

SELECTION AND REAPPOINTMENT PROCESSES

Final
Authentic 7/11
D. Paul 7/5/11

For appointments to the doctoral faculty under this agreement to begin in September, 2011, in order to expedite the process, the following procedures shall apply:

Submission of Application

Each candidate shall prepare an application addressing the established criteria for selection and forward it to the Dean of the Graduate School with copies to the Doctoral Program Coordinator of the doctoral program in which the faculty member will hold the appointment, the Dean of the School/College in which that doctoral program resides, and the faculty member's home department.

Doctoral Program Coordinator Review (DPC)

- The DPC shall review the application and all materials submitted by the candidate in order to determine whether the candidate meets the criteria to be recommended for doctoral faculty status.
- Within five (5) working days of receipt of the application, the DPC shall prepare a brief written evaluation and recommendation and forward it to the candidate.
- Within five (5) working days of receiving the evaluation and recommendation, the candidate may send a written response to the DPC.
- The DPC shall simultaneously forward to the Dean of the School/College in which the applicant will hold his/her appointment to the doctoral faculty and the Graduate Dean the candidate's application, associated documents, the written evaluation and recommendation, and any response.

Dean and Graduate Dean Review

- The Dean and the Graduate Dean shall simultaneously review the application and associated materials submitted by each candidate and the evaluation and recommendation of the DPC and confer with one another in order to determine whether the candidate meets the criteria for appointment to the doctoral faculty.
- Within five (5) working days of receipt of the application, the Dean and Graduate Dean shall forward their written evaluation and recommendation to the candidate and to the DPC.

- Within five (5) working days of receiving the evaluation and recommendation, the candidate may make a written response.
- The Graduate Dean shall forward to the Provost the candidate's application, associated documents, the written evaluation and recommendation, and any responses.

Provost Review

- The Provost shall review the entire application and associated documents.
- Within seven (7) working days of receipt of the application and associated materials, the Provost shall notify each candidate, DPC, Dean, and Graduate Dean of his/her decision regarding appointment to the doctoral faculty.
- Within five (5) working days of receipt of a negative decision by the Provost, a candidate may make a written request for reconsideration and indicate the basis for the appeal.
- Within five (5) working days of receipt of the request for reconsideration, the Provost shall notify the candidate whether or not the appeal has been granted.

SELECTION AND REAPPOINTMENT PROCESSES IN SUBSEQUENT YEARS

For appointments to the doctoral faculty under this agreement to begin in the fall, 2012 and thereafter, the following procedures shall apply:

Submission of Application

By April 1st, each candidate shall prepare an application addressing the established criteria for selection and forward it to the Doctoral Program Coordinator of the doctoral program in which the faculty member will hold the appointment and the faculty member's home department.

Doctoral Program Coordinator Review (DPC)

- The DPC shall share a copy of the application and all materials submitted by the candidate with all members of the doctoral faculty within the program for their review.
- Within five (5) working days of receipt of those materials, each member of the doctoral faculty within the program will provide his/her advice to the DPC as to whether the candidate meets the criteria to be recommended for doctoral faculty status.

- Simultaneously with the doctoral faculty review, the DPC shall review the application and all materials submitted by the candidate in order to determine whether, in his/her judgment, the candidate meets the criteria to be recommended for doctoral faculty status.
- Within five (5) working days of receiving the advice from doctoral faculty within the program, the DPC shall prepare a brief written evaluation and recommendation and forward it to the candidate.
- Within five (5) working days of receiving the evaluation and recommendation, the candidate may send a written response to the DPC.
- The DPC shall simultaneously forward the candidate's application, associated documents, the written evaluation and recommendation, and any responses to the Dean of the School/College in which the applicant will hold his/her appointment to the doctoral faculty and the Graduate Dean.

Dean and Graduate Dean Review

- The Dean and the Graduate Dean shall simultaneously review the application and associated materials submitted by each candidate and the evaluation and recommendation of the DPC and confer with one another in order to determine whether the candidate meets the criteria for appointment to the doctoral faculty.
- Within five (5) working days of receipt of the application, the Dean and Graduate Dean shall forward their written evaluation and recommendation to the candidate and to the DPC.
- Within five (5) working days of receiving the evaluation and recommendation, the candidate may make a written response.
- The Graduate Dean shall forward to the Provost the candidate's application, associated documents, the written evaluation and recommendation, and any responses.

Provost Review

- The Provost shall review the entire application and associated documents.
- Within seven (7) working days of receiving the application and associated materials, the Provost will notify each candidate, DPC, Dean, and Graduate Dean of his/her decision regarding appointment to the doctoral faculty.
- Within five (5) working days of receipt of a negative decision by the Provost, a candidate may make a written request for reconsideration and indicate the basis for the appeal.

- Within five (5) working days of receipt of the request, the Provost shall notify the candidate whether or not the appeal has been granted.

Transition Implementation

Any faculty member seeking designation as doctoral faculty under the terms of this program as articulated in the accompanying document must apply under the process set forth above.

Faculty with unexpired terms of appointment as doctoral faculty under the 1999 agreement who want to remain as doctoral faculty under that agreement until the expiration of their terms will be subject to the review set forth in that agreement to occur in September, 2011. That review will commence with each faculty member identifying the program in which he/she seeks to continue the appointment. The Dean of the College/School in which the appointment to the doctoral faculty will be held will conduct the review.