

## **ASSISTANT PROFESSOR** *(rev. July 2014)*

This title is reserved for faculty members that have shown promise of and commitment to academic development in their chosen field.

Initial appointment of Assistant Professors shall normally be for three or four years. Reappointments of Assistant Professors at the end of their third year in this rank shall be for three years or at the end of their fourth year for an additional two years, unless otherwise specified in the letter of appointment. **Reappointment of an Assistant Professor at the completion of the first appointment period requires a preceding departmental review of performance and of the relationship of the faculty member's contributions to the various career components, which the department chair and faculty member may have previously selected or are prepared to select for his/her career development. No faculty ad hoc committee is required for this review.** Departmental review is considered one of the more important points in the academic career of junior faculty. As part of an ongoing development program, the faculty member's departmental evaluation and other supporting documentation will be submitted, in writing, to the Dean whose review and approval authorizes reappointment. The faculty member will receive a copy of this evaluation. After reappointment, faculty are expected to pursue those activities that will prepare them for promotion to Associate Professor in the selected components (see Appendix for tabulation of criteria for promotion in each component).

Once the decision is made to seek promotion, the faculty member should be notified by the department to begin assembling the required documents and other information needed to advance such a recommendation to the Dean's Office. **No later than the end of the sixth year of appointment as Assistant Professor, the decision concerning promotion to Associate Professor must be made. For promotion to Associate Professor as an academic appointment, review by an internal faculty ad hoc committee is required** (see section on Procedures for Appointments and Promotions for details).

If an Assistant Professor is not to be reappointed or promoted, notification to that effect should be made in writing by the department chair at least six months prior to the expiration of the appointment, if that appointment is for one or two years, and not later than one year prior to the expiration, if the appointment is for three or four years. If such notification is given less than six months or one year before the expiration of the appointment (depending on the length of the appointment) then the appointment will expire six months or one year from the date notification is given, again depending on the length of appointment. With the periodic advice of the chair, center director, or other designated faculty member, the evaluation of an Assistant Professor for promotion shall usually be done during their sixth year at that rank. If the sixth year is the last year of appointment and promotion is not approved, the faculty member may be reappointed for one year prior to discontinuation of the appointment. The maximum duration of appointment at this level shall be seven years. On occasion, as appropriate to the faculty member's activities and current or emerging programmatic and strategic needs, some faculty members not reappointed or promoted as an Academic Appointment may have their appointments changed to a different type of faculty appointment (e.g., a Research or Professional Appointment) or to a staff position (e.g., Senior Project Research Associate).