



SUBJECT: Appointment and Evaluation	Effective Date: February 18, 2022	Policy Number: 01-1-034
	Supersedes: Policy: Date:	Page 1 of 2
	Responsible Authority: Provost & Vice President for Academic Affairs	

I. Purpose and statement of operational policy underlying the procedure.
LeMoyné-Owen College (LOC) is in compliance with SACSCOC Standard 6.3. The College publishes and implements policies regarding the appointment, employment, and regular evaluation of each faculty member, regardless of contract or tenure status.

II. Applicability/Scope

As the Faculty Handbook stipulates, academic positions are those that require teaching, scholarship, and service as principal services with the greatest emphasis on teaching. There are four faculty ranks: instructor, assistant professor; associate professor; and professor. Initial appointments are probationary. The President of the College authorizes contracts that specify the terms and conditions of employment for faculty members. Appointments and re-appointments are in writing, and identify the terms, academic rank, and tenure-track status of the faculty member. As a general rule, the Board of Trustees will grant tenure to individuals by virtue of their having met the qualifications for tenure set forth by the College, having been formally recommended by the Division Chair and Tenure Committee, and having been approved and recommended for tenure by the Provost and Vice President for Academic Affairs (PVPAA). Promotion and tenure rubrics used by the respective committees are attached

Appointment to Academic Positions

When a Division Chair vacancy occurs, the Provost and Vice President of Academic Affairs consults with the division faculty to nominate a candidate or candidates. The candidate must meet the requirements set forth in the Faculty Handbook. If the candidate(s) accept the nomination, the PVPAA will interview the candidate(s) and make a recommendation to the President to fill the position.

Appointment of Full-Time Faculty

When a faculty vacancy occurs, the Division Chair and the Provost and VPAA work together to fill the position. The Division Chair will prepare a job description and job vacancy announcement and submit it to the PVPAA for review and approval. The PVPAA then forwards the position description and job vacancy announcement to the Office of Human Resources so that the position can be advertised appropriately. Applicants are required to complete an application for employment, submit their resume/curriculum vitae, transcripts, and references. Additional supplemental materials may also be sent for review. The Division Chair and designated faculty on the search committee review applications. Selected candidates will interview by telephone, virtually (e.g., Microsoft Teams), or in person. Candidates invited to campus for an interview are vetted by a search committee, which comprises division faculty and the chair. Upon completion of the interview process, the committee makes recommendation for hire, and the division chair forwards the recommendation to the PVPAA. The PVPAA contacts the candidate and negotiates rank and salary and forwards the recommendation to the President. If the President approves, the candidate is offered a contract for employment. The faculty member must fulfill all the required qualifications for the rank to which he or she is appointed as outlined in the Faculty Handbook.

Appointment of Adjunct or Part-Time Faculty

Adjunct or part-time faculty are hired when there is identification of a need for an existing course to be covered. Identification of the need for adjunct or part-time faculty is initiated at the Division Chair level, when there are uncovered classes or when department faculty cannot teach course overloads. Applicants are required to complete an application for employment, submit their resume/curriculum vitae, transcripts, and references. Additional supplemental materials may also be sent for review. The Division Chair will interview candidates and may include area faculty to assist in the interview. The Division Chair then routes the request for hire through the appropriate channels to include the PVPAA and the Office of Human Resources.

Employment of Faculty

The Faculty Handbook (pages 23 and 24) details the policies and procedures surrounding faculty appointment and reappointment. The President and Provost and Vice President for Academic Affairs are the only persons authorized to offer and issue a contract. All appointments are made in writing and state the terms and conditions of the faculty appointment. The agreement is effective once the contract is signed and dated by the President, PVPAA, and faculty member within the specified timeframe indicated on the contract.

Evaluation of Faculty

All faculty members are evaluated regularly in efforts of documenting sustained performance in teaching, scholarship, service and professional development. All faculty are required to meet with the Division Chair to set goals at the beginning of the fall semester. At that time, faculty present a completed evaluation form that addresses three areas: Teaching and Advising, College and Community Service, and Scholarship and Research. See Faculty Evaluation Manual and Evaluation Forms. Faculty are required to meet with the Division Chair at the end of the spring semester. The faculty provides evidence/documentation and narratives that addresses the goals he or she presented in the fall meeting. The Division Chair also provides a comprehensive assessment of the faculty member's performance. See Faculty Evaluation Scoring Form.

Authorizing Official: Alisa Alang Authorization Date: 2.22.22
Title: Provost + VP for Academic Affairs