



Policy Title:	Provost-Appointed Faculty Positions
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**Policies and Procedures for the Selection and Appointment
of Administrative Faculty Positions in Academic Affairs**

Purpose: The purposes of this policy are as follows: 1) to be responsive to certain administrative, programming, development, and other needs of students and faculty; 2) to provide consistency on how Provost-appointed faculty positions are made; and 3) to be transparent about Provost-appointed opportunities available to faculty outside of their instructional appointments.

Scope: This policy applies to Provost-appointed administrative positions that are held by eligible faculty and compensated for either in terms of “assigned time” or by additional compensation.

Accountability: Academic Department, School or Library, Research and Innovation Office, Provost’s Office.

Policy: To ensure equity across academic departments and among individual faculty, and to ensure prudent use of resources, all faculty appointed to positions by the Provost will follow the procedure outlined in this document.

Guiding Definitions and Principles

For the purposes of this document, Provost-appointed administrative faculty will be referred to as “directors.” This term is not to be confused with other uses of the title “director” current on campus, nor are these positions to be confused with the appointment of faculty as department chairs. The director position in academic affairs is designed to provide leadership, support, and accountability in faculty/departmental/curricular matters such as staff supervision where relevant, oversight of a particular program, coordination of external and internal audits, and professional

development. The directors are expected to promote the core values of academic leadership: shared governance, collegiality, transparency, and accountability.

The authority for the appointment and removal of directors is specifically delegated by the President to the Provost. All director appointments within academic affairs are “at will” and serve at the pleasure of the Provost. No tenure or permanent status is granted with such director appointments, and no tenure or permanent status can be achieved within such director appointments. Director appointments may terminate prior to their normal scheduled end date. Director appointments automatically expire at the end of the stated period and do not establish consideration for subsequent director appointments.

Faculty members selected for the position of director are expected to have the confidence of a majority of the faculty and the supervising academic dean(s), and for this reason the following nomination and recommendation process is essential.

1. Eligibility

All lecturers teaching at least 7.5 weighted teaching units (WTUs) in the semester that nomination and voting occur, all tenure-track and tenured faculty (including Maritime Vocational Instructors) are eligible to serve as directors within academic affairs.

2. Voting Rights

All lecturers teaching at least 6 WTUs and all tenure-track faculty (including MVIs) are eligible to vote for the recommended candidates for the director position. However, at the discretion of the Provost, voting for certain director positions may be restricted only to the faculty from the affected departments. For example, voting for the director of international experience (IE) and director of licensing may be restricted only to the faculty within the program wherein IE and licensing is a part of the curriculum. For the faculty development director, the voting will be opened for all faculty.

3. Term of Office

A director is appointed to a three-year term beginning at the start of the academic year. Normally a director shall serve no more than two consecutive terms.

4. Nomination Procedures and Voting for Recommendation

The announcement of a director position opening shall be made by the appropriate supervising dean(s) (as designated by the Provost) in consultation with the Senate Chair. The announcement shall specify the job description and materials to be submitted by nominees.

Nominees shall submit the following in the application to the Senate Chair: curriculum vitae (CV), statement of no more than one page that includes the nominee’s vision and goals as director for the next three years as well as their qualifications to be director. In the case of an incumbent director running for a new term, all periodic reviews shall also be included in the application.

Following the nominations, the Senate Chair shall prepare the ballot, distribute the ballot and application materials as submitted by each nominee to faculty as per section 2, and collect the recommendation votes electronically or by paper in such a way that maintains the anonymity and confidentiality of the electorate. The ballot shall be open for five working days. In case a faculty member is on authorized leave, the Senate Chair will coordinate with the faculty member to record their vote appropriately. If there is only one nomination, a ballot shall provide department faculty the opportunity to vote “recommend” or “not recommend” or “abstain” for the nominee.

At any stage, if the nominee withdraws from further consideration the process will be reinstated.

5. Recommendation

After the collection of the recommendation votes from the faculty, the senate chair shall report the results (including the number of “recommend”, “not recommend”, and “abstain” votes) for the nominees to the appropriate dean(s) to whom the director reports and the Provost. In addition to the votes tally, all the other materials, including CVs and one-page written statements, will be submitted within five working days after the recommendation voting is closed.

6. Appointment

The Provost will consider all materials received, including any written comments (within periodic reviews) and recommendation votes and shall make the appointment of director from the list of nominees submitted in consultation with the appropriate academic dean(s).

The Provost may decline to appoint a director from the list of nominees for compelling reasons. If the Provost does not make an appointment from the list submitted, he/she shall meet with the Senate Executive Committee to explain the rationale behind the decision. Upon agreement between the Provost and Senate Executive Committee, the nomination procedure and recommendation voting shall be reinstated to provide an alternative recommendation. In the case of an impasse between the Provost and Senate Executive Committee, and after consultation with the supervising academic dean(s), the Provost will proceed with an interim appointment for a period not to exceed one academic year, with an extension of another academic year if necessary. Within one academic year the Senate Chair will initiate the process as described in section 4 and provide a new recommendation as per section 5.

7. Compensation

Typically, the director shall receive an assigned time of 3 WTUs in Fall and Spring semesters and may also receive an appropriate stipend in the summer semester as compensation. The Provost will consult with Academic Senate to determine if the workload of any particular directorship warrants assigned time in excess of 3 WTUs per semester.

8. Resignation, Unexpected Vacancies/Leaves

In the event of resignation or an unexpected vacancy/leave of the director, the Provost will authorize the appropriate supervising academic dean(s) to consult with the senate chair and follow the process as described in sections 4 and 5 to recommend an acting director. This recommendation will be made within three weeks. If the Provost has confidence in the recommendation, he/she will proceed with the appointment in consultation with the appropriate supervising academic dean. If the Provost does not agree with the recommendation, he/she will meet with the senate executive committee to explain the rationale and request an alternate recommendation.

9. Periodic Reviews and Replacement

The purpose of the periodic review is to provide an opportunity to assess the performance of the director. This review will be conducted at the end of the first year of each three-year term, and at the end of the third year of the first term if the director seeks a second term. The periodic reviews will be conducted by the supervising academic dean(s) and are designed to evaluate the director's performance and accomplishments and provide constructive feedback for the growth of the director in managing the responsibilities. In exceptional cases, and after consultation with Academic Senate, the Provost may elect to remove the director and appoint a replacement.