

NUMBER: RCAM 1.03

SECTION: Regional Campuses and Continuing Education

SUBJECT: Regional Campuses--Academic Employment

DATE: September 30, 2005

Policy for: Regional Campuses

Procedure for: Regional Campuses

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I. Policy

The University has established procedures (outlined below) for hiring faculty at Regional Campuses.

II. Procedure

- A. When the Vice Provost and Executive Dean for Regional Campuses and Continuing Education and the Dean of the Regional Campus establish that a vacancy exists, via the RC-1 form (and the Provost in the case of tenure track positions), the position will be advertised in accordance with Affirmative Action and University regulations.
- B. Candidates responding to a specific vacancy or interested in working at a particular campus should contact that campus directly.
- C. The campus will form a faculty search committee to make unranked recommendations to the Dean of the Regional Campus.
- D. Once the Dean selects a candidate, the Vice Provost and Executive Dean (and the Provost and the President in case of full professorial or tenured appointments) must approve the offer of appointment via the RC-2 form. The following should be included with the RC-2: resume, graduate and undergraduate transcripts, three letters of recommendation and a completed Academic Personal Information form (API).
- E. Upon receiving approval(s), the Dean of the Regional Campus will make an official offer. This letter will include specific terms of employment (i.e., tenure/non-tenure track, basis, any special conditions) and a reference web address for the electronic version of the Regional Campuses Faculty Manual so that the candidate will understand fully the terms of

employment and University regulations.

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