GUIDANCE ON WHICH FACULTY/ACADEMIC PROFESSIONAL APPOINTMENTS REQUIRE PROVOST’S OFFICE APPROVAL

1) The following types of faculty and academic professional appointments require Provost’s Office approval, and should either be included on each college’s hiring plan OR submitted for approval as an addition to the hiring plan:

Faculty Appointments
- Tenure-eligible / tenured faculty appointments
- Multi-Year (MY) and Rolling Multi-Year (RMY) faculty appointments (regardless of the academic rank or title)
- Professors of Practice
- New (not replacement) year-to-year faculty appointments (e.g. lecturers, clinical faculty, research faculty) that are (1) full-time (benefits-eligible) AND (2) not funded by external grants or contracts

Academic Professional (AP) Appointments
- Continuing status-eligible / continuing status AP appointments
- Multi-Year (MY) and Rolling Multi-Year (RMY) AP appointments (regardless of the academic rank or title)
- New (not replacement) year-to-year AP appointments that are (1) full-time (benefits-eligible) AND not funded by external grants or contracts

2) The following types of faculty and academic professional appointments need the Vice Provost for Academic Personnel as a co-signer on the appointment letter*:

Faculty Appointments
- Tenure-eligible / tenured faculty appointments
- Multi-Year (MY) and Rolling Multi-Year (RMY) faculty appointments (regardless of the academic rank or title)
- Professors of Practice

Academic Professional (AP) Appointments
- Continuing status-eligible / continuing status AP appointments
- Multi-Year (MY) and Rolling Multi-Year (RMY) AP appointments (regardless of the academic rank or title)

* A one-year appointment OR an appointment funded by external grants or contracts does not need to be co-signed by the Vice Provost for Academic Personnel UNLESS the appointment is a Professor of Practice appointment; Professor of Practice appointment offer letters always need the Vice Provost for Academic Personnel as a co-signer.
Please contact the Vice Provost for Academic Personnel if you have a question about which type of academic appointments require Provost’s Office approval or signature.