

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS

TITLE OF POLICY: APPOINTMENT, REAPPOINTMENT, AND
PLACEMENT OUTSIDE OF THE TENURE STREAM

ORIGINAL DATE: JANUARY 1990

LAST REVIEWED/REVISED: MARCH 2016

POLICY: Initial appointment to a particular rank shall be based upon the “Minimum Qualifications for Faculty Appointment by Rank” contained in the School of Nursing Guidelines for Faculty Appointment and Promotion.

The dean will determine rank for appointments to the rank of Instructor or Assistant Professor, with recommendation from the department chair. The dean will determine rank for appointments to the rank of Associate Professor or Professor, non-tenured, with recommendation from the Appointment, Reappointment, Promotion and Tenure (ARPT) committee and department chair. The Provost will approve appointments for faculty in the tenure stream at the rank of Assistant Professor as well as all non-tenure stream appointments with the recommendation of the Dean and Senior Vice Chancellor. The Chancellor will approve appointments at the rank of Associate Professor or Professor, tenure stream or tenured, with recommendation by the Provost, Senior Vice Chancellor for Health Sciences, dean, department chair, and the School of Nursing ad hoc promotion and tenure committees.

The dean will determine reappointment of:

1. Non-Tenure track faculty, with the recommendation of the department chair.
2. Tenure track faculty, with the recommendation of the ARPT committee.

Notification of non-renewal shall follow the timetable set forth in the January 1998 Appointment, Reappointment, Nonrenewals, Promotions and Conferral of Tenure guidelines from the Office of the Provost. Tenure stream faculty whose notification does not meet the required deadline (e.g., 1 year prior to end of 3 year appointment) when tenure or reappointment is not recommended will be issued a one-year terminal contract.

The Provost will approve placement of faculty out of the tenure stream, with the recommendation of the Senior Vice Chancellor for Health Sciences, the dean, the department chair and the ARPT committee.

Instructors seeking a multiple year contract should address the criteria for Assistant Professor in the non-tenure track when submitting their reappointment materials. These faculty members should be actively pursuing doctoral education and have been employed by the School of Nursing for at least five years

PROCEDURE:

1. Notification and Department Review

Faculty will be notified by the department during the first month of the spring term if their reappointment is due during the next academic year. They will be given notification by their department chairs of the date their materials must be prepared for submission and guidance regarding the materials necessary, as well as the style, format, and presentation of materials. The department chair completes the evaluation.

Faculty who hold positions with an administrative component: the administrative portion of the position must be evaluated by the immediate supervisor (using the Administrative and Leadership Criteria). The supervisor should receive a copy of the faculty notification cited above so that they may comply with the appropriate deadlines when submitting this evaluation to the appropriate department chair.

Faculty members requesting an extension to the materials submission date must waive their right to be informed of reappointment decisions by the required notification date. Requests must be made through the department chair, and will be granted only in exceptional circumstances, provided the extension does not extend past the contract end date.

2. Committee

The procedure for tenure track faculty actions will follow the route of review by the ARPT committee, as outlined in the School of Nursing Bylaws Article VI Section 4, D. The procedure for non-tenure track faculty actions will follow the route of review by the department chairperson, utilizing the teaching portfolio and submitted merit evaluations for the period of review.

The dean will appoint the ARPT committee in the spring term of the prior academic year. The committee will evaluate the performance of the faculty according to the Guidelines for Faculty Appointment and Promotion.

3. Presentation of Dossier

A. Materials necessary for reappointment review by committee at current rank include:

- 1) Updated curriculum vitae prepared according to the approved School of Nursing format.
- 2) Evaluation
 - a) Merit evaluations for the last three years.
 - b) Teaching Portfolio

- 3) Letter of support from the faculty member's department chair for the same period of time addressed to the dean.
- B. Faculty are reviewed in-depth every three years, however for the faculty on 1 or 2 year contracts, materials required for reappointment review in the middle years are as follows: only the updated CV, prepared according to the approved School of Nursing format and a letter of support from the faculty member's department chair. However, if a faculty member's most recent evaluation was not at the level of merit or above, an updated merit evaluation form must also be submitted.
- C. Materials necessary for the placement of faculty out of the tenure stream.
- 1) Letter from the faculty member requesting transfer out of the tenure stream, the type of transfer (A or B) and the rationale for the request.
 - 2) Updated curriculum vitae prepared according to the approved School of Nursing format.
 - 3) Merit evaluations for the last three years.
 - 4) Teaching portfolio.
 - 5) Letter of support from the faculty member's department chair for the same period as the self evaluation addressed to the dean. The letter must include the recommendation of the change of status and the rationale.

Reviewed: 05/06, 03/13, 3/16

Revised: 01/05, 03/13

Revisions Approved by Total Faculty: 01/90, 05/95, 05/98, 04/00, 04/01, 04/02, 05/06, 03/13, 3/16