



Changes to Provost Communication No. 3

Presentation to Academic Senate

May 4, 2015

Provost's Communications

- Campus level policy and procedures documents
- Implement University Statutes and university and campus policies
- Create procedures within the purview of the Provost
- Academic Human Resources, a unit within the Provost Office, is responsible for much of the processing of procedures

Motivation for Amendments

Initial Goals:

- Improve readability & clarity
- Reflect new electronic search and hiring processes
- Incorporate new hiring forms and processes

Subsequent Goals:

- Create explicit consultation process for appointment questions that arise before final approval by BoT
- Re-structure off-cycle tenure review process



Improve readability & clarity

- Provided an overview section and definitions of employment categories
- Reorganized to provide sequential guidance
 - Hiring plans → Hiring Request Form → Approval to hire a particular candidate (including approvals needed for specific types of hires, e.g., executive officers, positions with tenure, etc)



Reflects new search and hiring processes

- Reflects the move to the electronic Hiretouch process
- Incorporates the hiring plan process & hiring request forms
- Explains new electronic Oral English Proficiency Certification process
- Notes new support for Dual Career Program and directs units to AHR
- Includes new section on rehiring of retirees
- Incorporates Communication No. 25's direction on the use of the "visiting" and "adjunct" modifiers
- Combines the faculty excellence hiring programs into one program



Off-Cycle Tenure Review

- Changes off-cycle tenure review to a review done by a faculty committee comprised of current and prior campus P&T committee members

“The Provost solicits review and a vote of the off-cycle tenure review committee, comprised of faculty members who currently or previously served on the Campus Committee on Promotion and Tenure. The off-cycle tenure review committee shall be constituted and charged annually by the Provost’s Office. When the consultations are complete, the Provost acts on the case and notifies the unit.”

Consultative Process for Appointment Questions

- Creates an explicit process for discussing any appointment concerns with the Provost, college, hiring unit, and the campus off-cycle tenure review committee
- Parallels the existing practice and the policy in Communication No. 9 of consultation with the relevant executive officers and the faculty committee that reviewed tenure



0% faculty appointments & affiliate appointments

- **Changes:**
 - Limit affiliate appointments to non-academic units and have academic units use the 0% faculty appointments (or 0% specialized faculty appointments) for their courtesy appointments
 - Eliminate 0% unmodified faculty appointments for academic professionals and require that APs be given 0% specialized faculty appointments instead (Provost approval not required in normal course, only for 2nd level review)
- Non-academic units (institutes/centers) may continue to give affiliate appointments to any category of employee according to their own internal affiliation policy
 - Explicit recognition of the ability to offer “Institute Faculty” affiliate appointments to tenure system faculty



Questions?

