

### **3.04 Academic Appointments**

**Effective:** August 01, 2025

**Purpose:** To provide guidance for requirements and eligibility for all academic appointments.

**Scope:** This policy applies to the appointment of all academic faculty.

**Responsible Office:** Human Resources; Academic Affairs

**Policy Statement:** All unclassified academic appointments, which apply to all University employees except those who have civil service classification or those who are student employees, shall be in accordance with this policy. Such appointments may include both academic and administrative responsibilities.

#### **Non-Tenure Track Academic**

Contracts for non-tenure track academic positions shall not exceed three (3) years and may be renewable but may not be rolling. At the end of each contract period, the position is subject to review to determine whether the contract shall be renewed for an additional period, which may be up to three (3) years. Notice of non-reappointment of non-tenure track faculty with multiple year contracts shall require the same notification timeline as non-reappointment of academic probationary faculty members. Potential increases in salary shall be determined each year by availability of funds and by merit, which includes, but is not limited to, productivity. Criteria for promotion (if available or applicable) shall be determined by the university. Contracts for non-tenure track academic positions made pursuant to this policy may be terminated by mutual agreement of the faculty member and Emporia State University. Prior to the expiration of the appointment, ESU may only terminate the contract for financial exigency or for cause in accordance with Board or university policy, including loss of clinical privileges, if any, or loss of clinical employment with practice corporation or foundation, if any.

#### **Academic Temporary**

Employment in academic temporary positions is considered to be at-will and may be terminated at any time, without cause, prior to the end date specified in the notice of appointment. The standards of non-reappointment do not apply. There is no consideration for tenure. Academic temporary appointments which are made for at least a half-time and for at least a 9-month basis will be eligible for benefits and are subject to the five (5) year stipulation. Multiple simultaneous appointments of less than half-time may make an employee eligible for benefits even when the individual appointments do not. An academic temporary appointment that is less than half-time is a non-benefits eligible position. An

academic temporary appointment that is less than half-time is not subject to the five (5) year stipulation.

## **NOTICES OF APPOINTMENT**

Faculty notices of appointment as approved by the President, or designee on behalf of the President, are sent from the Provost and Vice President of Academic Affairs after the legislature and the Board of Regents have acted on the fiscal year budget.

Federal law requires ESU to verify employment eligibility of all individuals hired after November 6, 1986. The I-9 Form must be completed in Human Resources within three (3) days of hire, or the employee may forfeit their position. Documentation is most easily provided by a driver's license and social security card. Other documents may be substituted. The I-9 form will be retained in the employee's personnel file located in Human Resources, and once completed, may need to be completed again for ESU employment if documentation expires.

## **APPOINTMENT TERMS**

### **Academic Year Appointments**

Academic year appointments are for a period of approximately nine (9) months beginning just prior to fall registration and extending through spring commencement. Faculty duties include teaching, advising and counseling, research, scholarly activities, other University duties, and community and public service. Periods when classes are not in session are normally devoted to the above listed non-teaching functions or to other specially scheduled activities.

### **Twelve (12) Month Appointments**

Some faculty and most administrative personnel receive twelve (12) month appointments, including vacation and holidays.

### **Summer Session Appointments**

Summer session appointments are for specified periods of time and duties. The appointments are handled on a separate budget. Most academic units have employment for only a portion of the staff and base teaching assignments on an academic unit's assessment of student needs in the summer program.

## **PROMOTION OF FACULTY**

All new faculty members employed at Emporia State University shall receive a copy of promotion policies and procedures within two (2) weeks of assuming their duties. Criteria are also established by each academic unit.

Promotion in rank is not a matter of routine, seniority, or time in rank. Rather, it is the recognition of the cumulative professional record of a faculty member as well as their potential for continued growth and contribution.

At the start of each fall semester the faculty of the school or college shall vote for the membership of the Faculty Recognition Committee. The FRC and/or the School or College Dean will assign appropriate peer review for any colleague who is being considered for promotion. The guidelines for faculty promotion shall be consistent throughout the University, and providing peer review is strongly recommended.

Promotion to the next rank shall be by merit as determined in accordance with the criteria which are presented below.

#### Associate Professor

**Time in Rank:** Five (5) years in rank will be regarded as the normal time necessary before an Assistant Professor becomes eligible for promotion to Associate Professor. At the end of five (5) years promotion will be recommended only on the basis of documented meritorious performance.

**Degree Requirement:** The terminal degree/certification deemed appropriate by the discipline is the minimum expectation for this rank.

**Exception to Above:** Early promotion or promotion in the absence of an appropriate terminal degree, will be considered only when there is acceptable evidence of truly exceptional contributions in teaching, scholarly and/or creative achievements, University or professional service.

**Other Criteria:** Evaluation for promotion to rank of Associate Professor shall emphasize a sustained commitment to excellence in teaching. In addition, the candidate shall clearly have achieved a level of scholarship indicated by mastery of relevant disciplines and skills as well as having made significant scholarly and/or creative contributions which have been recognized by professional peers. The candidate shall have become a visible member of the academic community through involvement in University and professional service, shall demonstrate a commitment to continued professional growth and shall make additional academic and service contributions. These criteria shall be applied and weighted according to the nature of the discipline and the official academic unit standards.

#### Professor

**Time in Rank:** Five (5) years in rank will be regarded as the normal time necessary before an Associate Professor becomes eligible for promotion to the rank of Professor. At the end of

five (5) years promotion will be recommended only on the basis of documented meritorious performance.

**Degree Requirement:** The terminal degree/certification deemed appropriate by the discipline is the minimum expectation for this rank.

**Exceptions to Above:** Early promotions, or promotion in the absence of an appropriate terminal degree, will be considered only when there is acceptable evidence of truly exceptional contributions in teaching, scholarly and/or creative achievements, University service, or professional service.

**Other Criteria:** In addition to maintaining excellence in their teaching, the candidate shall also have provided leadership in creating an intellectual environment. The candidate shall be an accomplished scholar in their discipline and shall have achieved mastery of relevant skills. Also, the cumulative record of scholarly and/or creative productivity shall be substantially greater than that expected of other ranks. Accomplishments shall be recognized by professional peers both from within and without the University. Furthermore, there shall also be an established record of significant contributions in the form of University and/or professional service. These criteria shall be applied and weighted according to the nature of the discipline and the official academic unit standards.

## **RESIGNATION**

A faculty member may resign their employment effective at the end of an academic year, provided that notice is given in writing at the earliest possible opportunity, but not later than May 15, or thirty (30) days after receiving notification of appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

## **NON-REAPPOINTMENT**

The University may at its discretion decide not to renew an academic probationary position. The following standards apply:

Notice of non-reappointment of an academic probationary position, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

- Not later than March 1 of the 1st academic year of service. If a one (1) year appointment terminates during an academic year, notice is given at least three (3) months in advance of its termination.
- Not later than December 15 of the 2nd academic year of service. If an initial two (2) year appointment terminates during an academic year, notice is given at least 6 months in advance of its termination.

- At least twelve (12) months before the expiration of an appointment after two (2) or more years in the institution.

These statements shall apply even during periods of declared financial exigency, unless impossible, in which case notice shall be provided as early as feasible.

## **PROGRAM DISCONTINUANCE**

Termination may occur as a result of a bona fide discontinuance of a program in accordance with established University policy.

**Definitions:** All words and phrases shall be interpreted utilizing their plain meanings unless otherwise defined in another University or Board of Regents policy or by statute or regulation.

**Academic Probationary** - An academic probationary appointment is for a full-time, tenure-track teaching position. The number of years required toward tenure shall be included in the Notice of Appointment. Probationary appointments may, on the basis of continuing satisfactory performance, lead to review for the award of tenure. However, probationary appointments carry no promise that tenure will be awarded. Probationary appointments are reviewed on an annual basis. The standards of non-reappointment apply to this appointment.

**Academic Temporary** - An academic temporary appointment is for a temporary teaching position and not to exceed 1 year and carries no expectation of continued employment and no consideration for tenure. Assignment of titles and ranks shall be determined by the academic unit in accordance with university policy.

**Academic Tenure** - An academic tenure appointment is a continuous, full-time, academic position for faculty with tenure. Tenured appointments will be annually renewed. Termination of a tenured faculty member must follow appropriate policies and procedures.

**Adjunct** – The title of adjunct faculty is for qualified individuals who contribute to the University's academic efforts. Such appointments are made for a specified term but may be renewed, carry no stipends, and do not imply eligibility for tenure or other such faculty benefits. An adjunct faculty appointee has an opportunity to use the University name and designated laboratory, library, and study facilities.

**Assistant Professor** – An Assistant Professor is a faculty rank for a member above that of Instructor.

**Associate Professor** – An Associate Professor is a faculty rank for a member above that of Assistant Professor.

**Clinical Instructor** - The title of Clinical Instructor is for an instructional faculty member with at least a part-time appointment (benefits-eligible position) and is renewable annually. Employment is considered to be at-will and may be terminated at any time, without cause. Tenure or credit toward tenure does not apply to this title. This title would begin after the 5-

year academic temporary appointment has expired. This title would then be eligible for the appointment type of Limited Appointment.

**Distinguished Professor** - The title of Distinguished Professor may be given to qualified individuals. Remuneration is commensurate with expectations.

**Five (5) year stipulation** - Employment which should not exceed five (5) years of consecutive appointments.

**Instructor** - An Instructor is a faculty rank for a member with a full-time appointment who may continue in the position in accordance with appointment and re-appointment policies consistent with the appointment category. An Instructor is on a non-tenure track, and a maximum of three (3) years of service as Instructor may count toward tenure if the person moves to the tenure track.

**Lecturer** - A Lecturer is a faculty rank for a member with an academic temporary appointment that is less than full-time (part-time). The faculty member is not expected to continue to teach more than one (1) semester or one (1) year. Tenure or credit toward tenure does not apply to this rank.

**Non-Tenure Track Academic** – A non-tenure track academic appointment is a full-time or part-time appointment, as determined to be in the best interest of the University, of which the primary responsibility could be any of the following areas: teaching, clinical service, research, outreach and service, or other creative endeavors in academic units.

**Professor** – A Professor is a faculty rank for a member above that of Associate Professor.

**Unclassified** - Positions held by state officers or employees who are:

- Chancellor, president, deans, administrative officers, student health service physicians, pharmacists, teaching and research personnel, health care employees and student employees in the institutions under the state board of regents;
- Directors or administrative officers of departments and divisions of the institution and county extension agents, but not including the custodial, clerical or maintenance employees, or any employees performing duties in connection with the business operations of any such institution, except administrative officers and directors;
- Student employees enrolled in public institutions of higher learning;
- A personal secretary or a special assistant to the chancellor and presidents of institutions under the state board of regents;
- Specifically designated by law as being in the unclassified service; OR
- Positions at state institutions of higher education that have been converted to unclassified positions pursuant to K.S.A. 76-715a (University Support Staff).

**Procedures:** All procedures linked and related to the policies above shall have the full force and effect of policy if said procedures have first been properly approved by the University's administrator in charge of Human Resources and/or Academic Affairs.

[HR Procedures related to Academic Appointments - coming soon]

[Academic Affairs Procedures related to Academic Appointments - coming soon]

**Related Policy Information:** 3.51 – Termination of Employment; 4.01 – Minimum Faculty Qualifications; 4.03 – Faculty Performance and Recognition; 4.12 – Emeritus Status

**History:** Adoption: 02/16/1978 [1B.02 approved by Board of Regents Council of Presidents]  
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