

Faculty Appointment Guidelines

Tenure-Track (full- or part-time)

- Title: Assistant Professor
- Reappointment schedule (forms due to DOC one month prior to date of letter)
 - 1st Year Feb 1/March 1 (for 2nd year appointment)
 - 2nd Year November 15/December 15 (for 3rd year appointment)
 - 3rd Year June 1/September 1 (for 4th year appointment)
 - 4th Year June 1/September 1 (for 5th year appointment)
 - 5th Year June 1/September 1 (for 6th year appointment)
- Review: comprehensive reviews in 2nd & 4th years; T&P committee in 6th year

Terminal (part-time)

- Up to .49 FTE
- Title: Adjunct Instructor, Assistant, Associate or Professor
- No obligation for service apart from assigned duties
- One year appointment only
- No franchise (though departments may extend)

Term (full- or part-time)

- .50 FTE or higher
- Title: Visiting Instructor, Assistant, Associate or Professor
- Terms of 1, 2 or 3 years; renewable up to 6 years
- Renewal forms for multi-year terms are due to DOC by February 1
- Expected to perform service beyond teaching and office hours
- Full franchise
- Review: annual reports and end-of-course student evals annually; class observations in 1st, 2nd, 5th years and every 6th year thereafter

Special Appointments

- Title: XX in Residence
- All are term appointments but can be for either full- or part-time
- Terms of 1, 2 or 3 years
- Renewal forms are due to DOC by February 1
- Review: by T&P committee during every 6th year
- Eligible for two-course professional development leave (similar to sabbatical)

Teaching Specialists (added in 2018-19)

- Title: Associate Professor of Practice
- All are 3-year term appointments of at least .67 FTE with option of 3-year renewals
- Eligibility requires minimum teaching history at St. Olaf of 24 courses or 5 years, plus terminal degree
- Not eligible for sabbatical
- Proposals for new appointments are due to DOC by October 15
- Renewal forms for years 2 and 3 are due to DOC by February 1
- Requests for next 3-year term are due to DOC by October 15
- Review: by department in 5th year; repeated after each 6-year period of service