

**Provost and Dean Approvals Needed for Academic
Classifications/Reclassifications/Appointments**

Last revision 4/20/2017

Purpose:

Clarify the Provost and Dean approvals needed for classifications, reclassifications, and appointments in academic units.

Note:

“Dean” in this document is used as shorthand for College Deans, Deputy (not Associate) Deans, Vice Provosts or Senior Vice Provosts, Vice President for Student Life, or Associate Provost for Enrollment Services.

Approvals Needed - Professional and Salaried Staff:

- **Classifications/Reclassifications:** Provost approval is no longer necessary to initiate or approval a reclassification review as long as the unit has the recurring funds available to cover the cost of the possible reclassification. If the unit does not have recurring funds available, the Provost must approve. In all cases, the Dean’s approval is required to initiate a reclassification review.
- **New Positions:** The Dean must approve all new positions. A Dean’s designee may approve for temporary positions. The Provost needs to approve all new permanent positions.
- **Position Replacement Procedures:** The approval process for filling vacant positions follows:
 - For all permanent non-faculty positions, the Dean must personally approve filling the position, and Provost’s designee must approve as well (Provost designee’s approval should be obtained on the Request to Recruit form). The Dean or the Dean’s designee may approve for temporary non-faculty positions.
 - The Dean should personally approve the offer status form for the selected candidate for all continuing positions, and should also personally sign all offer letters for continuing positions.

Approvals Needed - Faculty:

- The Dean and Provost must approve the creation of any new continuing faculty position. The Provost’s approval to create a new continuing faculty position should be obtained prior to submitting a request to recruit form. The Dean must approve the creation of any temporary faculty position.

- The Dean must secure Provost approval to fill any existing continuing faculty position. The Provost’s approval to fill an existing continuing faculty position should be obtained prior to submitting a request to recruit form
- The President and Provost continue to need to approve all appointments with tenure.
- The Provost and President must approve the appointment of any faculty to a named professorship or chair – even to one of limited duration. This is true regardless of the academic rank of the named professor or chair.
- The Dean should personally approve the offer status form for selected faculty candidates, and should also personally sign all offer letters to faculty. The Provost must approve the offer status form for continuing faculty. For all continuing faculty positions, the college should send the Vice Provost for Faculty Affairs the CV for the selected candidate for review. This should be sent well in advance of the time when the Provost’s approval is needed on the offer status form to allow time for the Provost to review the CV.
- As noted above, the Dean must secure approval from the Provost to fill continuing faculty positions. There are some faculty appointments which the Provost does not need to approve. The guiding principle is this:
 - If it is a current faculty member getting an additional faculty appointment, the Provost does not need to approve. If it is someone getting their first faculty appointment at a given rank, the Provost does need to approve. The exception to this general rule is adjunct faculty (more below):

<u>Type of Appointment</u>	<u>Provost need to approve?</u>
Continuing Track (initial appointment)	Yes
Continuing Track (3-year contract)	Yes
Continuing Track (5-year contract)	Yes
Temporary	No
Secondary: first fac appt at rank	Yes
Secondary: already fac member	No
Secondary: renewal	No
Joint: first appt at rank	No
Joint: renewal	No
Adjunct or affiliated: first appt at rank	No (unless exception; see below)
Adjunct or affiliated: renewal	No

Note on adjunct or affiliated faculty:

In general, provost approval is not needed for initial or renewal appointments for adjunct or affiliated faculty. Provost approval is only required for initial appointments of adjunct or affiliated faculty which do not follow the following “standard” guidelines; that is, provost approval is needed only for initial appointments of adjunct or affiliated faculty which are exceptions to the following:

- For those without terminal degrees, the appointment rank shall generally be as Instructor.
- For those with terminal degrees, the appointment rank shall generally be as Assistant Professor, Associate Professor, or Professor.
- Adjunct or affiliated faculty will be appointed as Associate Professors generally only if they have a terminal degree and have held this rank elsewhere and/or have at least seven years of faculty experience.
- Adjunct or affiliated faculty will be appointed as Professors generally only if they have a terminal degree and have held this rank elsewhere and/or have at least twelve years of faculty experience.