

## 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)
  - 1<sup>st</sup> Year Feb 1/March 1 (for 2<sup>nd</sup> year appointment)
  - 2<sup>nd</sup> Year November 15/December 15 (for 3<sup>rd</sup> year appointment)
  - 3<sup>rd</sup> Year June 1/September 1 (for 4<sup>th</sup> year appointment)
  - 4<sup>th</sup> Year June 1/September 1 (for 5<sup>th</sup> year appointment)
  - 5<sup>th</sup> Year June 1/September 1 (for 6<sup>th</sup> year appointment)
- Review: comprehensive reviews in 2<sup>nd</sup> & 4<sup>th</sup> years; T&P committee in 6<sup>th</sup> 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 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup> years and every 6<sup>th</sup> 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 6<sup>th</sup> 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
- 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
- Proposals for new appointments are due to DOC by November 15
- Review: by department in 5<sup>th</sup> year; repeated after each 6-year period of service