

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-24

TEMPORARY FACULTY ANNUAL REPORTS AND YEARS APPLIED TOWARD TENURE

1 General Information.

- 1.1 Scope: Academic policy regarding the annual evaluation of temporary faculty and internal procedures upon acceptance of a probationary appointment and the application of temporary years of service at Marshall University toward tenure.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: Compliance with Faculty Senate Recommendation 93-94-2(FPC)

2 **Policy**

2.1 Rationale

- 2.1.1 To meet the requirements specified in this recommendation as it pertains to tenure and the Marshall temporary years applied. These years are evaluated by the same criteria as all other years for promotion and tenure decisions.

2.2 Procedures

- 2.2.1 All temporary, one-semester or one-year faculty members employed by Marshall University on a full-time basis must complete an Annual Report of Faculty form excluding the planning page.
- 2.2.2 In the event that the temporary faculty member is re-employed in a probationary appointment by Marshall University, they must be given at the time of hire the option to apply any or all temporary Marshall years of service toward tenure.
- 2.2.3 At the time of hire into a probationary appointment, written notification of the faculty member's decision not to apply Marshall temporary years of service toward tenure must be submitted along with the offer letter and the Brief Applicant Form to the Office of Academic Affairs.
- 2.2.4 It is at the discretion of the President to approve the application of Marshall temporary years requested by the faculty member toward tenure.
- 2.2.5 The tenure decision date included in the offer letter must reflect credit for years of prior full-time service at other institutions approved by the dean and credit for Marshall temporary years of service applied and approved at the discretion of the President. The offer letter and the Brief Applicant Form will be sufficient documentation for identifying all years applied toward tenure. (It is understood that this is pending approval by the President. In the event that the temporary years are not approved, the offer letter will be adjusted to correct the tenure decision date.)

2.3 Timeline of Written Notification/Reports

2.3.1 Dates determined by the Faculty Evaluation and Compensation Committee to correspond with the revised timelines of SR-04-05-12 (69) FPC as a result of changes made to Series 9.

2.3.2 Annual Report of Temporary Faculty Due

2.3.2.1 If employed for fall only semester: December 1 to Deans' Offices, May 1 to Provost's Office

2.3.2.2 If employed for spring only semester and the academic year: April 15 to Deans' Offices, May 1 to Provost's Office

2.3.2.3 Request not to apply Marshall Temporary Years of Service Toward Tenure: Due at the time of hire and to be submitted with the offer letter and Brief Applicant Form.

2.3.2.4 Temporary Years Applied Toward Tenure

2.3.2.4.1 Included in the offer letter at the time of hire into a probationary appointment. Years will be included in the calculation of the tenure decision date, also included in the offer letter. The Brief Applicant Form will identify the specific years applied.