

## Section 4 - Faculty Personnel Policies and Procedures

### III. *Appointments*

#### H. Special Appointments

1. Special departmental appointments may be made, on a case-by-case basis, for persons whose abilities, while not necessarily reflecting the normative academic qualifications usually sought by the college, offer distinctive experience, expertise, or achievement that would enhance the college's educational aims.
2. These Special Appointments are term appointments. They may be part-time or full-time. They may be for terms of one, two, or three years.
3. Faculty on Special Appointments are not eligible for tenure. Faculty on tenure-track appointments or who are tenured are not eligible for Special Appointments.
4. Departments wishing to make a Special Appointment will present their request to the Dean of the College. The department request to the Dean of the College must contain a full justification for the Special Appointment, and a plan for regular evaluation of the appointment. The Dean of the College shall review the request, and consult with the Tenure and Promotion Committee on the matter. The Tenure and Promotion Committee will review the matter and make a recommendation as to the individual terms of the letter of appointment for the special appointee, excluding compensation. The Dean of the College will then recommend to the President whether to make the appointment. If the President approves the appointment, the letter of appointment will be sent by the Dean of the College. The letter of appointment will identify it as a Special Appointment, with reference to *Faculty Manual* provisions for Special Appointments in Section 4.III.H.
5. Special Appointments will be eligible for renewal at the discretion of the Dean of the College, upon the recommendation of the department, up to the equivalent of six years of full-time service: 36 courses or course equivalents, taught either part-time or full-time, consecutively or non-consecutively. At the time of renewal, the terms of the faculty member's appointment will be reviewed, and may be revised. Should the Dean of the College or the Department wish to revise substantively the terms of appointment, the Dean of the College shall first ask the Tenure and Promotion Committee to review and comment on the proposed new terms.
6. During the academic year when the faculty member completes the equivalent of six years of full-time service, the performance of the faculty member shall be reviewed by the Tenure and Promotion Committee. The Tenure and Promotion Committee will use as its criteria of review the terms and expectations detailed in the letter or letters of appointment. The Tenure and Promotion Committee will then recommend to the Dean of the College if the appointment should be continued beyond the equivalent of six years of full-time service. The Dean of the College will then recommend to the President whether to continue the appointment and the President shall make the final determination. This

review process shall be repeated after each six-year (or equivalent) period of full-time service.

7. All faculty members continuing on Special Appointments beyond the equivalent of six years of full-time service may apply for professional development leaves. The professional leave is equivalent to two courses and is to be taken in one semester. The appointment letter shall expressly state the terms of any leave for which the faculty member shall be eligible. The application procedures for the professional leave are the same as they are for tenured faculty applying for a sabbatical leave. For those procedures, see Section 4.VIII.H-K