

ROCKY MOUNTAIN COLLEGE

FACULTY POLICY

SECTION: Faculty

NUMBER: F-001-01-0003

SUBJECT: Hiring and Appointments

DATE: 4/2009

I. POLICY

A. Searches for New Faculty

1. In order to attract the best tenured or tenurable faculty members, national searches will be conducted for candidates to fill each vacancy or new position. Vacancies will be advertised in journals and other listings that are most likely to be read by potential applicants in the fields where the vacancies occur.

2. If the search committee determines that the vacancy has occurred too late in the academic year, the position may be filled without conducting a national search. In such cases, a one-year contract will be offered with the understanding that a national search will take place the following year.

3. The search for adjunct faculty will include consultation with full-time faculty teaching in the most closely related fields and does not require a national search.

B. The academic vice president will appoint a search committee for each position consisting of a minimum of five individuals. The committee will include, at a minimum, all tenured or tenurable faculty in the academic program of the appointment (excepting the faculty member being replaced), one tenured member of the personnel policies committee or the evaluation committee, and one tenured faculty member from another academic program. One individual may fulfill more than one committee role. The chair of the search committee shall be elected by the members.

C. The search committee, in consultation with the academic vice president, will establish the desired qualifications for the candidates before the description of the vacant position is written.

D. The director of human resources will coordinate the advertising of new positions, process application materials, and check the credentials of final candidates.

E. Conditions for employment that arise from negotiations will be put in writing, placed in the appointee's personnel file, and be included in the appointee's contracts. Conditions agreed upon at the time of hire that may affect future tenure and/or promotion decisions will be forwarded to the faculty evaluation committee and a copy placed in the faculty member's evaluation file.

F. Outside-Funded or Endowed Chairs

1. General Policies

a. Faculty input (e.g., from faculty teaching in the areas most closely related to the proposed chair) will be sought by the president and/or the academic vice president at the earliest appropriate stages of discussion. Faculty discussion with donors will be encouraged.

b. Outside-funded faculty positions will function consistent with existing policy.

G. Appointments

1. Faculty are hired into one of three classes: tenured, tenurable, and non-tenurable. Each initial faculty contract will indicate the class to which the faculty member has been appointed.

2. The director of human resources will be consulted about any contractual addenda before the contract is signed. The approved addenda will be filed with the contract in the employee's personnel file. Approved addenda affecting future tenure and/or promotion decisions will be forwarded to the faculty evaluation committee and a copy placed in the faculty member's evaluation file.

3. Under exceptional circumstances, an individual may be hired with tenure (See F-001-01-0007).

4. Appointments to tenurable positions:

a. Contracts will state the maximum length of the probationary period before the tenure decision and the expected date of termination of that period. The probationary period in no case extends beyond seven years of full-time teaching at the College.

b. If an individual comes to a position with acceptable teaching experience at the college level or the equivalent, the probationary period may be reduced accordingly. The probationary period may be reduced by a maximum of three years.

5. Appointments to Non-Tenable Positions

a. Appointments to non-tenurable positions include all appointments to the faculty other than tenured and tenurable appointments.

b. Visiting appointments are temporary and full-time.

c. Adjunct appointments are temporary and part-time.

i. Adjunct faculty are appointed to teach regular courses or to teach specialty courses that are not needed on a permanent basis.

II. REVIEW AND RESPONSIBILITIES

Responsible parties: Faculty

Review: Bi-annually on or before May 31st

III. APPROVALS

Approved:

Faculty Chair _____
Date: _____

Approved:

Chair, Board of Trustees _____
Date: _____