
College of Health Professions Policy and Procedure Guide

Procedure: Request to Establish New Faculty Position or Fill a Vacant Position**Number:****Approval Date: May 29, 2014**

Section: Faculty and Staff Affairs**Area: Faculty Position Requests**

PURPOSE – The purpose of this procedure is to describe the process for requesting approval to (1) establish new, permanent faculty positions or (2) fill an existing vacancy in a permanent, budgeted faculty position.

SCOPE – This procedure applies to new or existing permanent faculty positions, including 12-month, 10-month, or 9-month positions; tenure-track or non-tenure track positions; regular, clinical, or research positions. Excluded are temporary, adjunct, part-time, or visiting faculty positions.

POLICY – Achievement of the missions of the university, college, and department requires a critical mass of permanent, qualified, full-time faculty to provide direction and oversight of academic programs.¹ Typically, requests for new faculty positions are made annually during budget hearings. However, requests to fill vacated faculty positions may be submitted as the vacancies occur.

All new faculty positions meeting the purpose and scope of this procedure must be approved by the dean. Approval may depend on a variety of factors including: relevance to the mission of the university, college, and department; demonstrated need for the position; availability of funding; permanence of funding; current or projected faculty workload in the academic unit; number of students; etc.

When a budgeted, permanent faculty position is vacated, the department chair must make a formal request to the dean for permission to fill the position. Vacancies should be regarded as an opportunity to re-allocate faculty responsibilities among the remaining faculty members, with a view toward adequate faculty workload assignments. The guiding principles for such re-allocations should include: (a) effectiveness in meeting the needs of learners, (b) efficient use of financial and personnel resources, and (c) equitable allocation of faculty responsibilities.

After approval is granted to establish a new position or to fill a vacant position, the department may proceed with the usual tasks of advertising, recruiting, soliciting applications, and selecting candidates for the position in accord with university and college policy.

DEFINITIONS – For the purposes of this procedure, the following definitions apply:

Faculty – Faculty are employees who hold academic rank of lecturer, master lecturer, assistant instructor, instructor, assistant professor, associate professor, professor, distinguished professor, University professor, or one of the above titles modified by clinical, research, adjunct, visiting, executive in residence, or emeritus, e.g., clinical professor, adjunct assistant professor. (University of Arkansas Board of Trustees Policy 405.1)

Regular Faculty – Regular faculty are faculty members whose (1) responsibilities and work assignment align with the traditional teaching, research (scholarly activity), and service roles of university faculty; (2)

¹ Adapted from Texas A&M University-Central Texas (2013). Requests for new or replacement faculty positions. Office of the Provost. Downloaded from <http://www.tamuct.edu/departments/provost/extras/RequestsforNeworReplacementFacultyPositions.pdf>.

are appointed for a complete fiscal year, and (3) are appointed under the college's guidelines for promotion and tenure. Regular faculty members may be appointed to tenure-track or non-tenure track positions. At times, regular faculty members may be assigned clinical practice responsibilities as part of their workload. Typically, funding for regular faculty members is derived from state appropriations, tuition and fees, and other revenues generated by the department or college. The term "regular faculty" is used to distinguish these faculty members from clinical or research faculty members. The term is sometimes used synonymously with "permanent faculty."

Permanent Faculty – The term "permanent" applies to faculty members who are funded typically through recurring, predictable, or reliable sources such as state allocations, tuition and fees, etc. They are assumed to be permanent members of the faculty by virtue of their highly valued contributions to the department's missions related to teaching, research, service, clinical practice, and/or administrative responsibilities.

Temporary Faculty – Temporary faculty are faculty members who are employed for a limited or fixed-term to provide instruction and instruction-related duties, to conduct specific research activities and/or administer research programs, or provide clinical services on behalf of the academic department. Temporary faculty are not appointed under the college's guidelines for promotion and tenure, i.e., they are not appointed to tenure-track or non-tenure track positions. They may be appointed to full-time or part-time positions.

Clinical Faculty – Clinical faculty are faculty members whose primary responsibilities focus on clinical practice. These faculty members participate in education-related activities to a minor extent, e.g., supervising learners in clinical settings, providing guest lectures occasionally, etc. Funding for clinical faculty members is derived primarily from clinical revenue. Typically, clinical faculty members are appointed to non-tenure track positions because their work responsibilities may preclude their accruing the necessary accomplishments to qualify for tenure.

Research Faculty – Research faculty are faculty members whose primary responsibilities focus on research and other scholarly activities. Research faculty members are expected to generate substantial portions of their compensation from extramural grants and/or contracts. They may be appointed to tenure-track or non-tenure track positions.

PROCEDURES

1. Pre-submission Consultation – Before submitting a request to establish a new faculty position or to fill a vacant position, a department chair should first consult with the dean and associate dean for administrative affairs about the need for the position, general responsibilities, funding, etc. Consultation before submitting a request will expedite the review and approval process.
2. Submission of the Request – The department chair completes and submits the College of Health Professions's approved form for the request. The form is available on college's website or from the Office of the Dean. Critical aspects of the request are: (a) congruence between the position and the missions of the university, college, and department, (b) demonstrated need, (c) funding, and (d) equitable allocation of faculty responsibilities within the department or college. Requests for joint or inter-disciplinary appointments by two or more departments receive special consideration.
3. Review and Approval – The dean reviews the request and approves or denies it. If the request is approved, the dean may require specific conditions to be addressed. If the request is denied, the dean will provide reasons for the denial and/or guidelines for re-submitting the request. The dean informs the department chair and the provost about the decision.
4. Filling the Position – If the request is approved, the department chair may initiate the process of: (a) appointing a search committee, (b) creating a position description, (c) advertising and recruiting for the position, (d) accepting applications, (e) screening applicants, (f) selecting candidates, and (g) making a recommendation to the dean as to suitable candidates for the position.

APPROVAL

This procedure was approved by the Executive Committee of the College of Health Professions on May 29, 2014.