

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:02:01

DATE: May 1, 1987

REVISION/REVIEW DATES: May 1997, Jan 2006, Oct 2011, Sept 2013, Sept 2015

SUBJECT: Faculty Reappointments and Non-reappointments

APPROVED: William A. Meehan, President

PURPOSE

The purpose of this policy is to establish the process for reappointment and non-reappointment of non-tenured faculty.

POLICY

See "Faculty Handbook" 2.7.3 (2013) for deadline related to years of employment. The Department Head submits recommendations for reappointment or non-reappointment of non-tenured faculty members through the dean to the Provost and Vice President for Academic Affairs (VPAA) who acts on each contract. The Provost and VPAA notifies the dean of non-tenured faculty members of their reappointment or non-reappointment by contract or letter. The Provost and VPAA will return approved contracts to the dean's office for distribution to faculty. The deadline for contracts to be returned to the Provost and VPAA will be noted on contract. When the signed contracts are returned to the Provost and VPAA, a copy will be sent to the dean's office and Office of Human Resources. The dean's office will provide a copy of each signed contract to the department head. The faculty member retains a copy and the original contract is filed in the Provost and VPAA's Office.

RESPONSIBILITY

The Provost and Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed biennially