

MINIMUM APPROVAL STEPS REQUIRED FOR NEW RBHS FACULTY APPOINTMENTSⁱ

Title	National Search Required ⁱⁱ	Minimum Letters Required ⁱⁱⁱ	Department Recommendation ^{iv}	Chair Recommendation	School Advisory Committee on Appointments & Promotions ^v	Dean Approval	Chancellor Approval	Promotion Review Committee	Board of Governors
Secondary appointment <i>not pertaining to tenured faculty</i>				X <i>both departments</i>		X <i>both schools if inter-school</i>			
Voluntary <i>adjunct or clinical</i>		1 non- arm's length		X		X			
Part-time, <i>including Per diem 0 – < 50%</i>		1 non- arm's length		X		X			
RBHS Lecturer		3 non- arm's length		X		X	X		
RBHS Instructor	X	3 non- arm's length		X		X	X		
Assistant Professor <i>All Tracks and CFUPs</i>	X	3 non- arm's length		X		X	X		
Associate Professor or higher <i>Professional Practice Track and CFUPs</i>	X	4 non- arm's length		X		X	X		
Associate Professor or higher <i>Teaching, Clinical or Research Track</i>	X	4 arm's length		X		X	X		
Associate Professor or higher <i>Tenure Track</i>	X	5 arm's length		X		X	X		
New Faculty Appointment <i>with Tenure</i>	X	5 arm's length	X		X	X		X	X

ⁱ Schools may add additional steps they deem important or as required by school policies or bylaws.

ⁱⁱ Please review the [appointments manual](#) (p. 5 – 9) for search committee guidelines, including those that are requesting search waivers (in rare circumstances, the Provosts may approve a search waiver)

ⁱⁱⁱ Arm's length letters are from reviewers who do not have a close relationship with the candidate such as collaborators, mentors, co-trainees, or former co-workers. For guidance, please refer to [Letters of Evaluation Guidance](#) .

^{iv} A minimum of six tenured faculty members at or above the rank for which candidates are to be considered are required to vote on the recommendation with respect to each candidate. The Chair participates, votes if eligible and writes the Departmental Narrative.

^v Members voting on any action must be faculty at or above the rank for which the candidate is considered. Only tenured faculty may vote on tenure track faculty. All faculty at or above the rank being considered may vote on non-tenure track faculty. Members of the department who participate in the review of the candidate in their own department shall not participate in any manner in the consideration of those candidates by the Advisory Committee on Appointments and Promotions.