

## MINIMUM APPROVAL STEPS REQUIRED FOR NEW RBHS FACULTY APPOINTMENTS<sup>i</sup>

Title	National Search Required <sup>ii</sup>	Minimum Letters Required <sup>iii</sup>	Department Recommendation <sup>iv</sup>	Chair Recommendation	School Advisory Committee on Appointments & Promotions <sup>v</sup>	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</i> 0 – < 50% FTE		1 non- arm's length		X		X			
RBHS Lecturer		3 non- arm's length		X		X	X		
RBHS Instructor	X <sup>vi</sup>	3 non- arm's length		X		X	X		
Assistant Professor <i>All Tracks including</i> <i>&lt;50% FTE Professional Practice</i>	X <sup>vi</sup>	3 non- arm's length		X		X	X		
Associate Professor or higher <i>Professional Practice Track</i> <i>including &lt;50% FTE</i>	X <sup>vi</sup>	4 non- arm's length		X		X	X		
Associate Professor or higher <i>Teaching, Clinical or</i> <i>Research Track</i>	X <sup>vi</sup>	4 arm's length		X		X	X		
Associate Professor or higher <i>Tenure Track</i>	X <sup>vi</sup>	7 arm's length		X		X	X		
New Faculty Appointment <i>with Tenure</i>	X <sup>vi</sup>	7 arm's length	X		X	X		X	X

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

<sup>ii</sup> A search committee should consist of at least three senior faculty members from the department and at least one other senior faculty from another department who will interact with the new faculty member. Additional members may be added to the committee when deemed appropriate. The search committee should include faculty who bring a variety of perspectives and an understanding of equity and diversity issues. All efforts should be made to include representation from groups underrepresented in the field on the committee. If participation on the search committee is not possible, we recommend that these faculty have the opportunity to meet the candidates as they progress through the process (i.e. join an onsite interview or meal).

<sup>iii</sup> 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.

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<sup>iv</sup> 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.

<sup>v</sup> 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 committee 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. For appointments only, the committee votes (for both the department level and at the Advisory Committee on Appointments and Promotions) may be taken via video conference and/or teleconference.

<sup>vi</sup> National searches must be done for all faculty 0.5 FTE or greater (0.8 FTE or greater for RSDM) at the level of RBHS Instructor or above. Exceptions include, but are not limited, to spousal appointments and exceptional faculty recruitment opportunities and must be approved by the Chancellor. In exceptional circumstances, schools may request a search waiver from the Provost for a terminal appointment. In this situation, the terminal appointment would be for a minimum term of 12 months but not more than 23 months. These appointments should be utilized when there is significant and immediate need within the school. If the position is to continue beyond one year, a full search must be conducted for which the individual appointed with a terminal appointment may apply.