

I. PROCEDURE FOR PROVIDING ADVICE TO THE PRESIDENT  
ON THE APPOINTMENT AND PROMOTION OF FACULTY MEMBERS

Purpose

1. To seek broad participation in the advisement of the President on the appointment and promotion of faculty members.
2. To encourage, as part of a standardized appointment and promotion procedure, the development of consistently high quality throughout the University.
3. To utilize full University resources in the evaluation of potential new faculty and the promotion of present faculty.
4. To insure the participation of both faculty and administration in these evaluations.

Procedures

1. Action of the Department Chairman (The title of "Department Head" was changed to Department Chairman by the Board of Trustees on October 18, 1963.)

Recommendations for new appointments and promotions will normally be initiated by department chairmen and sent to the dean of the college. Accompanying the recommendations will be supporting data which will include evidence of consultation with tenure members of the department on the individual and evidence of consultation with appropriate persons outside the department, college, and University. Other material which should be included is the individual's educational background, indications of teaching, research, and service experience, accomplishments and potential.

2. Action of the Dean

a. Instructors: The dean shall have the authority to appoint instructors. He will report his action directly to the President.