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*Tenure Track*

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Instructions: Type in all information and submit with supporting documentation as described below.

<b>Action</b> <input type="checkbox"/> Appointment <input type="checkbox"/> Change of Assignment <input type="checkbox"/> Interim Appointment <input type="checkbox"/> Joint <input type="checkbox"/> Reappointment <input type="checkbox"/> Renewal		Date Prepared: _____	
Candidate's Name (last, first, m.i.): _____		U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary School/College/Division: _____		Primary Department/Program: _____	
Secondary School/College/Division: _____		Secondary Department/Program: _____	
Tertiary School/College/Division: _____		Tertiary Department/Program: _____	
Rank/Payroll Classification: _____		Tenured <input type="checkbox"/> Not tenure track <input type="checkbox"/> Tenure Track <input type="checkbox"/>	
Full-time Salary \$ _____ <input type="checkbox"/> 9-month <input type="checkbox"/> 12-month		Administrative Attachment \$ _____ <input type="checkbox"/> 9-month <input type="checkbox"/> 12-month	
Fractional Time % _____ Related Salary \$ _____		Reimbursement for Moving Expenses % to maximum of \$ _____	
WSU Employment History <input type="checkbox"/> None <input type="checkbox"/> Prior <input type="checkbox"/> Current		If prior or current employment at WSU, attach details.	
<b>Account/Position Information</b>		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Position Number	Index	Labor Distribution	Subsidy-condition
<b>Attach the following documents to this form in the order indicated, forward to dean/director. Dean/director forward to Provost Office or Personnel Processing.</b>			
<b>Appointment/Reappointment</b> <input type="checkbox"/> 1. This form <input type="checkbox"/> 9. Résumé <input type="checkbox"/> 2. Letter of offer <input type="checkbox"/> 10. OEO Hiring Plan form (when applicable) <input type="checkbox"/> 3. Employment agreement <input type="checkbox"/> 11. Moving Expense Approval (when applicable) <input type="checkbox"/> 4. Financial Responsibility Form <input type="checkbox"/> 12. Other (when applicable) <input type="checkbox"/> 5. Approved PAR <input type="checkbox"/> 6. Internal posting <input type="checkbox"/> 7. Written/Oral references <input type="checkbox"/> 8. Chair/Dean recommendation		<b>PROVOST OFFICE USE ONLY</b> <b>Budget</b> Current amount: _____ Top-up amount: _____ Total amount: _____ Initials/Date: _____	
<b>Renewal/Change of Assignment</b> <input type="checkbox"/> 1. This form <input type="checkbox"/> 3. Résumé <input type="checkbox"/> 2. Letter of offer		<b>Academic Personnel Appointment</b> PEAFACT status: _____ Clock begin date: _____	
<b>Interim Appointment</b> <input type="checkbox"/> 1. This form <input type="checkbox"/> 3. Employment agreement <input type="checkbox"/> 2. Letter of offer <input type="checkbox"/> 4. Résumé		<b>Renewal</b> Years on track: _____ As of: _____ Dates clock off: _____	
<b>Required Signatures</b>		FY authorization: _____ (tenure-track hires only) Initials/Date: _____	
Preparer/Date	Phone	Academic Personnel/Date	

## Tenure Code

Code	Description	Tenure Status
CS	Clock Stopped	On-Track
ES	Employment Security Status	Ineligible
ET	Employment Security System	Ineligible
FA	Fractional Track 25%	On-Track
FB	Fractional Track 50%	On-Track
FC	Fractional Tenure 9-mo. 25%	Tenured
FD	Fractional Tenure 9-mo. 50%	Tenured
FE	Fractional Tenure 12-mo. 25%	Tenured
FF	Fractional Tenure 12-mo. 50%	Tenured
FG	Fractional Tenure 9-mo. 75%	Tenured
FH	Fractional Tenure 12-mo. 75%	Tenured
IN	Ineligible	Ineligible
NT	Non-Tenured	Non-Tenured
OT	On Track	On-Track
PR	Preliminary	Non-Tenured
RC	Renewal Contract	Ineligible
T2	Tenured 12-month	Tenured
T9	Tenured 9-month	Tenured
VT	Visiting Faculty with Tenure	Ineligible
VN	Visiting Faculty Non-Tenured	Ineligible

## Explanation of Codes

CS (Clock Stopped) – To be used when there is a letter specifically indicating the Tenure Clock is to be stopped for the employee

IN (Ineligible) – Classifications not eligible for tenure (Instructor, Lecturer, Volunteer Faculty, and those that have (Clinical) or (Research) in the title

NT (Non-Tenured) – Classifications that are eligible for Tenure, but are on Subsidy Condition

OT (On Track) – Classifications that are on tenure-track but have not yet received Tenure

PR (Preliminary) - Preliminary status is used for faculty hired as full professor and/or with continuing tenure which requires Board of Governors approval

RC (Renewal Contract) – Academic Staff whose position is temporary in nature

VT – Visiting Faculty who holds tenure at their home institution

VN – Visiting Faculty who hold non tenured position at their home institution

# Financial Responsibility Form

School/College: \_\_\_\_\_ Department: \_\_\_\_\_

Candidate name: \_\_\_\_\_ Rank:  Instructor  Assistant  Associate  Professor

Effective date: \_\_\_\_\_ Tenure: Yes  No  Position number: \_\_\_\_\_

**RECRUITMENT FUNDING**

Minority funding: \_\_\_\_\_ % of actual costs up to maximum of \_\_\_\_\_

Faculty Recruitment funding: \_\_\_\_\_

Current budget value: \_\_\_\_\_

Recruitment funding: \_\_\_\_\_

Total salary: \$ \_\_\_\_\_

VPAA approval: \_\_\_\_\_

Laboratory: \_\_\_\_\_ % of actual costs up to maximum of \_\_\_\_\_

Personal: \_\_\_\_\_

Total cost: \$ \_\_\_\_\_

(Provost approval required over \$10,000)

TYPE OF EXPENSE	TOTAL COST	SOURCE OF FUNDING				COLLEGE OTHER	COLLEGE GENERAL FUND	DEPARTMENT OTHER	DEPARTMENT GENERAL FUND	BUDGET, PLANNING AND ANALYSIS
		GENERAL FUND	OTHER	GENERAL FUND	OTHER					
Salary: 9 or 12 month salary	-									
Salary: Special attachments	-									
Moving Expenses:	-									
Laboratory Set-Up: Equipment	-									
Year 1 (attach list)	-									
Year 2 (attach list)	-									
Year 3 (attach list)	-									
Personnel Support:	-									
Year 1 (attach list)	-									
Year 2 (attach list)	-									
Year 3 (attach list)	-									
Legal Expenses	-									
Renovation Costs	-									
Other (specify below)	-									
Year 1	-									
Year 2	-									
Year 3	-									
Subtotal Year 1	-									
Subtotal Year 2	-									
Subtotal Year 3	-									
<b>GRAND TOTAL</b>	-									

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

# WAYNE STATE UNIVERSITY

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## *University Policy*

### **ACADEMIC POLICIES**

00-2 Position Definitions and Terms of Appointment For Titles Held by Graduate Students and Postgraduate Trainees

01-2 Subdelegation of Authority for Academic Appointments and Reappointments

01-3 Part-Time Faculty and Instructional Assistants

02-1 English Language Requirement For Graduate Assistants

02-5 Standard Term Of Tenure For Faculty And Academic Staff Appointments

02-6 Re-Employment Of Persons Considered For And Denied Tenure

03-2 Position Descriptions And Terms Of Appointment For Non-Tenure-Track Faculty, Voluntary Faculty, And Assistant/Associate/Deputy Deans (Second Release)

03-4 Consulting By University Faculty And Research Personnel

03-4 Consulting By University Faculty And Research Personnel - Attachment A

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04-4 Private Support For Named Professorships, Scholarships, Academic And Educational Programs And Endowed Chairs

04-7 Approval of Educational Policies

05-2 Enrollment of Wayne State University Faculty in Wayne State University Graduate Programs

05-5 Policy for Establishing Workloads for Faculty

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# WAYNE STATE UNIVERSITY

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## *University Policy*

### **01-2 Subdelegation of Authority for Academic Appointments and Reappointments (Second Release)**

#### **1.0 Purpose**

- 1.1 The President has delegated to the Provost and Senior Vice President for Academic Affairs the authority to approve appointments of persons in positions that are covered by the WSU/AAUP-AFT Agreement, and in positions in other academic classifications in the Division of Academic Affairs, as provided in University Policy 1999-4, section 3.1.
- 1.2 University Policy 99-4, section 3.2, further authorizes the Provost and Senior vice President for Academic Affairs to subdelegate the approval of appointments.
- 1.3 The purpose of this University policy is to authorize the Provost to subdelegate to the deans, the Associate Vice President Academic Personnel the authority to approve appointments and reappointments for certain positions within their respective divisions or areas, subject to such limitations as are provided in this University Policy and by University Statutes

#### **2.0 Applicability**

- 2.1 This University Policy applies only to those appointments and reappointments that require formal letters of offer. It is not intended to apply to the appointment of part-time faculty. Appointment procedures for part-time faculty are described in other policy documents.

#### **3.0 Classifications and Actions Subject to Subdelegation**

- 3.1 The deans and vice presidents are authorized to approve appointments of full- and fractional-time nontenure-track faculty and academic staff, with the exception of nontenure-track full professors (see subsection 3.4). Refer to the list of subdelegated classifications in Appendix A.
- 3.2 The deans and vice presidents are authorized to approve reappointments of full- and fractional-time nontenure-track faculty (including nontenure-track full professors) , part-time faculty on term contracts and academic staff.
- 3.3 The Provost will retain the authority to approve all appointments and reappointments of academic staff and faculty on the tenure track including

instructors as well as appointments and reappointments to managerial positions in which the incumbent serves “at the pleasure of the President or his/her designee.”

- 3.4 The Provost will retain authority to approve all appointments of full professors, with the exception of visiting full professors and voluntary full professors (appointment of which is subdelegated to the deans and vice presidents).
- 3.5 The Provost will also retain authority to approve requests to post for all position vacancies (Form 1489).

#### **4.0 Limitations**

##### 4.1 Compliance with University Policies Orders and Statutes

Subdelegated appointment/reappointment approvals must comply with all existing University Policies, and Statutes, including specifically University Policy 99-5 (Position Posting), 01-1 (Recommendation for Term Appointment and Reappointment of Faculty and Academic Staff). All questions regarding compliance with and interpretations of University Policies should be addressed to the Office of the Provost prior to approval of personnel actions.

##### 4.2 Compliance with Budget Policy

Subdelegated appointment/reappointment approvals must comply with University budget management policy. No appointments or reappointments are to be authorized in cases where salary offers exceed stated line values (as reflected in the position control system). Appointments or reappointments with salary levels that exceed the stated line value must have prior approval from the Office of the Provost, and from the Budget Office in any case which requires an exception to the budget management rules. Further, subsidy-conditioned appointments and reappointments will continue to require prior budgetary approval from Sponsored Program Administration.

##### 4.3 Equal Opportunity Clearance

Subdelegated appointments also must be monitored by the Office of Equal Employment Opportunity, in accordance with current policy and procedure.

##### 4.4 Standard Letters of Offer

Letters of offer for subdelegated appointment/reappointment must use standard University-wide format and language, as provided in standard printed or computer-based letters to be developed, maintained, and distributed by the Office of the Provost. Any exception to standard language requires prior approval from the Office of the Provost.

### **5.0 Audit Procedures**

- 5.1 Subdelegated personnel paperwork will be monitored through an auditing procedure. In conjunction with the Office of the Provost, the Employment Services Center will conduct auditing. During the audit procedure, letters and pre-employment packets will be examined to confirm compliance with University Statutes, University Policies, budget policy, and other standard operating procedures. Deans and vice presidents will be informed of any problems or inconsistencies discovered during the audit procedure. Problems uncovered during the audits will be resolved through additional training programs or other remedies deemed appropriate by the Provost and Senior Vice President for Academic Affairs.

### **6.0 Revocation of Subdelegation for Specific Units**

- 6.1 Subdelegation of authority for approval of personnel actions as provided for under the terms of this University Policy may be revoked by the Provost for a specific unit or units without reissuance of a new University Policy.

### **7.0 Duration**

- 7.1 This University Policy is revocable by the president at any time and without notice.
- 7.2 This University Policy supersedes University Policy 01-02, First Release

### **8.0 Effective Date**

- 8.1 This university policy is effective upon issuance.

Signed by President Irvin D. Reid October 19, 2007.

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*01-2 Subdelegation of Authority for Academic Appointments and Reappointments*

*Appendix A*

List of Subdelegated Classifications

Persons in the following payroll classifications are nontenure-track and authority for their appointments/renewals will be subdelegated to the deans/vice presidents:

Faculty (Clinical)<sup>1</sup>

Instructor (Clinical)  
Assistant Professor (Clinical)  
Associate Professor (Clinical)  
Professor (Clinical)—renewals only

Faculty (Research)

Instructor (Research)  
Assistant Professor (Research)  
Associate Professor (Research)  
Professor (Research)—renewals only

Lecturer<sup>2</sup>

Senior Lecturer<sup>2</sup>

Visiting Faculty

Visiting Instructor  
Visiting Assistant Professor  
Visiting Associate Professor  
Visiting Professor

Voluntary Faculty

Adjunct  
Clinical  
Full-Time Affiliate  
Part-time Faculty

Research Assistant

Research Associate

Research Scientist

Senior Research Scientist

Academic Staff Managerial Positions

Associate Chair (renewals only)

Assistant Chair (renewals only)

Associate Director (Academic) (renewals only)

Assistant Director (Academic) (renewals only)

In addition, any faculty or academic staff members whose appointments/renewals are conditioned on subsidy, or are fractional-time,<sup>3</sup> are considered to be nontenure-track and their appointments/renewals also will be subdelegated to the deans/vice presidents. This subdelegation includes:

Subsidy-conditioned and/or Fractional-time Instructor

Subsidy-conditioned and/or Fractional-time Assistant Professor

Subsidy-conditioned and/or Fractional-time Associate Professor

Subsidy-conditioned and/or Fractional-time Academic Staff

Subsidy-conditioned and/or Fractional-time Professor—renewals only

The Provost's approval will be required to change the terms of an appointment/renewal from nontenure track to tenure track, or vice versa.

Not included in the subdelegation listing are:

Tenure-track Assistant Professor

Tenure-track (or Tenured) Associate Professor

Tenure-track (or Tenured) Professor

Tenure-track Academic Staff

Subsidy-conditioned/Fractional-time Professor—appointment only

Instructor (nonsubsidy and full-time)

Professor (Research)—appointment only

Professor (Clinical)—appointment only

<sup>1</sup>Limited to those schools/colleges specified in the AAUP-AFT contract.

<sup>2</sup>One-year renewals after three years of service require the approval of the Provost, as specified in the AAUP-AFT contract.

<sup>3</sup>Except as provided under the AAUP-AFT contract.

August 19, 2002

Professor Susan P. Fino  
Chief Negotiator  
Wayne State University Chapter AAUP-AFT  
5440 Cass Avenue  
Detroit, MI 48202

REFERENCE: Faculty Classification Limitations

Dear Professor Fino:

It is agreed that during the life of this Agreement the classification of faculty (clinical) will be used for wholly clinical faculty positions in clinical departments in the Eugene Applebaum College of Pharmacy and Health Sciences and the School of Medicine; the clinical programs of the College of Nursing; the College of Education; the Law School; the Department of Audiology and Speech-Language Pathology, the Department of Nutrition and Food Science, and the Department of Psychology in the College of Science; and in the School of Social Work. The number of faculty (clinical) positions in the College of Education shall be limited to ten positions, the Law School to three positions, the Department of Audiology and Speech-Language Pathology to four positions, the Department of Nutrition and Food Science to two positions, the Department of Psychology to two positions, and the School of Social Work to four positions.

The unit personnel committee shall be consulted prior to the appointment of faculty (clinical) positions in the College of Education, the Law School, the College of Science, and the School of Social Work.

It is further agreed that the classification of faculty (research) may be used in research centers/institutes, any academic units of the University.

Sincerely yours,

John P. Oliver  
Deputy Provost

# WAYNE STATE UNIVERSITY

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## *University Policy*

### **03-2 Position Descriptions And Terms Of Appointment For Non-Tenure-Track Faculty, Voluntary Faculty, And Assistant/Associate/Deputy Deans (Second Release)**

#### **1.0 Purpose**

- 1.1 It is the purpose of this University Policy to provide standard position descriptions and terms of appointment for Non-tenure track faculty; voluntary faculty; and assistant, associate and deputy deans.
- 1.2 It is also the purpose of this University Policy to provide standard procedures in the appointment and continued assignment of voluntary faculty, and to assure fair and consistent practices in the selection and review of voluntary faculty in a manner consonant with the mission of the University.

#### **2.0 Appointment Type and Benefits**

- 2.1 Faculty employed at one hundred percent time (1.00 FTE) are considered to hold full-time appointments and receive full benefits. Faculty employed less than one hundred percent time (1.00 FTE) are considered to hold fractional-time appointments.
- 2.2 Faculty holding appointments at fifty percent (.50 FTE) or more time but less than one hundred percent time (1.00 FTE) are eligible to receive all benefits provided for fractional-time employees by University policy.
- 2.3 Faculty holding appointments at less than fifty percent time (.50 FTE) are not eligible to receive benefits, except that they may participate in the University retirement program without the University making a contribution.

#### **3.0 Non-tenure Track Faculty**

Non-tenure track faculty classifications include (but are not limited to) lecturer, senior lecturer, faculty (research), faculty (clinical), academic staff, visiting faculty, and honorary faculty. In addition, fractional-time faculty classifications are normally non-tenure track. In rare and unusual circumstances a fractional-time faculty or academic-staff member may be granted and hold fractional-time tenure. (See subsection 2.0 for definition of fractional-time faculty)

- 3.1 Instructor

3.1.1 Instructor is a full- or fractional-time non-tenure track classification when used in cases where the doctorate required for a posted tenure-track position has not been completed by the beginning of the initial appointment.

3.1.2 The period of service for an instructor is limited to two years, during which the instructor is completing the doctoral degree.

3.1.3 The initial term of appointment for an instructor shall be for a period of no more than twelve months. A renewal appointment of no more than twelve months may be granted where good progress toward the doctorate is being made.

3.1.4 The instructor must hold a master's degree.

### 3.2 Lecturer

3.2.1 Lecturer is a full- or fractional-time non-tenure track classification.

3.2.2 The period of service for a lecturer is limited to three years of full-time service after which the position must be reposted.

3.2.3 The initial term appointment for a lecturer shall be for a period of no more than twelve months. The duration of reappointments shall be determined in accordance with the current contract with the AAUP-AFT.

3.2.4 A lecturer must hold a master's degree, and should be working towards the doctorate (or other appropriate terminal degree).

3.2.5 Lecturer duties center primarily on undergraduate teaching. Curriculum development, scholarship and service activities may be assigned as appropriate.

### 3.3 Senior Lecturer

3.3.1 Senior lecturer is a full or fractional-time non-tenure track classification.

3.3.2 The total period of service for a senior lecturer is limited to three consecutive years of full-time service after which the position must be reposted as above.

3.3.3 The initial term appointment for a senior lecturer shall be for a period of no more than twelve months. The duration of reappointments shall be determined in accordance with the current contract with the AAUP-AFT.

3.3.4 A senior lecturer must hold the doctorate (or other appropriate terminal degree), or have equivalent experience and/or national/international recognition in his/her field.

3.3.5 A senior lecturer must have prior experience teaching at the college or university level, or comparable experience in his/her field.

3.3.6 Senior lecturer duties center primarily on undergraduate and graduate teaching. Curriculum development and service may be assigned as appropriate. Research is optional.

#### **4.0 Research Faculty**

Faculty (research) titles include instructor (research), assistant professor (research), associate professor (research), and professor (research).

- 4.1 Faculty (research) is a full or fractional-time non-tenure track classification.
- 4.2 Terms of appointment for faculty (research) should not be less than two-years duration, with five years being the maximum duration for any single appointment period. Renewals of appointment are permissible contingent upon performance and the availability of funds.
- 4.3 Educational qualifications for faculty (research) are comparable to regular faculty of equal rank.
- 4.4 Faculty (research) positions are intended for individuals who are appropriately qualified to begin or support an independent research program; that is, such positions are not intended to serve as post-doctoral traineeships (or as equivalent training experiences past the doctorate if post-doctoral work is not available generally for persons in a given discipline).
- 4.5 Faculty (research) duties center primarily on research, publication and proposal writing or, in the arts, creative performance or education. Such faculty may be involved in incidental teaching.
- 4.6 The intent of this classification is to provide a means for highly qualified researchers to conduct research and, if appropriate, engage in a nominal amount of teaching. It is not the intent of this classification to provide an alternate entrée to the tenure track. Individuals who hold this classification remain eligible, however, to apply for posted tenure-track faculty positions.

#### **5.0 Faculty (Clinical)**

Faculty (clinical) titles include instructor (clinical), assistant professor (clinical), associate professor (clinical), and professor (clinical).

Faculty (clinical) is a full or fractional-time non-tenure track classification.

- 5.1 Faculty (clinical) appointments are limited to wholly clinical faculty positions in clinical departments of the School of Medicine, College of Nursing, Eugene Applebaum College of Pharmacy and Health Sciences,

and in other academic units that may be agreed to in the WSU/AAUP-AFT Agreement.

- 5.2 Terms of appointment for faculty (clinical) should not be less than two years in duration, with five years being the maximum duration for any single appointment period. Renewals of appointment are permissible contingent upon performance and the availability of funds.
- 5.3 Educational qualifications for faculty (clinical) are comparable to those of regular faculty of equal rank.
- 5.4 Faculty (clinical) duties center primarily on clinical activity and teaching in a clinical setting. Research is also required, but considered a secondary priority.

### **6.0 Visiting Faculty**

Visiting faculty titles include visiting lecturer, visiting senior lecturer, visiting instructor, visiting assistant professor, visiting associate professor, and visiting professor.

- 6.1 Visiting faculty is a full or fractional-time non-tenure track classification.
- 6.2 The total period of service for visiting faculty is limited to three consecutive one-year appointments of full-time service.
- 6.3 The duration of any given term appointment for visiting faculty is limited to one year, except with the approval of the Provost and Senior Vice President of Academic Affairs.
- 6.4 Candidates for visiting faculty positions must have a home base institution, or hold non-resident alien status. Exceptions to this rule require the approval of the Provost and Senior Vice President of Academic Affairs.
- 6.5 Educational qualifications for visiting faculty generally are comparable to regular faculty of equal rank, but may reflect the accomplishment of the individual within the profession for those persons lacking the usual academic credentials, (e.g., visual or performing arts).
- 6.6 Visiting faculty duties are comparable generally to those of regular faculty of equal rank (i.e. teaching and scholarship are expected and required, while service is optional).

### **7.0 Honorary Faculty**

Honorary faculty titles include distinguished professor, distinguished service professor, university professor, and Hilberry university professor. It should be noted that, while honorary faculty titles are non-tenure-track, individuals with such honorary titles may also hold an additional faculty appointment (e.g., at the rank of associate or full professor) which is tenured.

- 7.1 Honorary faculty is a full or fractional-time non-tenure track classification.
- 7.2 Honorary faculty titles are conferred by the Board of Governors upon the recommendation of the President.
- 7.3 Honorary faculty titles are conferred for a continuing period, for a specified term of years, or at the pleasure of the appointing body or officer. Continued service in or reappointment to an honorary faculty position may be subject to periodic review pursuant to the terms of the appointment.

## **8.0 Voluntary Faculty**

Voluntary faculty classifications include adjunct faculty, clinical faculty, and faculty full-time affiliate (FTA).

- 8.1 Voluntary faculty support the University's basic mission of teaching, scholarship, and service without salary or other financial compensation.
- 8.2 Educational qualifications for voluntary faculty generally are comparable to regular faculty of equal rank (e.g., voluntary assistant professors must hold a doctorate or other appropriate terminal degree or equivalent.)
- 8.3 Voluntary faculty will generally receive continuing appointments and serve at the pleasure of the President or his/her designee. Continued assignment is contingent upon favorable outcome of biennial evaluations.
- 8.4 Hiring of Voluntary faculty
  - 8.4.1 Public Notice of Position Availability. Academic units should seek to increase the representation of qualified minorities and women within the voluntary faculty ranks in support of the University's affirmative action goals. To expand the pool of potential minority and women candidates, units should provide notice of the availability of voluntary faculty positions to appropriate institutions, associations, and the community in general at least once annually. Such notice should be communicated through internal, local and regional advertising; through written contact with regional professional organizations; and through announcements in publications of special interest to minorities and women. The pool of potential voluntary faculty should be reconstituted annually from the responses to these public notices and announcements.
  - 8.4.2 Exceptions. In certain departments where voluntary faculty are appointed primarily because they hold specialized positions in external organizations (e.g., hospitals, clinics, laboratories), the chair and dean may request that the Provost and Senior Vice President for Academic Affairs make an exception to the public notice requirement as specified in subsection 1 above.



- 8.4.3 Appointments of voluntary faculty are made upon the written recommendation of the department chair, with approval from the dean of the school/college or chief academic officer of the division.
- 8.4.4 Letters of Recommendation: Requests for initial appointment of voluntary faculty shall be accompanied by letters of recommendation from external sources.
- 8.4.5 Curriculum Vitae: Request for appointment of voluntary faculty shall also be accompanied by a signed and dated curriculum vitae which furnishes evidence of the candidate's ability to contribute (in the case of appointments), or of actual contributions (in the case of subsequent evaluations), to the academic mission of the University.
- 8.4.6 Letters of Offer: Standard printed or computer-based letters of offer, with language developed and maintained by the Provost and Senior Vice President for Academic Affairs, shall be used for appointment of voluntary faculty. Any changes in standard letter language and/or format shall require prior approval from the Provost and Senior Vice President for Academic Affairs. Standard letters shall include a means for inserting a description of the specific duties and responsibilities of voluntary faculty.
- 8.4.7 Term of Appointment: voluntary faculty generally will receive continuing appointments subject to biennial performance evaluation.
- 8.4.8 Performance Evaluation: voluntary faculty shall be evaluated every second year during the winter term if continuation is being contemplated. The written evaluation by the department chair shall specifically address the voluntary faculty member's performance in those areas of responsibility specified in the letter of offer.

## **9.0 Adjunct Faculty**

- 9.1 Adjunct faculty titles include adjunct instructor, adjunct assistant professor, adjunct associate professor and adjunct professor.

## **10.0 Faculty Full-time Affiliate**

- 10.1 Faculty full-time affiliate titles include instructor FTA, assistant professor FTA, associate professor FTA, professor FTA, instructor (clinical) FTA, assistant professor (clinical) FTA, associate professor (clinical) FTA, professor (clinical) FTA, instructor (research) FTA, assistant professor (research) FTA, associate professor (research) FTA, and professor (research) FTA.

## **11.0 Assistant, Associate and Deputy Deans**

11.1 Term of Appointment: Terms of appointment for assistant, associate, and deputy deans shall be determined by the dean of the school/college.

11.2 Restriction on Titles: Apart from the classifications defined in this University Policy, no other titles that bear the term “dean” (with the exception of assistant to the dean) may be created or offered to candidates without prior approval of the Provost and Senior Vice President for Academic Affairs.

### 11.3 Assistant Dean

11.3.1 Assistant Deans hold full- or part-time appointments and typically provide academic support to a dean, deputy dean or associate dean.

11.3.2 Candidates for posts associated primarily with support of student services should hold appropriate graduate or professional degrees.

11.3.3 Candidates for posts not primarily associated with support of student services must hold faculty rank and tenure in a WSU school/college. Exceptions to this provision may be granted by the Provost for special circumstances.

### 11.4 Associate Dean

11.4.1 Associate Deans hold full- or part-time appointments and are responsible for a functional area within a school/college, and the performance of executive duties following the dean’s delegation. Examples of functional areas that may be within the responsibilities assigned to an associate dean include the review of credentials for academic appointment, promotion and/or tenure; the review of courses or degree programs, or the review of scholarly activities.

11.4.2 Candidates to this post must hold faculty rank and tenure in a WSU school/college.

### 11.5 Deputy Dean

11.5.1 Deputy deans hold full-time appointment and may exercise considerable executive authority following the dean’s delegation.

11.5.2 Use of this title is restricted to special circumstances of an organizational nature and requires prior approval by the Provost and Senior Vice President for Academic Affairs. The title deputy dean should be used only when department chairs, directors, or other heads of academic units report directly to the deputy dean for ordinary operating purposes.

11.5.3 Candidates to this post must hold faculty rank and tenure in a WSU school/college.

### **12.0 Appointment and Reappointment of Non-tenure Track Faculty**

Policy and procedures for the appointment and reappointment of non-tenure-track faculty are contained in University Policy 01-1.

### **13.0 Duration**

13.1 This delegation is revocable by the President at any time and without notice.

13.2 This University Policy supersedes University Policy 03-02 First Release.

### **14.0 Effective Date**

14.1 This University Policy is effective upon issuance.

Signed by President Irvin D. Reid November 1, 2006.

(c) Wayne State University, 2010

January 31, 2013

Professor Anca Vlasopolos  
Chief Negotiator  
Wayne State University Chapter  
AAUP-AFT, Local 6075  
5057 Woodward Avenue, Suite 3301  
Detroit, Michigan 48202

Re: Term Appointments

Dear Professor Vlasopolos:

It is agreed that bargaining-unit members on term appointments other than those on the tenure-track or ESS-track or clinical faculty in the School of Medicine, who have served at WSU for at least seven (7) years, will be given renewal contracts of at least two (2) years. The University may cancel these multi-year contracts after one year for financial reasons following the non-renewal provisions in Article XX.D.2, paragraphs 2 and 3. The financial reasons proffered by the Administration must be reviewed and approved by the President.

Clinical faculty in the School of Medicine may receive multi-year contracts at the discretion of the Chair and with the approval from the Dean.

Sincerely yours,

Margaret E. Winters  
Associate Provost  
for Academic Personnel

# WAYNE STATE UNIVERSITY

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## *University Policy*

### **02-5 Standard Term Of Tenure For Faculty And Academic Staff Appointments**

#### **1.0 Purpose**

- 1.1 It is the purpose of this University Policy to establish the standard contractual year for tenured faculty and academic staff members. The contractual year is based on a University academic year consisting of Fall and Winter semesters, as defined by the University and published each year in the Wayne State University Directory or the Schedule of Classes.

#### **2.0 Contractual Year – Faculty**

- 2.1 This University obligation with regard to faculty with tenure will be for the above-defined academic year of nine months.
- 2.2 Twelve-month appointments may be made on the general fund or otherwise; however, the guarantee of general fund support that is necessary to meet the University's tenure commitment will not exceed nine months.
- 2.3 Under special circumstances the president may recommend exceptions to this policy.

#### **3.0 Contractual Year – Academic Staff**

- 3.1 The University obligation with regard academic staff with tenure will be either for the above-defined academic year of nine months or twelve months.
- 3.2 The tenure obligation will be determined at the time of initial appointment on the tenure track.

#### **4.0 Duration**

- 4.1 This policy is revocable at any time at the discretion of the president and without notice.

#### **5.0 Effective Date**

- 5.1 This University Policy is revocable effective upon issuance.
- 5.2 Executive Order 84-12 and 94-5 are hereby revoked.

Signed by President Irvin D. Reid December 19, 2002

(c) Wayne State University, 2010

# WAYNE STATE UNIVERSITY

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## *University Policy*

### **02-6 Re-Employment Of Persons Considered For And Denied Tenure**

#### **1.0 Policy**

- 1.1 Following the expiration of his/her last term contract, no person whose formal application for tenure or, as to academic staff, application for continuing service, has been considered by faculty committees and/or academic administrators, and who has failed to receive tenure or continuing service, shall be re-employed in the University in any academic classification except as provided below.

#### **2.0 Exceptions**

- 2.1 This policy does not prohibit the appointment of such persons to adjunct (voluntary) positions.
- 2.2 Exceptions may be made by the provost to allow persons to continue to be employed in externally funded research and service activities in which they were engaged at the time they were considered and rejected for tenure. Such persons may, after passing the deadline for non re-employment under this policy, be employed under this exception only if their compensation is derived completely from external funding sources. Persons employed under this exception shall not be further re-employed beyond the expiration of the specific grant or contract on which they were working at the time of their consideration and rejection for tenure. Similarly, persons may be employed under this exception for the duration of a grant that was under review by an external agency or foundation at the time of their consideration and rejection for tenure, provided that the grant was funded before their final contract expires and permission for this exception has been granted by the provost following notification of the funding of the grant.
- 2.3 An exception may be made by the provost to this policy to allow employment, on term contract, of a person for summer session teaching in the summer immediately following the expiration of his/her final year of service. This exception is intended to assist such persons in their transition to other academic employment in the next year, and to support the summer teaching programs of academic units, as may be necessary. Such exceptions are subject to prior approval by the provost.

**3.0 Application**

- 3.1 This policy shall apply to all persons previously considered and rejected for tenure (who are not now still on the tenure track) as well as those who shall be considered and rejected in the future.

**4.0 Duration**

- 4.1 This delegation is revocable by the president at any time and without notice.

**5.0 Effective Date**

- 5.1 This Executive Order is effective upon issuance.
- 5.2 Executive Order 84-10 is hereby revoked, effective immediately.

Signed by President Irvin D. Reid December 19, 2002

(c) Wayne State University, 2010