

SEARCH, APPOINTMENT AND ORIENTATION OF FACULTY

RECRUITMENT POLICIES

Academic deans, departmental chairs, and directors of academically-related offices have responsibility for initiating the process for faculty appointments, with the exception of the position of dean. Policies, guidelines, and procedures for the employment process are established by the Executive Vice President for Academic Affairs and can be obtained from the Executive Vice President for Academic Affairs' office.

Consultation with the faculty of the academic unit is required for the appointment of all full time faculty and departmental chairs. Only in rare instances and for compelling reasons will an appointment be made over the expressed opposition of the department or college/school faculty. Faculty involved in the search process are individually accountable for following the equal employment policies of the university. Each should have a copy of the pertinent policy statements.

DePaul University supports and practices the concepts of nondiscrimination in all areas of employment regardless of race, color, religion, sexual orientation, national origin, age, gender, marital status, disability, Vietnam veteran status, or type of discharge from the military. Inquiries regarding this policy should be addressed to the Vice President for Human Resources.

INITIAL ACADEMIC APPOINTMENTS

General Policies

Authority to appoint faculty rests with the university president. In practice, this authority is regularly delegated to the executive vice president for academic affairs, who carefully reviews the terms of the proposed faculty contract before it is approved and issued. The review is to assure that the terms of the proposed faculty contract are compatible with university policies, accepted academic standards, and principles of equity

with respect to other DePaul faculty members in comparable positions.

The office of the executive vice president for academic affairs has overall responsibility for monitoring academic appointments. This office establishes policies and procedures related to faculty employment that are compatible with the general university guidelines. These guidelines assume, however, that most of the initial responsibility for the selection process resides with academic deans, departmental chairs, and directors of academic offices.

Initial appointments are in contract form, each including among the contract terms:

1. Salary
2. Length of contractual service
3. Academic rank
4. Tenure status
5. Affiliation with an academic unit, that is, a particular college/school, academic department or academic program

Specific contractual agreements are defined in the letter of offer to the faculty member and are then incorporated into the formal contract.

The initial contract may be of one, two, or three years on the recommendation of the academic dean and with the approval of the executive vice president for academic affairs.

Two or more members of the same family may be given faculty appointments, even in the same college/school or department. However, such an appointment will not be made in a situation in which one member of the family holds an administrative position that requires a judgment on the other member's qualifications for appointment and salary. Similarly, after the initial appointment, one member of a family is not eligible for an administrative appointment in a unit of the university that would require the

above mentioned judgments on the qualification of another member of the family.

TYPES OF APPOINTMENT

All full time faculty appointments fall into two categories: tenure track and non tenure track.

Tenure track appointments may be at the rank of assistant professor, associate professor, or full professor.

Non tenure track appointments are annual contracts and carry with them no expectation or right of reappointment. Non tenure track appointments may be at the rank of instructor (ABD), instructor (NTT), instructor (LTC), visiting assistant professor, visiting associate professor, visiting full professor, or a special appointment.

Special appointments are so designated because the appointment has a definite time limitation, with or without the expressed qualification of “visiting” or is an appointment whose continuation is directly connected to the faculty member’s program. Negotiations with prospective faculty for such special appointments must cover this matter. The initial contract clearly identifies the faculty member’s rank, tenure status and length of initial contract as specified in the letter of offer.

Joint Appointments

A faculty member may receive a joint appointment or affiliation in two colleges/schools, departments or programs.

For a joint appointment in two units, a candidate for initial appointment must be evaluated and consequently recommended by the faculty of both colleges/schools or departments. The criteria for determining eligibility for such a joint appointment are those for the usual initial appointment.

A faculty member with a formal faculty appointment in more than one academic unit or college/school shall be evaluated by the home unit and shall be evaluated

independently by the second unit if it so chooses, or if requested to do so by either the candidate or by the home unit.

Retired Faculty

A formally retired faculty member may be offered a limited faculty assignment with part-time status at a commensurately reduced salary. Such appointments normally are not to exceed two years.

The usual reasons for offering such an assignment are:

1. The need of the college/school or department for the specific and unusual competencies of the retiring faculty member;
2. Quality in teaching or other academic endeavors, coupled with the ability to keep academically current;
3. Good health and mental alertness; and,
4. Personal reasons for the retiring faculty member to remain partially active in the university.

The decision to offer a limited assignment to a retired faculty member rests principally with the academic dean, following departmental consultation. The dean’s opinion is to be referred in writing to the executive vice president for academic affairs for a final decision.

The basic conditions for the limited assignment are:

1. An assignment is not to equal or exceed approximately one-half of a full time appointment;
2. Compensation is determined by negotiations between the academic dean and the retiree, not to exceed the ratio of the assignment applied to the last full academic year’s salary. Thus, if the faculty assignment is one-third of a full faculty load, the retiree would receive – at most – one-third of his or her last academic year’s salary. The annual compensation for a retiree may not be equal to or exceed fifty percent of the last full time academic salary. The fringe

benefits of a retired faculty member shall be determined by their retiree status.

Part-time Faculty

The academic dean of a college or school is authorized to pass final judgment on the qualifications of part-time faculty to offer instruction in specific courses. The departmental chair, however, shall be active in identifying and evaluating candidates for these temporary appointments.

Appointments of part-time faculty are made, without formal contract, for one academic term (academic quarter or semester), subject to a new appointment with the mutual consent of both parties. The university is not obligated to offer a new appointment to part-time faculty. These appointments are made within the general norms of the university and on the recommendation of the departmental chair. Part time faculty are usually appointed as lecturers.

The office of the dean is expected to have on file a formal faculty application and an official transcript of credit or, at least, an official notification of receipt of the pertinent degree for each part time faculty member.

The dean sets the salary of part time faculty within the limitations of his/her college/school budget and the general salary norms of both the particular college/school and the university as a whole.

Each academic term the departmental chair and the dean are to report the official assignments of part time faculty in the Faculty Assignment Reports. Periodically, various offices of the university may request the dean or departmental chair to give necessary data on part time faculty.

Adjunct Faculty

An adjunct appointment is basically one of honor or special recognition for a part time faculty member. With respect to determination of salary, responsibilities and faculty prerogatives, adjunct faculty members are considered lecturers.

The candidate for appointment to an adjunct faculty position must have the academic qualifications of full time faculty at the same rank. The candidate should also meet one or more of the following criteria:

1. Currently enjoys a distinguished position or career;
2. Serves as a liaison between DePaul University and some important agency, such as Argonne National Laboratory;
3. Is a recognized expert in some special field of knowledge that is particularly needed at DePaul; or,
4. Has served DePaul very well, regularly, and over a long period of time.

The executive vice president for academic affairs will send the candidate a formal letter of appointment upon the recommendation of the dean and the review of the credentials.

Graduate Assistants and Fellows

Graduate assistants and graduate fellows are appointed by the appropriate dean on the recommendation of the departmental chair, within the general norms of the university. Preceding the appointment of a graduate assistant, the dean of the college or school in which the assistant is to have an assignment, must approve of the individual's qualifications.

Summer Session Appointments

The dean -- after consultation with the departmental chairs, and considering the resources and need of the college/school -- decides which courses, workshops or other programs will be offered in the summer sessions and which faculty members will conduct them. Faculty members with a 10-month contract may accept or decline courses offered to them during the summer. However, the university does not guarantee summer session appointments.

Summer sessions, as a whole and each of its parts, are to be self-supporting by providing at least twice as much tuition revenue as is expended for direct faculty salaries. The dean of each college or school develops a policy regarding the minimum enrollment to prevent

cancellation of summer courses. If a class is canceled due to insufficient enrollment, there will be no compensation for the faculty member.

University policy regarding course assignments consists of the following principles:

1. Two courses running concurrently constitute a full load; the dean's explicit approval is required for any overload assignment.
2. Faculty members receiving full summer compensation from an external grant may not be assigned summer courses unless such instruction is among the terms of the grant. Faculty members who are receiving partial summer compensation from an external grant may have only a partial summer course assignment that does not permit combining compensations beyond the amount they could receive for a full load.
3. Full time faculty members whose academic specialization best corresponds to the summer offerings will be given priority.
4. Within the bounds established by the three previous principles, assignments should be made on an equitable basis.

Within the standards set by general university policy, each college or school develops its own policy for determining the kinds of programs to be offered over the summer and for making summer session appointments.

The academic content and quality of courses offered in the summer should be the same as that for the identical course offered during the regular academic sessions. If the subject matter of the course, or the work it requires, cannot be compressed into a five-week time period, the course wither should not be offered during the summer session, or it should be arranged on a longer time schedule than the traditional summer course.

For students enrolled for semester credit (4.5 quarter hours), faculty are expected to assign

additional work commensurate with the additional credit.

Full time faculty members with 10-month contracts receive additional salary for teaching in the summer. The rate of summer compensation is subject to periodic review involving the participation of faculty members. Teaching in a summer session may be part of the normal assignment of faculty members who have a 12-month contract, in which case no additional salary is paid. Part time faculty members who teach in a summer session will be paid the same as they would for a course offered during the academic year.

CHANGE OF AFFILIATION

With the approval of the faculty member, affiliation may be changed to a different college/school, department or program, upon reappointment. The new affiliation is specified in the contract. The faculty member affirms approval of the change by signing the contract.

Transfer of affiliation may be initiated by the faculty member or by the dean or departmental chair of the college/school to which the transfer takes place. Eligibility is determined by the same criteria as are applied for an initial faculty appointment.

The faculty member will normally retain the same rank following the transfer, although the faculty and administration in the department or college/school to which the transfer takes place may require the faculty member to accept a lower rank. In no instance will a promotion be accorded by reason of a transfer.

The effect of transfer on tenure status is to be negotiated according to the following guidelines:

- A tenured faculty member transferring to another unit would retain tenure.
- An untenured faculty member must complete – at least – the same number of probationary years as remained in the former unit. The number of years of

probationary service may be extended if the faculty member accepts.

Upon reappointment, faculty members may be given a joint appointment. In such cases, the faculty and dean of the unit in which the second appointment is to be made are responsible for evaluating and recommending this joint appointment. Eligibility for this second appointment requires not only the qualifications for a faculty appointment in the second academic area, but qualifications at the academic rank and tenure status that the faculty member already enjoys in the first academic unit.

ORIENTATION OF FACULTY

The Office of Academic Affairs offers a year-long series of orientations for new full time faculty, including a two-day introductory orientation at the beginning of a new academic year. Additional academic orientation may be offered by the respective colleges, schools and departments. The Office of Human Resources also offers frequent workshops describing personnel policies, benefits and general employee information.