APPOINTMENT PolICIES AND PROCEDURES

1.0 Application

Appointments to the faculty, reappointments, promotions in rank, and grants of tenure are made by the board of trustees upon nomination by the president, with the advice of the dean and the faculty.

Policies and procedures stated in this document, and in the Executive Summary extracted from it, apply to appointment, reappointment, promotion, and tenure decisions for all members of the teaching faculty of Agnes Scott College and are binding on all parties to the A,RPT processes described herein.

These policies and procedures may be amended by the faculty by the normal process of faculty legislation. Significant changes, as determined by the president, shall be subject to approval by the board of trustees.

1.1 Definitions

RPT Committee. The Reappointment, Promotion and Tenure Committee is normally a six-member committee, at least three members of which hold the rank of full professor. These members are elected at large from the teaching faculty for staggered three-year terms. The committee elects its own chair. Its functions include establishing search committees.

Dean. Refers to the Vice president for academic affairs and dean of the college.

Department. Any administrative unit of the teaching faculty listed in the Faculty Bylaws.

Faculty. See the Faculty Bylaws, Section 1.1.

Teaching Faculty. Faculty members who are members of academic departments and who teach courses in the college. Full-time members of the teaching faculty are faculty members who are salaried on the basis of full-time teaching loads in the college.

Term Appointment. Non-tenure-track appointment.

1.2 Interpretation

Any request for interpretation of appointment policies and procedures, by any concerned party, shall be made in writing to the Faculty Executive Committee, which shall decide the matter, consulting others as it sees fit. Written copies of such a ruling shall be sent to the individuals who requested the ruling, the president and the dean, and one copy shall be kept in FEC files. If an interpretation is deemed sufficiently significant by the president to merit review by the board of trustees, the president shall convey the FEC ruling to the board, or an appropriate committee of the board, for its review. If a faculty member believes that procedures are not being followed in his or her particular case, that party may apply to the Grievance Committee.

2.0 Initial Appointment of Teaching Faculty

2.1 General Principles

a. As a small, residential liberal arts college, Agnes Scott is committed to maintaining a highly qualified and deeply involved permanent faculty. The initial appointment of a probationary faculty member should be regarded as the first step toward consideration for tenure, not as the temporary satisfaction of a specific need, and should be approached with the greatest care. The
department and the college should choose the candidate who gives best promise of performing in accordance with the mission and purpose of the college and of meeting the standards established by the college for reappointment, promotion, and tenure. The department and the college should make every effort to provide an atmosphere conducive to teaching excellence and intellectual growth.

b. Agnes Scott College welcomes in its faculty a diversity of racial, cultural, and religious backgrounds as affirmed in the college's Statement of Mission and Purpose. Liberal arts education, to which this college is dedicated, is based on the belief that through exposure to differing ideas people come to appreciate life and learning more fully. The faculty recognizes the need to hire faculty members from underrepresented groups, especially African American, in order to foster that appreciation and in order to aid the recruitment and retention of students from underrepresented groups. We therefore dedicate ourselves to exploring every opportunity to recruit faculty from underrepresented groups, especially African American.

c. Appointment to the faculty is made by the board of trustees upon nomination by the president. Every member of the teaching faculty shall be affiliated with an academic department, which shall be fully involved in the hiring process. In the case of interdisciplinary appointments, primary affiliation with a department shall be determined, prior to the authorization of a search, by the dean, in consultation with the involved departments and/or programs and the Curriculum Committee. Non-teaching faculty may be appointed without departmental involvement, but the assignment of teaching responsibilities to a non-teaching faculty shall require a review of the faculty member’s dossier by the dean and the department and approval by both parties.

d. Initial appointment may carry any faculty rank appropriate to the position filled, except that those appointed at the rank of assistant professor and above must hold the highest earned degree in the discipline to be taught or in an appropriate interdisciplinary field or the equivalent in professional accomplishment. Faculty members appointed at the rank of associate professor and professor should have a record of successful teaching experience equivalent to that required for promotion to these ranks at Agnes Scott, or a comparable record of non-teaching experience. Faculty members initially appointed at the rank of professor must demonstrate substantial scholarly or, in the arts, creative accomplishment, or comparable achievement in another area.

e. Initial appointment does not normally carry tenure of office, and newly appointed faculty members shall be given one-, two-, or three-year contracts until tenure is granted or employment is terminated.

f. In the case of a probationary faculty member with prior college teaching experience, either at another school or on a non-tenure track appointment at Agnes Scott, at the time of hiring an agreement shall be reached by the candidate, the department chair, and the dean on a schedule of major and mid-term reviews, and this schedule shall be included in the letter of appointment.

2.2 Procedures for Appointment

a. Early in the fall semester, the dean shall solicit departmental and program requests for hiring for the coming year. Interested academic departments shall submit the following information in writing to the dean and to the Curriculum Committee by October 15 (See Faculty Bylaws, 3.5): a request to fill or create a position; a description of the position; and a description of criteria for the evaluation of applicants (training, experience, etc.). At any point, either the dean or the Curriculum Committee may also initiate discussion of hiring plans and other staffing needs.
b. After departmental and program requests have been received, The Curriculum Committee, together with the dean, shall review these requests and propose a plan for faculty positions to be filled during the coming year, subject to available funding. Either the committee or the dean may propose a plan for faculty positions to be filled during the coming year. Any such plan shall consider the needs of departments, programs, and the college as a whole. Committee discussions of the requests with the dean shall be concluded by commencement.

c. No later than June 1, the dean shall authorize departments to initiate searches during the following year, in accordance with the best disciplinary practices, including the timely advertisement of openings.

d. For each search, all probationary and/or tenured faculty of the department involved who are both full time and continuing shall constitute the search committee, and the department chair shall usually serve as the search committee chair. If the department chair cannot serve or if the RPT Committee and the dean, after consultation with the department, determine that another chair would be more appropriate, the RPT Committee and the dean shall appoint the search committee chair from among the tenured members of the department, or if none is available, from among the tenured members of closely related departments.

e. If there are not at least three probationary and/or tenured members of the department who are both full time and continuing conducting the search, the RPT Committee together with the dean, in consultation with the department chair, shall appoint additional members from the tenured faculty in related disciplines to bring the number of members of the search committee to three.

f. If the faculty appointment is to have substantial teaching duties in a program or department outside the department with which the position is affiliated, the RPT Committee and the dean may appoint additional members to the search committee from faculty in this program or department.

g. Search committees shall conduct formal, public searches in consultation with the dean, and shall submit to the dean for approval the names and files of candidates they wish to invite to campus. As early as possible, the dean and the search committee chair together shall schedule on-campus visits by candidates, making an effort to involve faculty, students, and the president in the interview process. At the conclusion of these visits, the search committee chair shall notify the dean of the majority recommendation of the search committee. The dean consults with the president before an oral offer of appointment is made. When a majority of the search committee and the dean and the president have agreed on a candidate, the dean shall inform that person of the terms and conditions of employment offered, including any matter which could affect the successful completion of the probationary period of appointment. An agreement between the college and the candidate shall be formalized in a letter from the president, subject to the approval of the board of trustees. A copy of this letter shall be sent at the same time to the department chair.

It is expected that most faculty hires will follow the procedures outlined above. Occasionally, however, faculty hiring may occur through a Target of Opportunity (TOP) hire. A TOP occurs when the college views the hiring of a specific individual as consistent with its strategic interests, including diversity, and has determined that a national search would impede this hiring opportunity. When such an opportunity is noted within a department—whether by departmental faculty, the Curriculum Committee or the dean—the department may submit a proposal to the Curriculum Committee offering a justification for waiving a national search and an indication of why a particular individual would meet the criteria for filling the position under
consideration. As with other requests for new positions, the Curriculum Committee will review the proposal and make recommendations to the dean and the president. Upon recommendation by the Curriculum Committee, the department and the dean will collaborate in reviewing the credentials of the highly qualified candidate for possible recruitment and appointment without a national search.

h. Replacement Positions: Departments or programs with positions made vacant due to retirement or the departure of a tenured faculty member should submit a proposal to the Curriculum Committee (CC) explaining why the position should be refilled. This should be done as soon as the departure has been announced in order to ensure a timely search process should the request be approved. The CC will discuss the proposal and make its recommendation to the dean and the president in a timely manner. If the position is not renewed immediately, the department or program will be able to reapply for the position through the annual call for positions. With the approval of the dean and the president, departments or programs with positions made vacant by the departure of a tenure-track faculty member within the six-year probationary period may refill the position without submitting a proposal to the CC.

i. The change of a faculty member's departmental affiliation within the college shall require the review of the faculty member's dossier by all involved departments, the dean, and the RPT Committee and the approval of all parties. A change of departmental structure for administrative purposes does not require this process, but should include consultation between the dean and the departments affected.

j. Needs for term faculty (temporary and part-time teachers, leave replacements) will certainly arise; however, a tenurable position in a department may not be converted to a term position without the consultation of the involved department and both the RPT and the Curriculum Committee. Searches for term faculty should be pursued as nearly as possible within the spirit of these guidelines but may require variations from normal timetable and procedure. Such variations may be proposed by either the department or the dean and adopted upon the concurrence of both parties.