

Guidelines for Procedures for Instructional, Research, and Clinical Faculty Appointments

Background: In response to changes in Regent and System-level policy, campus policy now requires each school, college and library develop a written document that describes the standards and processes for appointment, reappointment, and promotion of Instructional, Research, and Clinical (IRC) faculty members (effective 7/1/20).

Campus Administrative Policy 1019 establishes minimum requirements for school/college/library procedures and identifies the faculty titles subject to the policy. If your unit has already developed procedures for some titles (e.g. Clinical Teaching Track) but not all, you can add titles to create one comprehensive document for all IRC faculty or create separate documents for other faculty categories. Finally, procedures can be developed at the department level when most appropriate.

A school/college/library/department document does *not* need to include procedures for IRC faculty titles that are not used by that school/college/library/departments.

Guidelines for Developing IRC Procedures

For each faculty title, include:

- Appointment Procedures
 - Search/job posting procedures
 - Search committee requirements
 - Procedures for reviewing candidates and issuing recommendations
 - Identification of the appointing authority
- Evaluation and Promotion Standards and Procedures
 - Procedures for annual merit evaluations and determination of annual performance ratings
 - Standards or expectations for promotion, including any requirements for years in rank. A detailed list of evaluation criteria is not required where broader standards may be more appropriate.
- Continuation/Renewal/Reappointment
 - Standards or expectations for continuation of appointments
 - Procedures and timelines for notification
- Appeal procedures for a negative decision on reappointment or promotion
- Requirements related to multi-year contracts
- Requirements related to differentiated workloads to address professional development

Relevant Campus Policies

- 1019: Instructional, Research, And Clinical Faculty Appointments
- [1002: Hiring Process for Full-Time Faculty](#)
- [1026: Evaluating Qualifications of Instructional Faculty](#)
- [1028: Non-Tenure Track Faculty Performance Review](#)
- [1029: Standards for Notice of Non-Renewal for Faculty Other Than Those with Tenured or at-will Appointments](#)
- [1027: Multi-Year Contracts for Instructional, Research, and Clinical Faculty with Teaching Responsibilities or Librarian Appointments](#)
- [1012: Differentiated Annual Workloads](#)