

NUMBER: ACAF 1.07  
SECTION: Academic Affairs

SUBJECT: Appointment of **Tenure Track** Faculty with Terminal Degree, and  
**Tenure Track Appointment Dates**

DATE: February 25, 1997

LATEST REVISION: August 25, 2004

Policy for: All Campuses  
Procedure for: All Campuses  
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Issued by: Provost's Office

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### I. Policy

Individuals appointed to a tenure track faculty position must have obtained a terminal academic degree appropriate to the field (normally a doctorate). When authorized by the provost, exceptions may be appropriate in certain professional fields for candidates with the clear equivalent in professional experience, or in unusual market situations.

**Tenure track faculty will normally begin employment at the University on either January 1 or August 16. All new faculty not beginning employment on January 1 or August 16, regardless of basis or hiring date, can be assigned official tenure track status only on January 1 or August 16, whichever is the next date following the faculty member's hiring date.**

### II. Procedure

Deans will ensure that all individuals appointed to tenure track positions will have obtained an appropriate terminal academic degree. Requests for exceptions to this policy will be forwarded through appropriate administrative channels to the provost for consideration before an offer is made to the candidate. The request will include an A-2 form, the resume of the candidate, and a letter from the dean explaining why an exception should be made to the policy.

**Deans will also ensure that the appropriate date is specified in the individual's appointment letter regarding when his/her appointment to official tenure track status will begin.**

### III. Reason for Revision

**To clarify the starting dates of tenure track appointments.**