Austin Peay State University

POLICIES

Allocation and Recruitment of Faculty

Issued: May 12, 2022

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Academic Affairs

Policy Statement

It will be the responsibility of the Provost and Senior Vice President for Academic Affairs to identify the number of faculty lines and funding availability for each year. When an existing position becomes vacant, the Provost and Senior Vice President for Academic Affairs shall be so informed by the college dean. The position shall revert to the Provost for possible reassignment within the University. All information concerning faculty lines and related funding shall be provided to appropriate college deans and directors.

Procedures

Requests for new faculty positions shall originate with the appropriate department and be reviewed and approved by the appropriate college dean. In general, the university's budget request and allocation processes track requests for new faculty positions each fiscal year. When an existing position is vacated, the Provost and Senior Vice President for Academic Affairs is notified by the respective college dean. The Provost and Senior Vice President for Academic Affairs determines the appropriate course of action for new faculty position allocations and vacated faculty lines. Exceptions to this policy for unique or extenuating circumstances, may be made by the Provost and Senior Vice President for Academic Affairs.

~~College deans and directors whose departments are in search of faculty lines shall meet as a body and review department requests, placing the requests in priority order.~~Prioritized requests for new position allocations within each college are tracked through the university's budgeting process and reviewed annually by the Provost and Senior Vice President for Academic Affairs. The Provost and Senior Vice President for Academic Affairs makes

the final determination (contingent on available funds) for allocation of faculty lines and authorizes college deans to undertake the faculty search process.

Searches for candidates to fill authorized faculty positions shall be initiated by departments with the approval of the appropriate college dean. The college dean will arrange with the Provost and Senior Vice President for Academic Affairs such matters as probable rank, salary, credit for years of prior service, and travel expense for candidates, etc. No search for faculty shall be conducted without prior authorization of the Provost and Senior Vice President for Academic Affairs. All searches for applicants and selection of applicants shall be in conformity withadhere to University Affirmative Action policy.

Screening of candidates and the selection of finalists shall be a function of the department of concern under the direction of the chairperson, who recommends candidates to the college dean. Finalists should be brought to the campus for interview and, whenever appropriate, candidates should be interviewed by appropriate faculty members, the department chairperson, and the college dean. The Provost and Senior Vice President for Academic Affairs should be provided the opportunity to meet the candidates.

Recommendations for employment come from the department chairperson, the appropriate college dean, and the Provost and Senior Vice President for Academic Affairs. Recommendation shall be accompanied by a current copy of the applicant's curriculum vitae (CV), official transcripts of highest degree earned and/or the degree of discipline being taught, at least three documented recommendations (one of which should be from the most recent employer), and properly completed University employment application.

Revision Dates

APSU Policy 2:042 – Rev.: May 12, 2022
APSU Policy 2:042 (previously 5:005) – Rev.: March 25, 2017
APSU Policy 2:042 – Rev.: November 12, 1999
APSU Policy 2:042 – Issued: August 1, 1986

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs

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Approved

President: signature on file