identical to the procedures for an external search, with the following differences:

2.5.2.1 Authorization of Appointment for Faculty Position with Administrative Duties Based on Internal Search

Authorization of Appointment for Faculty Position with Administrative Duties based on Internal Search. The authorization in Policy 4003.5.1.2 above shall be to establish or fill a faculty appointment with administrative duties in a department or other academic unit from among the department's or other academic unit's faculty.

2.5.2.2 Internal Circulation of Job Description

The job description shall not be advertised but shall be circulated internally to the academic unit's faculty. The job description will include the requirement that the appointee be tenured in the department or other academic unit. Interested faculty will submit applications to the search and screening committee.

2.5.3 Appointment of Faculty with Assistant or Associate Departmental Administrative Duties in a Department or Other Academic Unit

Assistants or associates to these positions (for example, department heads) are appointments of the administrator in charge, subsequent to meaningful consultation with the faculty in the department.

2.6 Appointment Procedures: For Faculty with Administrative Duties Outside an Academic Unit

The president, or designee, and the search and screening committee are responsible to ensure that all applicable policies, including but not limited to Policy 2100, Affirmative Action/Equal Opportunity, are adhered to throughout the appointment process.

2.6.1 External Search Procedures

A good faith effort will be made to acquire the resources to conduct an external search for administrators who require faculty status. Applications from qualified faculty of the university will be considered.

2.6.1.1 Search and Screening Committee

When a vacancy occurs, the president shall appoint a representative search and screening committee and chair following consultations with the President of the Faculty Senate, administrators, appropriate faculty, and affected staff. The committee shall be structured to represent the interest of the faculty at large in conducting searches for vice presidents and for the provost, and to represent an academic unit's faculty when conducting searches for deans.

2.6.1.2 Job Description

As its first order of business, the search and screening committee shall refine the current description of the position and, if necessary, prepare an appropriate description. The announcement shall be reviewed with the provost and president before its publication. The position announcement shall be published by the university.

2.6.1.3 Application Review and Recommendation

Through the steps listed below, the committee shall reduce the list of applicants to three or more acceptable finalists, where feasible, who can be recommended to the president.

- (a) The committee shall evaluate all applications using the position announcement as the initial criterion for eliminating unqualified applicants.
- (b) The committee shall reduce the number of qualified applicants to manageable proportions.
- (c) Each committee member shall evaluate the remaining applications and should participate in deliberation of their relative merits. Any conclusions the committee may arrive at concerning the relative merits of the finalists should not be withheld from the president.

2.6.1.4 Finalist Interviews

When the final list of candidates has been reviewed with the president, the names of the finalists will be announced to the university community along with a series of interview dates when the candidates will be able to visit the campus for interaction with concerned faculty and staff.

2.6.1.5 Selection of the President

The president shall evaluate input from the committee, administrators, faculty, and staff in making a selection from the list of final candidates recommended by the committee. The committee shall be informed of the president's selection.

2.6.1.6 President Recommendation to the Board of Trustees

The president shall recommend to the Board of Trustees the appointment of the selected candidate.

2.6.1.7 Faculty Status Assignments

In cases where faculty status is to be sought for an individual who functions primarily as an administrator, the faculty in the academic department or academic unit in which the faculty status is sought shall decide whether and at what level to grant such status within the provisions of this Policy 4004, Tenured and Term Appointments: Evaluation, Promotion, and Retention.

2.6.1.8 Board of Trustees Approval Required

Administrative appointments that require faculty status are subject to the approval of the Board of Trustees.

2.6.1.9 Tenure of Appointee

When applicants for administrative appointments that require faculty status seek tenure, any such tenure must be held within an academic department or other academic unit.

2.6.2 Internal Search Procedures

While every effort will be made to conduct external searches for appointments at this level of administration, this policy is included for those occasions when the president considers an internal search to be appropriate.

The procedures for an internal search are identical to the procedures for an external search, with the following differences:

2.6.2.1 Communication of Reasons for Internal Search

Communication of Reasons for Internal Search. At the time the president appoints a representative search and screening committee, the president shall communicate in writing to the impacted faculty and other employees the reasons that an internal search is appropriate.

2.6.2.2 Internal Circulation of Job Description

The job description shall not be advertised, but shall be circulated internally across the university to reach qualified persons who may have interest in such a position. Interested faculty will submit applications to the search and screening committee.

2.6.2.3 Appointment of Faculty with Assistant or Associate Administrative Duties Outside an Unit

Assistants or associates to these positions (for example, deans or vice presidents) are appointments of the administrator in charge, subsequent to meaningful consultation with the faculty impacted by the appointment.

404.5 RELATED USU POLICIES

- [405: Tenured and Term Appointments: Evaluation, Promotion and Retention](#)
- [406: Program Discontinuance, Financial Exigency and Financial Crisis](#)
- [407: Academic Due Process: Sanctions and Hearing Procedures](#)

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Contacts

- Faculty Senate Website: <https://www.usu.edu/fsenate/index>
- Executive Secretary: [Michelle Hillard](#)

POLICY HISTORY

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