

Summary: Senior Teaching Appointments Approval Process
(Sections E.2.1.6 and E.11 of the Academic Faculty and Administrative Professional Manual)

Approval Process:

1. Candidate meets minimum qualifications as outlined in the Academic Faculty and Administrative Professional Manual. Departments may set additional accomplishments as qualifications for consideration.
2. The department chair/head initiates the formal review process. The chair/head may encourage applications or candidates may submit on their own.
3. Documentation materials are put together for review by the candidate (see Guidelines for Applications for STAs)
4. The review committee is all tenured faculty in the department unless an alternative group has been specified by the department code. For example, it may be designated committee that includes tenured faculty and current STAs or an ad hoc committee appointed by the chair.
5. The review committee reviews the candidate's documentation and makes a recommendation to the chair/head.
6. The department chair/head makes a recommendation to the Dean.
7. The Dean reviews, recommends either endorsement or opposition, and forwards to the Provost/Executive Vice President.
8. The Provost reviews, recommends endorsement or opposition, and notifies the candidate of approval.
9. If a contrary decision is made at a higher administrative level beyond the review committee, but below the Provost, the procedures outlined in Section E.11 of the Academic Faculty and Administrative Professional Manual shall be followed.

Additional considerations:

1. This is not a promotion.
2. This is an appointment type in addition to whatever rank or title the individual holds.
3. An appointment letter ("Offer letter") must be developed and presented to the candidate after the approval at all levels is complete. Any salary adjustment should be noted here.
4. This appointment may be honorific or may include a salary adjustment. The latter is strongly encouraged.
5. No central funds are available for salary increases.
6. The minimal qualifications as set forth in the Manual. Departments may require additional qualifications.
7. Each case will be reviewed on its own merit based on qualifications and requirements.
8. Contrary decisions at a higher administrative level must be made for compelling reasons.
9. Appeal processes are outlined in Section E.11 of the Academic Faculty and Administrative Professional Manual.