UNIVERSITY OF ILLINOIS AT SPRINGFIELD  
CAMPUS SENATE AY 2003/2004  
RESOLUTION 33-11  

Clarification of Faculty Personnel Policies on Appointment Procedures for Adjunct/Part-time Faculty

WHEREAS, the Article IX, Section 3d of the UI Statutes states:

Recommendation to positions on the academic staff shall ordinarily originate with the department or in groups not organized as departments with the officers in charge of the work concerned and shall be presented to the dean of the college for transmission with the dean's recommendation to the chancellor. Whenever the appointment or promotion of members of the academic staff is involved, the dean before making a recommendation shall consult the chair or the head of the department after confirming that intra departmental consultation procedures have been satisfied; if the college has no departments, the dean shall consult the executive committee of the college. If the appointment involves a person who may be expected to offer courses carrying graduate credit, the dean of the college shall consult the dean of the Graduate College, who shall have the right to make an independent recommendation to the chancellor, and to the president. (Article IX, Section 3d, UI Statutes)

WHEREAS, the Faculty Personnel Policies are not consistent with the UI Statutes;

THEREFORE, BE IT RESOLVED that: Article 10 (Faculty Appointment Procedures) of the Faculty Personnel Policies be modified in the following ways:

1) Section 1 – the following should be added. “and for those with less than half-time appointments (refer to Section 7).

2) Add Section 7 --
Section 7. Adjunct or Part-time Faculty Appointments

No appointments shall be made without the positive recommendation of the Department or Program faculty out of which the adjunct or part-time faculty is appointed.
ARTICLE 10

FACULTY APPOINTMENT PROCEDURES

Section 1. General Policy

Members of the faculty shall be involved in the selection of new faculty who will become members of the faculty upon employment. All employees with half-time appointments or above hired to provide professional services currently performed by faculty and other faculty members shall be appointed in accordance with this Article, except for employees providing educational support and research services such as research associates, training coordinators and public service associates and for those with less than half-time appointments (refer to Section 7). The search process for faculty hires, including visiting and temporary appointments, shall be based on guidelines established by the Vice Chancellor for Academic Affairs and the Academic Cabinet and made available to all faculty members. These guidelines shall be consistent with this Article.

Section 2. Composition of Search Committees

Faculty members from the Department or Program in which the new faculty member is being hired shall be appointed to the Search Committee by the appropriate Dean, in consultation with faculty members of the Department, Program, Center, or Unit concerned. If the position involves more than one (1) Department, Program, Unit or College, appropriate representation from those units must be assured. The Search Committee shall include at least one (1) student. At its initial meeting, the Search Committee shall elect a chair. The full Search Committee will develop a search plan and an advertisement consistent with the job description and forward them to the Dean for approval.

Section 3. Role of Search Committee

The duties of the Search Committee will be to assure that the search process is consistent with the search plan, that a sufficient pool of candidates is secured, that the credentials of each candidate
are thoroughly reviewed, and to provide in writing to the Dean recommendations for candidates to interview with a supporting evaluation of each. No candidates shall be selected for interview without having come from the pool with a positive recommendation from the Search Committee. Finally, the Search Committee shall provide to the Dean a written assessment of and recommendation on all candidates interviewed. In the event the Dean disagrees with the recommendation of the Search Committee, she/he will confer with the Committee and seek to achieve consensus. If the Vice Chancellor for Academic Affairs disagrees with the recommendation of the Search Committee/Dean, she/he shall convene the Committee and Dean to engage in further discussion and deliberation in an attempt to reach consensus. No appointments shall be made without the positive recommendation of the Search Committee and the Department or Program faculty.

Section 4. Consideration for Terms of Appointment

A. Degree Prerequisites for Academic Rank

Although the amount of formal study beyond the Master’s degree will, of necessity, vary from discipline to discipline, the following degree requirements are considered to be the normal prerequisites for appointment to academic ranks.

1. Professor. Appointment at the rank of full professor is conditioned upon the possession of an earned doctorate.

2. Associate Professor. Appointment at the rank of associate professor is conditioned upon the possession of an earned doctorate.

3. Assistant Professor. Appointment at the rank of assistant professor is conditioned upon completion of all course work for the doctorate except for the dissertation.

4. Lecturer. Appointment at the rank of lecturer is normally conditioned upon the candidate’s possession of a Master’s Degree. When a candidate is hired without a Master’s Degree, an explanation must accompany the appointment.
5. Adjunct ranks. Adjunct faculty shall be appointed with academic rank or other appropriate titles and must have credentials equivalent to those of persons appointed to comparable ranks (titles) of the regular faculty.

In disciplines in which the Master’s degree is considered terminal or in which research and non-academic institutions hire almost all available doctorates, the possession of a Master’s Degree in that discipline will substitute for the requirement of an earned doctorate.

In exceptional circumstances, degree and/or academic requirements may be met by equivalencies. If, at the time of appointment, experience equivalent to the degree and academic requirements is accepted, the faculty member will be eligible for promotion to subsequent rank upon the completion of years in service at rank as provided for in Article 6 and for tenure upon completion of probationary service as provided for in Article 7.

B. Presumption of Qualifications

The decision to hire a faculty member indicates possession of the stated requirements or equivalent qualifications unless otherwise stated.

C. Contingency Arrangements of All Degree Requirements but Dissertation (ABDs)

ABDs who are hired with the expectation that they complete their doctorate shall be granted a contingency contract stating that their continued appointment is contingent upon completion of the dissertation on or before the end of their third year of appointment.

Upon completion of the dissertation, as shown by a letter from the Dean of the College or other appropriate university official or an official transcript, the faculty member will be deemed to have satisfied the contingency and will receive a salary increase of at least one hundred fifty dollars a month ($150) effective the next pay period.

D. Faculty Hired Mid-Year

For all purposes under the terms of this Policy, faculty appointed to the Campus mid-academic year will be treated as if the appointment began the next academic year.
Section 5. Individual Recommendation to Hire Letter

A. All individual appointments shall be subject to the terms of this Policy.

B. Each faculty member shall receive an individual recommendation to hire letter, an initial appointment and an annual reappointment letter for each successive year. The initial recommendation to hire letter shall specify the period of appointment including the beginning date and ending date, if applicable; the type of appointment (e.g., probationary, tenured, temporary, and administrative); the rank or title of the individual; the evaluating unit for a tenure-track faculty member; the probationary years for a tenure-track faculty member; a statement concerning satisfaction of degree equivalency requirements, if applicable, and the salary, including the salary increase component for that year. Any modification in the employee’s salary will be reflected in a revised letter which will be issued as soon as possible.

Section 6. Temporary Faculty Appointments

Temporary faculty appointments are governed by Article X Sec.1 of the University Statutes. (See Appendix 1)

Section 7. Adjunct or Part-time Faculty Appointments

No appointments shall be made without the positive recommendation of the Department or Program faculty out of which the adjunct or part-time faculty is appointed.