

Name of Process:	Provost and Dean Process and Approvals for Academic Classifications, Reclassifications, and Appointments		
Created By:	Office of the Provost	Last Updated By:	K. Sanford
Date Created:	4/20/2017	Last Revision Date:	3/8/24
Process Purpose:	The purpose of the Provost and Dean Process and Approvals for Academic Classifications, Reclassifications, and Appointments is to efficiently and clearly identify and fill personnel staffing requirements for academic units.		
Process Definitions:	<p>“Academic Units” are all ten academic colleges and units that report to the Provost.</p> <p>“Dean” refers to College Deans, and Deputy (not Associate) Deans</p> <p>“Vice Provost” refers to the Vice Provost for Libraries, Vice President for Enrollment Management, Vice Provost for Faculty Affairs, Vice Provost for Academic Programs and University Initiatives, Vice Provost for Undergraduate Education, and Vice Provost for Graduate Education</p> <p>“Shared Services” include the following units: Office of Communications and Marketing, Information Technology, Facilities, Human Resources, Development and Alumni Relations, and Budget Office.</p>		

I. Required Approvals to Recruit

Professional and Salaried Staff Recruitment

	Dean or Vice Provost Approval Needed	Provost Approval Needed
Reclassifications	Yes	No, as long as the unit has the recurring funds available to cover the cost of the possible reclassification. If the unit does not have recurring funds available, the Provost must approve.
New Permanent Positions	Yes	Yes
Replacement for Existing Vacant Permanent Position (Non-Shared Services)	Yes	No, as long as the replacement does not involve a reclassification/ restructure and will be budget neutral
Replacement for Existing Vacant Permanent Position (Shared Services)	Yes	Yes. Shared Service unit’s review of position must be submitted for consideration.

Temporary Position	Yes	No
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Faculty Recruitment

	Dean Approval Needed	Provost Approval Needed	President Approval Needed
New continuing-track faculty position	Yes	Yes	No
Replacement continuing-track faculty position	Yes	Yes	No
New Temporary faculty position (term limited to 3 years)	Yes	No	No
Extension to Temporary Faculty position (term beyond 3 years)	Yes	Yes	No
New faculty position (tenure-track)	Yes	Yes	No
New faculty position (with tenure)	Yes	Yes	Yes
New or Replacement Faculty Position with appointment to named Professorship or Chair	Yes	Yes	Yes

II. Process to Obtain Provost Approval to Recruit:

Professional and Salaried Staff Recruitment

1. Email the following information to Sr. Assistant Vice President, Academic Budgets:
 - a. Title of Position
 - b. Unit
 - c. Department ID
 - d. HR Position Number (if available)
 - e. Name of individual previously holding this position
 - f. Date position will become vacant

- g. Funding source, including purpose code
 - h. Salary of new position requested (not including benefits)
 - i. Statement of support from central service unit is needed if the position is one of the following: IT, Communications, Advising, Grant Related or Financial
 - j. Justification
 - k. Risk/impact if not hired
2. Provost approval will be communicated via email in response to this request.
 3. College HR staff prepares the TalentLink requisition, which will route to the Office of the Provost for documentation of the approval to recruit.

Faculty Recruitment

1. Faculty hiring requests are submitted annually, by the dean directly to the Provost, in the first quarter of the calendar year. Timeline for the annual request and details included in the request will be communicated by the Office of the Provost annually.
2. Upon review and discussions with the Provost, approvals to hire are communicated directly to the deans.
3. Ad hoc requests to hire new faculty may be submitted. Please reach out to the Sr. Assistant Vice President, Academic Budgets, for instructions.
4. College HR staff prepares the TalentLink requisition, which will route to the Office of the provost for documentation of the approval to recruit.

III. Required Approvals to Finalize Offer:

Approvals to finalize the salary offer for professional and salaried staff resides within the college, and these positions do not require additional approval from the Provost or President to finalize the offer.

Faculty positions do require different levels of approval to finalize offers, and these approvals are found in the table below:

	Dean Approval Needed	Provost Office Approval Needed	President Approval Needed
New continuing-track faculty position	Yes	Yes	No
Replacement continuing-track faculty position	Yes	Yes	No

New Temporary faculty position (term limited to 3 years)	Yes	No	No
Extension to Temporary Faculty position (term beyond 3 years)	Yes	Yes	No
Current Faculty gaining an additional faculty appointment	Yes	Yes	No
New faculty position (tenure-track)	Yes	Yes	No
New faculty position (with tenure)	Yes	Yes	No
New or Replacement Faculty Position with appointment to named Professorship or Chair (Note: the appointment to a named professor position must be communicated in a letter separate and distinct from the offer letter)	Yes	Yes	Yes
Secondary Appointment	Yes	Yes	No
Joint Appointment	Yes	Yes	No

Adjunct, Visiting, and Affiliated faculty appointments are expected to adhere to these parameters:

- For those without terminal degrees, the appointment rank shall generally be as Instructor.

For those with terminal degrees and having held this rank elsewhere, the appointment rank shall generally be as follows:

- Assistant Professor for those with less than seven years of faculty experience
- Associate Professors for those with at least seven years of faculty experience.
- Professors for those with at least twelve years of faculty experience.

	Dean Approval Needed	Provost Approval Needed	President Approval Needed
Adjunct Faculty that adheres to the above parameters	Yes	No	No

Adjunct Faculty that deviates from the above parameters	Yes	Yes	No
Affiliated Faculty that adheres to the above parameters	Yes	No	No
Affiliated Faculty that deviates from the above parameters	Yes	Yes	No
Visiting Faculty	Yes	No	No

IV. Process to Finalize Offer

1. College HR staff prepare the offer letter, which is signed by the dean.
2. College HR staff complete the offer portion of the TalentLink requisition. It will route to the Provost Office, Vice Provost of Faculty Affairs, and the Provost for approval of the offer.
3. For Adjunct and Affiliated faculty that require Provost approval, the college must send the offer letter to the Vice Provost for Faculty Affairs for approval, which will be granted via email.