

Faculty Hiring Plan and Appointment Procedures

The prior approval of the provost is required to fill a vacant faculty position and, if the position is a tenured or tenure-track appointment, to hire the chosen candidate. This policy is implemented through the hiring plan. Once the hiring plan is approved by the provost, it authorizes both the advertising of tenure-track positions and the advertising and filling of non-tenure track positions for all those included in the hiring plan. The hiring plan is the basis for approving all other faculty appointments submitted through the BASIS system for the Provost's review.

Each dean of a school, college, or the library will develop an annual hiring plan for all new faculty (including tenure-track and non-tenure-track and part-time faculty) to submit for approval no later than August 1 each year (or earlier) for positions to be searched during that academic year and filled for the following academic year. The plan should take into account projected enrollment and enrollment distributions, retirements and other changes in numbers and composition of college and department faculties, and strategic plans and goals for strengthening or adding programs or areas of focus to gain or increase quality, productivity, and national distinction. As changing needs are identified, changes to the hiring plan must be submitted for approval since the hiring plan authorizes approval of faculty appointments. For non-tenure track faculty, changes may be made to the hiring plan by e-mail to the assistant to the provost <ldizney@uark.edu> so that approvals can be made with greater immediacy.

The plan should list the tenure-track positions to be filled, in priority order, using the hiring plan form, Academic Policy Series 1405.16A. An electronic version of the hiring plan should be sent to <ldizney@uark.edu>.

Hiring plan data for **non-tenure track positions** can be in summary form (by title/rank, department, and number, for example, if desired: Five FTE instructors in math @ c. \$30,000 per FTE; 2 full-time visiting assistant professors in Architecture for approximate salaries of \$45,000 each). Unless otherwise indicated it will be understood that the proposed salary is available in the college in existing salary lines, that no start-up funding is requested, and that the justifications for teaching faculty will normally be meeting teaching needs for scheduled classes. Non-tenure-track research positions must be justified by reference to grant support or other brief statement of assignment.

Deans should use the hiring plan form (Academic Policy Series 1405.16A) with a cover memo to convey information for tenure-track and non-tenure-track faculty as succinctly as possible, in separate listings. *The hiring plan may not be used to request or justify additional funding for faculty positions or salary except for strategic investment hires (see below).* It should project the anticipated salary funding for the year and allocate only the funds available, including any additional positions or funding that have been allocated, in writing, for the year in question, such as from the Strategic Investment Fund (see below).

Once the hiring plan is approved, searches may be initiated for individual positions. Provisions of the Recruitment Manual – Affirmative Action (found on-line at <http://www.uark.edu/depts/ofaa/>) must be followed in advertising and conducting searches. When in doubt about a matter, consult with Affirmative Action staff.

Once individuals are identified to receive offers, approval of the letter of offer must be given by the provost if the position is a tenure-track position as well by the Office of Affirmative Action (consistent with the Recruitment Manual). Typically, the request to fill the position with the chosen candidate is submitted for approval in the form of a draft letter of offer with a position number identifying the position from the hiring plan that is being filled, accompanied by a resume or vitae. The letter should address what can be paid for start-up funding and state the sources and amounts and restrictions on use. Start-up funding authorized by the provost/vice provost for research from institutional sources can be used only for one-time (non-recurring and non-personnel) items. A request for start-up funding in excess of \$5,000 must be submitted to the vice provost for research via an e-mail, with a copy to the assistant to the provost. The vice provost will approve the request via e-mail. Any special arrangements or provisions governing a faculty member's appointment or work assignment must be stated in the letter of offer. It should conform to the sample letter

included at the end of this policy or cover all the required information in a comparable way. If the position is not in the hiring plan, a revised hiring plan or a supplement to the hiring plan must be submitted for approval with the letter of offer.

A new letter of “offer” should be sent to faculty who were hired ABD, with terms of offer contingent upon completion of a doctorate. The letter should state that the position is now tenure-track with a rank of assistant professor. It should outline conditions of the new status as a tenure-track faculty member, specify the new salary, new title, and work assignments, and should also indicate the date of the start of the tenure clock. The letter should be signed upon receipt by the faculty member and returned to the dean’s office, and the dean’s office should forward a copy to the office of the provost.

The hiring of part-time and other non-tenure track faculty should conform to general institutional practice for all faculty appointments in advertisement, selection, and information conveyed in letters of offer. Copies of letters of offer must be maintained in the individual’s school or college file. Consistent with a Faculty Senate recommendation of May 10, 2000, academic units may offer a tentative commitment to successive appointments for up to five years--contingent upon need for the services, availability of adequate funds, and satisfactory service--to a full-time non-tenure-track instructional faculty member who has at least five years of continuous satisfactory service in the same instructional position. The unit’s personnel document should include information regarding this option if it is to be utilized.

Offers of positions with tenure must be made consistent with the applicable personnel policies as stated in the current Board of Trustees Policy 405.1, the campus *Evaluative Criteria* document, and the school or college and department personnel documents. This means, at a minimum, that the draft letter of offer must be accompanied by a resume, the department recommendations (faculty votes), letters of recommendation or a summary of evidence from telephone recommendations, and a nomination for tenure form (Academic Policy 1405.10D). The Provost must receive these materials and approve the request to offer tenure before an offer is made to the candidate.

Offers of positions with salaries that exceed line-item maximum must be approved by the Board of Trustees following guidelines set forth in Academic Policy 1435.60. Approval may be requested from the President of the University to make the offer, but the request must be submitted for inclusion on the next Board of Trustees agenda for approval before it is final.

Reporting

On or before August 1 each year, schools and colleges should submit to the Provost a list of new faculty appointments to tenure-track, tenured, and non-tenure track positions; a list of any authorized, unfilled positions for which appointments have not been made; and a list of tenured and tenure-track faculty who are no longer employed (those who have resigned or retired), those whose appointment has been terminated effective with the fall semester, and those who are deceased. Each list should include, as appropriate, the name, department, rank, and date of appointment or end of appointment and should reflect the results of implementing the hiring plan of the previous August 1 (use Academic Policy 1405.16E, form).

On September 1 of each year, supplemental lists should be submitted if any new appointments have been made or any resignations, retirements, or other terminations have occurred. A second set of supplemental lists should be submitted by February 1, if necessary.

8/13/07