2502 Appointment of Faculty

Effective Date: 7/1/2024 | Last Reviewed: 7/1/2024 | Old Policy Number: A9.2

All appointments to the faculty shall be made by the President after consultation with the appropriate administrative officer. Without prejudice to the Equal Opportunity Policy, and to the preferential consideration extended to members of the sponsoring religious body, the Congregation of Holy Cross, as articulated in that same policy based on the Statement of Principles signed on June 1, 1989.

The need to engage a new faculty member shall be judged by the Vice President for Academic Affairs in consultation with the appropriate Dean and relevant Department Chairperson or Program Director.

Ordinarily, the decision to hire a new member will be based on one of the following considerations:

1. The need to replace a present member of the Faculty.
2. A notable expansion of a Department's or Program's number of majors and/or minors.
3. A notable expansion in Department's or Program's contribution to the General Education Program.
4. The opportunity to support new or existing interdisciplinary programs or collegewide strategic objectives.
5. The introduction of new Departments or Programs.

Departures of faculty from specific Departments or Programs do not in and of themselves demonstrate a need to replace them in those Departments or Programs. In assessing need, the appropriate Dean works with Department Chairpersons or Program Directors to make a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs reviews this request considering the overall needs of the Academic Affairs Division. If a need is confirmed and funding is available, the Vice President for Academic Affairs then recommends to the President that a search be authorized.

Once the decision to engage a new faculty member is made, the academic department determines the desired qualifications and expertise of the potential candidates, reviews candidates' academic credentials, selects the finalists to be brought to the College for interviews, and recommends to the academic administration the candidates qualified for the position. The administration reviews the academic credentials of the finalists, participates in the interviewing process, and gives the department feedback regarding College-wide needs and the degree to which candidates meet those needs. The President receives the recommendation of the Vice President for Academic Affairs and makes the appointment. Ordinarily, the Dean offers the candidate the position.

At the time of appointment, all faculty shall be given the rank of Professor of Practice, Visiting Professor, Instructor, Assistant Professor, Associate Professor or Professor, depending on academic preparation and experience. Appointments shall be of the following types:

Tenure-Track :
Made with a person who devotes full time to duties at the College on a continuing basis. Ordinarily persons receiving tenure-track appointments must hold a terminal degree in their

field. These appointments, at the ranks of Assistant Professor, Associate Professor and Professor, are made by the President upon the recommendation of the Vice President for Academic Affairs. This recommendation is the culmination of a collaborative search process involving the academic department, the Human Resources Department, the appropriate Dean, and the Vice President for Academic Affairs.

Professor of Practice:
Made with a person who devotes full time to duties at the College without the obligation to reappoint. Such appointments and the nature of the responsibilities shall be made by the President, upon the recommendation of the Vice President for Academic Affairs after consultation with the appropriate Dean and relevant Department Chairpersons or Program Directors.

Visiting Professor:
Made with a person who devotes full-time duties at the College for a term of one year, without the obligation to reappoint. Such appointments and the nature of the responsibilities shall be made by the President, upon the recommendation of the Vice President for Academic Affairs after consultation with the appropriate Dean and relevant Department Chairpersons or Program Directors. Such appointments may be continued for one additional year, but do not lead to tenure or obligation to reappoint.

Instructors:
Made with a person who normally teaches no more than two courses per semester. Appointments of this kind shall be made by the appropriate Dean after consultation with the relevant Department Chairpersons or Program Directors. Such appointments may be continued from semester to semester, but do not lead to tenure or obligation to reappoint.