



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.04: Appointments and Reappointments to the Faculty**

**DATE:** January 8, 2018

**PURPOSE:** The purpose of this Operating Policy and/or Procedure (OP) is to document the appointments of faculty, including teaching assistants, to perform instruction at various levels.

**REVIEW:** This OP will be reviewed in November every three years, or as needed, by the Office of the Provost and the Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by December 15 of the same year.

**POLICY/PROCEDURE**

All appointments and reappointments to the faculty are made by the Board of Regents on the recommendation of the president of the university. The provost and vice president for academic affairs is responsible for making recommendations to the president regarding faculty appointments and reappointments after consulting with and reviewing written recommendations from the respective department chair and the dean of the college. The president has final authority to recommend to the Board of Regents all faculty appointments and reappointments, and the Board has the sole power to employ or reemploy faculty. Commitments for faculty appointments or reappointments from another member of the faculty or administration will not be honored.

**1. Procedures in the Recommendation of New Faculty**

- a. The initial contacts with prospective faculty members are normally made by the chair of the search committee or department chair.
- b. A search committee is to be used in filling all full-time faculty positions except where appointments are authorized by the president for qualified individuals currently employed by the university. The PVPAA shall recommend on a case-by-case basis to the president whether a national search is to be conducted or whether an appointment is to be considered from qualified individuals who are currently employed at the university.
- c. The following individuals will be responsible for establishing the composition and appointing the chair of the search committees for the positions designated below.

Position To Be Filled

Department Chair  
All Faculty Positions

Individual Establishing Search Committee

Academic Dean  
Academic Department Chair

[Minor revision: January 8, 2018]

- d. Recommendations for all appointments are to be submitted through administrative channels in accordance with current university policy, including the university's Equal Employment Opportunity and Affirmative Action Program.
- e. Typically, two or more of the best qualified candidates will be invited to the campus for interviews. Other means (eg. videoconferencing or at professional conferences) may be used if a campus visit is not possible. The chair of the search committee organizes the interviews, making sure that members of the senior faculty and the appropriate academic administrators have an opportunity to interview the candidates. The search committee makes its recommendations to the department chair. If the department chair and administration are satisfied after the interviews that a particular candidate is the best qualified applicant, the president, after reviewing and approving the recommendation of the PVPAA, will advise the PVPAA to issue an appointment letter to the applicant with the understanding that the appointment is subject to approval by the Board of Regents.
- f. The Office of Human Resources must be provided with official transcripts showing all college degrees earned and graduate work completed prior to any action being taken by the president on recommendations for faculty appointments.

## **2. Non-Reappointment**

In cases of non-reappointment of tenure-track faculty, refer to [OP 06.23](#): Tenure and Promotion Standards and Procedures.

Attachment A: [OP 52.15 Equal Employment Opportunity](#)

Attachment B: [OP 52.21 Faculty and Staff Job Posting and Hiring Process](#)