

# Guidelines on Which Academic Appointments Require Provost or Vice Provost for Academic Personnel Approval

Revised 08/17/23

Academic Affairs Manual (ACD) policies governing academic status, ranks, titles, and appointments: [ACD505-02](#), [ACD505-03](#)

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## **Recruitment / New Appointment Approval**

The following types of faculty and academic professional appointments require Provost or Vice Provost for Academic Personnel (VPAP) approval prior to initiating recruitment or appointment, and should either be included on each college's hiring plan submitted to the Provost for approval OR submitted to the VPAP for approval as an addition to the hiring plan after the original hiring plan is approved:

- Tenure-eligible faculty appointments
- Continuing appointment-eligible academic professional (AP) appointments
- Multi-Year (MY) and Rolling Multi-Year (RMY) faculty and AP appointments (regardless of the academic rank or title)
- Professors of Practice
- New year-to-year (YTY) faculty and AP appointments that are (1) 0.50 FTE or greater (benefits-eligible) AND (2) Provost funding is being requested (e.g., Provost Hiring Plan funding, Enrollment Growth funding, Spousal Hire funding, Southwest Borderland Initiative funding, LIFT Cluster Hire funding, NEI funding, etc.)
- Moving a current YTY academic employee from one academic title to another academic title to better align with the job responsibilities, and that includes a change in salary, requires Provost or VPAP approval but will not be included on the hiring plan

**New YTY faculty and AP appointments that are being funded internally by the hiring unit or college do not require Provost/VPAP approval and do not need to be included on the college's hiring plan.**

- Other examples of YTY appointments that do not require Provost/VPAP approval:
  - New lines funded by external grants or contracts
  - Temporary replacements of tenure-eligible faculty or continuing appointment-eligible APs due to sabbatical leaves or other types of leaves
  - Moving a current YTY academic employee from one academic title to another academic title at the same academic rank (assistant, associate or full) and does not include a change in salary

For informational purposes only, at the end of each academic year each college will be asked to provide a list of the total YTY hires made. It is expected that all YTY appointments are filled through open recruitment, and a waiver of recruitment would only be used under extraordinary circumstances.

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## **Applicant List and Offer Letter Approvals**

The following types of faculty and academic professional appointments require VPAP signature on the applicant list before any candidates are contacted for interview AND VPAP signature on the appointment offer letter:

- Tenure-eligible faculty appointments
- Continuing appointment-eligible academic professional (AP) appointments
- Multi-Year (MY) and Rolling Multi-Year (RMY) faculty and AP appointments (regardless of the academic rank or title)
- Professors of Practice
- Open-rank searches that includes the possibility of a hire in any category listed above.