

1. Letters of evaluation and recommendation from the subject matter department chairman and all other superior officers within the college who will be directly involved in administering the appointee's program of work.
2. Letters of evaluation and recommendation from members of the educational unit who were consulted in accordance with the Governing Regulations.
3. At least three letters of evaluation from qualified persons outside the University.
4. Recent faculty performance evaluations, if available.
5. A list of professional publications together with recent samples, programs and teaching materials.

This complete file is forwarded to the dean of the college where the review and recommendations procedures shall be those followed for regular academic appointments.

#### VI. Special Title Series Appointments

##### A. Introduction

The University requires the services of professionally competent people in certain selected areas to meet the teaching and service responsibilities for those areas whose endeavors do not include research or creative work. To meet these requirements effectively and to be competitive in the manpower market, a "Special Title" professional series is established as defined below.

##### B. Definition and Illustration

1. The Special Title series shall be a professional series paralleling, above the rank of instructor, the regular series. To be appointed or promoted to the rank of Professor (or Assistant or Associate Professor) of Applied Music, Clinical Medicine, etc. --the Special Title series--an individual shall be judged by the criteria appropriate and approved for the special position.
2. To establish Special Title positions and criteria, the initiating department shall prepare a document, to be approved by the dean of the college concerned and by the appropriate vice president, which will:
  - a. Demonstrate the need for such a position
  - b. Suggest an appropriate descriptive title
  - c. Propose criteria for appointment and promotion to each of the three ranks within the title series
3. The proposed criteria will be referred to an appropriate Academic Area Advisory Committee for evaluation and revision.

C. Appointment, Promotion, Tenure and Review Criteria and Procedure

1. Persons appointed or promoted to a Special Title series rank shall be reviewed in a like manner to those of the regular series. However, the special needs of the position shall be taken into consideration. This series is not intended to serve as a means for appointing or promoting, in the regular disciplines, individuals who are unable to qualify for appointment or promotion because of demonstrated lack of research competence.
2. Promotion to the associate professor or professor ranks in the Special Title series does not automatically qualify a person for membership in the Graduate Faculty.
3. Before an individual can be recommended for appointment or promotion in the Special Title series, the position must already have been approved.

D. Conditions and Benefits of Employment

1. Appointment to a Special Title position will not normally imply a specific responsibility to engage in research.
2. In all other respects, the conditions and benefits of employment will be the same in the Special Title series as in the regular series.

VII. Appointment, Promotion and Tenure of Librarians

A. Appointment

1. The Director of Libraries, acting with the approval of the Vice President for Academic Affairs, shall make appointments to the ranks of Librarian IV and III, subject to the criteria set forth below. Recommendations for appointment to the ranks of Librarian II and I shall be made to the Vice President for Academic Affairs by the Director of Libraries after consultation with appropriate members of the library staff.
2. All librarians shall have earned an A.B. or B.S. degree, or its equivalent, and a graduate (fifth year) degree in library science. Upon recommendation of the Director of Libraries, relevant experience or a master's degree in a field other than library science may be substituted for the degree in library science.
3. Persons appointed to the rank of Librarian III shall, in addition to the provisions of A-2, have had at least three years of successful experience. Upon recommendation of the Director of Libraries, graduate study, in addition to that specified in A-2, may be substituted for part or all of the three years of practical experience.
4. Appointees to the rank of Librarian II and I shall, in addition to the provisions of A-2, have had not less than five years of successful experience.