

# **PART III**

## **Appointment Process**

### **Introduction**

While factors to be assessed for initial appointments and for promotion in rank are identical, there is a significant difference in emphasis. The principal difference resides in the fact that for initial appointments, inferences must be made from prior educational achievement, related work experience, professional achievement, and personal characteristics that demonstrate potential for quality performance of university duties in the position and at the rank recommended.

### **Public Service and Outreach Administrators/Unit Directors**

For those administrator and unit director positions that report directly to the Vice President for Public Service and Outreach, the candidate must be at the level of senior public service associate or qualify for the appointment at the senior public service associate faculty rank. Upon selection, that person will be designated as such. After the customary administrative review within the university, the recommendation will be forwarded to the President for approval.

### **Appointment Procedures for Public Service and Outreach Faculty**

Recommendations for new appointments to the public service and outreach faculty originate within various university units. Public service and outreach faculty rank is limited to persons with a minimum of 51 percent public service and outreach responsibility. Deans/directors/department heads should meet with senior faculty of their divisions and departments to seek their advice and recommendations concerning the specifications of position duties, responsibilities, the important characteristics needed to fill the position, and determination of appropriate rank upon appointment of the candidate.

The dean/director/department head then forwards to the Vice President for Public Service and Outreach one copy of a dossier containing the following information:

- A. A cover letter that contains the following:
  1. The purpose of the appointment in relation to the public service and outreach division, university needs, and duties the nominee is expected to perform.

2. The nominee's professional competence as evidenced by previous study, relevant experience, and accomplishments in prior positions.
3. The nominee's standing among those of his/her specialty.
4. A description of the process used to evaluate both the need for the position (if a new position) and the qualifications of the individual being proposed to fill the vacancy. The composition, actions, and recommendations of the search committee should be described.

B. curriculum vitae summarizing biographical, personal, and professional data for the candidate's entire career **in reverse chronological order**. This document should include a complete list of the publications of the candidate, including journal articles, books, monographs, bulletins, and others.

In addition, the vitae may include (as appropriate) a list of honors, awards, conference presentations, invited lectures and papers, exhibitions, displays, prizes, grants and contracts, consultantships, and any other information that reflects the candidate's professional achievements.

C. A job description that should include, at a minimum, the following three sections: Academic Preparation and Experience, Responsibilities and Assigned Geographic Work Area, and Required Skills and Attributes.

D. Three to five letters of evaluation should be provided. These letters should be obtained from qualified, unbiased individuals who know the candidate professionally and can evaluate scope and impact of his/her public service and outreach work and accomplishments. Letters of recommendation used as a part of the appointment packet are acceptable if evaluative.

For appointments at the level of public service associate and higher, an ad hoc committee appointed by the Vice President for Public Service and Outreach will conduct a careful review of the complete dossier and forward it together with the committee's recommendation. After reviewing the dossier and recommendation, the Vice President for Public Service and Outreach will forward the dossier with a recommendation to the Senior Vice President for Academic Affairs and Provost, who then forwards it to the President.

The President has full authority to approve all faculty promotions and appointments. No appointment is final until the President has approved it. A nomination not receiving approval from the President will be returned to the Vice President for Public Service and Outreach for disposition.\*

\*Letters of offer to candidates with expected appointment at the entry level rank, may specify rank of public service assistant. Letters of offer to candidates with expected appointment for the two senior levels (i.e., public service associate and senior public service associate) should not specify rank until a review committee has made a recommendation for appointment and it is approved by the Vice President for Public Service and Outreach.