

Faculty Appointments

Summary

The policy identifies different types of appointment, length of appointment, duration of appointment. Further, it outlines

Purpose

To identify the multiple types of appointments, both in terms of role and length of time.

Policy

The faculty of Columbus State University comprises over 480 members—approximately 60% full-time and 40% part-time/adjunct—holding a variety of appointments. In compliance with Georgia Board of Regents (BOR) policies, three general types of appointment obtain at CSU: tenured or tenure-track (including endowed chairs), non-tenure-track, and emeritus/emerita.

B. Tenured/Tenure-Track Faculty

1. Instructor

Instructors are full-time faculty members whose positions constitute annual appointments. Except for the approved suspension of the probationary period due to a leave of absence, the maximum period of time faculty may serve at the rank of full-time instructor is seven years. The maximum time faculty may serve in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure is ten years, provided, however, that a terminal contract for the eleventh year may be proffered if a recommendation for tenure is not approved by the president.

2. Assistant Professor

An appointment to the rank of assistant professor normally requires the prerequisite of a doctoral degree or its equivalent in creative or scholarly achievement. CSU provides [pre-tenure reviews](#) for assistant professors in the third year of their first appointment unless faculty have been awarded probationary credit towards tenure, in which case their pre-tenure review will occur at the end of the second year of employment. If their performance is satisfactory, CSU will offer them annual appointments until tenure is granted.

Although review for promotion and tenure can take place at any point after a five-year period (unless probationary credit is awarded), review for an untenured assistant professor cannot occur later than the seventh year. This rule ensures that a candidate denied tenure will have one additional year in which to seek an alternative appointment. The only circumstances that can delay tenure review to a

point beyond the seventh year involve leave(s) of absence. For example, a maternity leave can delay review by one year; however, a candidate may delay reviews no more than twice due to maternity leave.

Candidates hired ABD must agree to a timeline for the completion of the degree, which must be approved first by the chair of the home department and subsequently by the dean, provost, and president.

3. Associate Professor

Promotion to the rank of associate professor may or may not include the award of tenure. Further, individuals may enter CSU on an initial appointment as an untenured associate professor. Such a faculty member must serve a minimum of three years before applying for tenure and must achieve tenure within seven years. Appointment or promotion to the rank of associate professor is based upon actual performance as well as demonstrated potential for further development.

Individuals must demonstrate professional growth and contribution to their field. Associate professor is a high academic rank and should carry no presumption of future promotion. Promotion to associate professor without a terminal degree will only be considered in exceptional cases such as the candidate's having gained high distinction as a publishing scholar or creative artist.

4. Professor

As the highest academic rank, the title of professor implies recognition of the individual by peers and associates as an outstanding teacher and an accomplished, productive, and respected scholar or creative artist, both within and outside the university, since attaining the rank of associate professor. Candidates must also have demonstrated, through scholarly publications, applied research, and/or artistic work, the ability to communicate to professional peers the knowledge and insights gained from the exploration of their area of specialization. Further, successful candidates for promotion to professor will have made important contributions in teaching; research or creative activity; university, public or professional service; and/or administrative service to professional societies. Peer review is critical, but the mode of the scholarly or creative production will be determined by the nature of the candidate's discipline.

5. Joint Appointments

Joint Appointments within the professorial ranks are rare and usually involve collaborative appointments at other institutions. The initial appointment term must be specified in the joint staffing form. Such appointments can be renewed without limit to the length of service in this status.

6. Endowed Chairs

The university creates or modifies tenured and tenure-track faculty positions when donors provide a significant gift resulting in perpetual interest income (endowed income) for the specific purpose of establishing an endowed chair. The president,

in consultation with the University Foundation, determines the income level and structure for applying the funds. These endowed chairs in turn attract faculty widely respected in their fields, provide funds for continued research, and help generate further giving from alumni and community supporters.

An existing professorship may be turned into an endowed professorship, or a new endowed professorship may be created where no previous line existed. In either case, the endowed position may only result from the wishes of the donor, the Foundation, and the president in consultation with the deans and chair of each department.

C. Non-Tenure-Track Faculty

Part-Time Appointments

Academic units obtain part-time non-tenure-track lines as a result of academic need and with support from the administration. If, subsequently, part-time faculty gain tenure-track appointments, their prior part-time service will not be included in the time limits associated with the tenure-track position.

Full-Time Appointments

Academic units obtain full-time non-tenure-track lines as a result of academic need and with support from the administration. If, subsequently, full-time non-tenure-track faculty gain tenure-track appointments, their prior non-tenure-track service will not be included in the time limits associated with the tenure-track position.

Administrative Appointments

CSU frequently appoints faculty members to administrative positions within the university such as department chair, director, vice-president, dean, or other similar positions. Although faculty members appointed to administrative posts retain the tenure rights associated with their university ranks, administrative appointments themselves are untenured.

Titles

1. Lecturer

Lecturers are non-tenure-track full-time faculty members whose positions are annual appointments. Reappointment of a lecturer who has completed six consecutive years of service will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution.

2. Senior Lecturer

Senior Lecturers are non-tenure-track full-time faculty members whose positions are annual appointments and who have been awarded this title due to their preeminent professional standing or experience. Lecturers who have served for a period of at least six years may be considered for promotion to senior lecturer.

3. **Special Appointments**

CSU sometimes makes appointments with distinctive titles indicative of specialized functions. Such appointments include artist in residence, composer in residence, critic, or clinical faculty. These appointments typically carry the same conditions as lecturer but without voting rights at faculty meetings.

4. **Visiting Appointments**

CSU sometimes extends visiting appointments to faculty members from other institutions. The individual's status at the home institution determines the rank of the visiting appointment. The terms and conditions of these contracts are individually defined but typically must provide for the resumption of employment at the home institution upon termination of the appointment at CSU. The university also sometimes extends visiting appointments to individuals unaffiliated with other institutions.

5. **Assistant, Associate Professor, Professor—Non-tenure track**

Faculty possessing requisite degrees and/or professional standing and experience typical of tenure-track professors of similar rank fill these positions.

D. Emeritus/Emerita Status and Supplemental Appointments

Upon the recommendation of the president, the university sometimes confers the title of "emeritus" on retired tenured professors, associate professors, or assistant professors, Board-approved non-tenure-track faculty of equivalent rank, or Board-approved, retired administrative officers, who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System.

Faculty wishing to recommend retired and tenured colleagues for emeritus status may do so by drafting a statement indicating the accomplishments of the retired faculty member and forwarding that document to the department chair, the dean, and the VPAA for review. The VPAA then submits a recommendation for the president's consideration.

This is an honorary appointment meant to recognize distinguished service to CSU and the scholarly community at large. It does not entitle the person to support such as clerical help, office space, or lab space. Sometimes the university may rehire an emeritus/emmerita faculty member on a part-time, term appointment to teach a course, carry on research, or fill an administrative position. Without such a supplemental appointment, an emerita/emmeritus faculty member is not an employee of the university and may not be entitled to hold federal grants and contracts. Rehired faculty members retain their emeritus/emmerita status during supplemental appointments.

<https://faculty.columbusstate.edu/handbooks/faculty-handbook/faculty-appointments.php>

Related USG Policy

3.2.2 Election of Faculties

Last Update

7/5/2016

Responsible Authority

Faculty Handbook Advisory Committee/Faculty Senate