

INITIAL APPOINTMENT REPORT FOR TENURE-TRACK FACULTY

To be Submitted with HR100, Part B

College/School _____

Department _____ Position Number _____

Candidate Recommended for Appointment _____

Faculty Rank _____ Anticipated Date of Appointment _____

When making recommendations for appointments at all faculty ranks except those designated as temporary, the Department Head/Chair shall confer with all available members of the department holding professorial ranks. The Department Head/Chair shall then transmit a written summary of the reactions of those faculty members through the Dean to the Provost (*Auburn University Faculty Handbook 3.4*).

Faculty Comments: _____

Faculty Eligible to Vote _____ # Faculty Voting Yes _____ # Faculty Voting No _____

The faculty consists of academically qualified individuals whose obligations include 1) the teaching of students and/or the dissemination of knowledge through extension, 2) the discovery of new knowledge through research or other creative work, and 3) service to the University. All faculty members who are eligible for academic rank and tenure shall have assignments that will provide the opportunity to participate in these areas of activity (*Auburn University Faculty Handbook 3.2*).

Distribution of effort at time of initial appointment:

Teaching and/or extension _____% Research/creative work _____% Service _____%

If a faculty member has had fewer than three years of full-time service in a faculty rank at one or more other institutions, the faculty member may request that two years, one year, or none be credited toward the probationary period for tenure. If a faculty member has had three or more years of full-time service in a faculty rank at one or more other institutions, the faculty member may request that three years be credited toward the probationary period for tenure. All years of full-time temporary faculty appointment at Auburn, regardless of rank, shall count toward tenure eligibility (*Auburn University Faculty Handbook 3.4*).

Prior faculty service to be counted toward tenure consideration : _____ years

If a faculty member has had no prior service at another institution of higher education, the faculty member normally should be considered for tenure during the fifth year of full-time service. Consideration cannot be deferred beyond the sixth year (*Auburn University Faculty Handbook 3.10*).

Initial consideration for tenure will be no later than Fall _____, the beginning of the sixth year of the faculty member’s probationary period.

Recommended by Department Head/Chair

Date

Approved by Dean

Date

Approved by Provost

Date

Note: The tenure consideration information contained in this document should be utilized in preparing the letter of offer to the recommended candidate.