Guidelines for Faculty Placement at Hiring

This document outlines guidelines intended to clarify Section 2.1.2.3 of the Faculty Handbook on "Prior Service Credit."

“At the time of initial appointment of tenure-track faculty, the Provost, in communication with the department chair and the chair of the Faculty Personnel Committee, will determine appropriate credit for prior service toward rank, promotion, tenure and salary step. Those terms will be put in writing at the time of initial appointment and placed in the faculty member’s personnel file. Final approval is given by the President and the Board of Trustees. “

General:
- Tenure, rank, promotion, and salary step are treated independently in the initial placement
- The normal initial rank and step of a faculty with a terminal degree in the field but no prior experience is Assistant Professor, step 2

Rank:
- Initial rank reflects level of education and years of experience. Ranks are defined in Handbook Section 2.1.1.1.3.

Promotion:
- Credit toward promotion is not normally given for teaching or scholarly/artistic achievement that was considered part of the graduate program
- Credit toward promotion is normally given for college level teaching or scholarly achievement that took place outside of the graduate program, including:
  - College teaching or scholarly achievement that took place prior to the terminal degree and/or concurrently with graduate study
  - College teaching or scholarly achievement that took place on a part-time basis. In this case, credit is adjusted as a percentage of full time; e.g., two years of half-time service corresponds to one year of full-time service
- College teaching includes serving as an adjunct instructor but does not normally include serving as a teaching assistant
- Scholarly or artistic achievement includes service in the field of the appointment as a professional employee, researcher, practitioner, post-doctoral fellow, or expert consultant, publishing through a peer-reviewed process, giving performances or exhibits that are publicly reviewed, presenting at professional meetings, and/or leading workshops or seminars

Tenure:
- Credit toward tenure is not normally given to a faculty member who has not held tenure or been in a tenure-track position at another institution
- Credit toward tenure is normally given to a faculty member who has held tenure or been in a tenure-track position at another institution. In this case, no more than three years’ credit toward tenure is normally awarded

Salary step:
• Advanced credit toward salary step is *not* normally given for teaching or scholarly achievement that was considered *part of* the graduate program
• Advanced credit toward salary step is normally given for relevant experience that took place *outside of* the graduate program, including:
  o Relevant experience that took place prior to the terminal degree and/or concurrently with graduate study
  o Relevant experience that took place on a part-time basis. In this case, credit is adjusted as a percentage of full time; *e.g.*, two years of half-time service corresponds to one year of full-time service
• Relevant experience is any experience that prepares the candidate to bring perspective, insight, and/or maturity to the position. Relevant experience is not limited to academic experience or to service in the field of the appointment. Such experience may include serving as a professional, consultant, researcher, practitioner, post-doctoral fellow, or teacher.