

Guidance on Which Academic Appointments Require Provost's Office Approval

(faculty; academic professionals)

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

Appointment Approval

The following types of faculty and academic professional appointments require Provost's Office approval*, and should either be included on each college's hiring plan OR submitted for approval as an addition to the hiring plan:

Faculty Appointments

- Tenure-eligible / tenured faculty appointments
- Multi-Year (MY) and Rolling Multi-Year (RMY) faculty appointments (regardless of the academic rank or title)
- Professors of Practice
- New year-to-year (YTY) faculty appointments (e.g. lecturers, clinical faculty, research faculty, etc.) that are (1) full-time (benefits-eligible) AND (2) not funded by external grants or contracts
 - Examples of YTY appointments that require approval:
 - New additional lines (i.e. brand new line or replacing a vacant line with a different title)
 - Temporary replacements of vacant tenure-eligible/tenured lines when faculty has retired/resigned
 - Reclassifications (i.e. moving from one title to another title) due to new responsibilities or that come with a salary change**
 - Examples of YTY appointments that do not need approval:
 - Filling a vacant position (i.e. direct replacements/replacing a vacant line with the same title)
 - Temporary replacements of tenure-eligible/tenured lines while faculty is on sabbatical/leave
 - Reclassifications (i.e. moving from one title to another title) due to title correction AND has no salary change**

Academic Professional (AP) Appointments

- Probationary / continuing AP appointments
- Multi-Year (MY) and Rolling Multi-Year (RMY) AP appointments (regardless of the academic rank or title)
- New year-to-year (YTY) AP appointments that are (1) full-time (benefits-eligible) AND (2) not funded by external grants or contracts
 - Examples of YTY appointments that require approval:
 - New additional lines (i.e. brand new line or replacing a vacant line with a different title)
 - Temporary replacements of vacant continuing/probationary lines when academic professional has retired/resigned
 - Reclassifications (i.e. moving from one title to another title) due to new responsibilities or that come with a salary change**
 - Examples of YTY appointments that do not need approval:
 - Filling a vacant position (i.e. direct replacements/replacing a vacant line with the same title)
 - Temporary replacements of continuing/probationary lines while academic professional is on sabbatical/leave
 - Reclassifications (i.e. moving from one title to another title) due to title correction AND has no salary change**

Applicant List Approval and Vice Provost for Academic Personnel Co-Signature

The following types of faculty and academic professional appointments require Provost's Office approval on the applicant list before campus interview AND need the Vice Provost for Academic Personnel as a co-signer on the appointment letter***:

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- Professors of Practice

Academic Professional (AP) Appointments

- Probationary / continuing status AP appointments
 - Multi-Year (MY) and Rolling Multi-Year (RMY) AP appointments (regardless of the academic rank or title)
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*Please provide details on the position (title, specialization, type of search, salary, funding source, etc.) and a justification.

**This excludes fixed term promotions, as they are handled in a different process.

***A one-year appointment OR an appointment funded by external grants or contracts does not need to be co-signed by the Vice Provost for Academic Personnel UNLESS the appointment is a Professor of Practice appointment; Professor of Practice appointment offer letters always need the Vice Provost for Academic Personnel as a co-signer.

Please contact the Vice Provost for Academic Personnel if you have a question about which type of academic appointments require Provost's Office approval or signature.