

employment commitments in advance of the offer to the perspective faculty member. The dean of academic affairs will give due respect to, but is not bound by, the recommendations of faculty committees, department chairs, and deans involved in the faculty action process.

Faculty personnel actions originating in the Washington College of Law are not subject to review by the University Committee on Faculty Relations, except those recommended for appointment as University Professors. The University Committee on Faculty Relations is described in Section 7. d. of the *Faculty Manual (Section II, Part I of the Manual of Information and Procedures)*.

FACULTY REGULATIONS

The sections under this heading constitute the basic regulations concerning conditions of faculty employment, as enacted by the Faculty Senate and approved by the provost, the president and the Board of Trustees. Faculty must comply with the applicable policies contained in the Academic Regulations.

10. Faculty Rank: General Conditions of Appointment

a. Regular Full-Time Faculty

Except as provided below, all appointments to faculty ranks are on the recommendation of a college, school, department or other appropriate administrative unit (with the concurrence of the appropriate dean), and constitute appointments to the faculty of the recommending school or college. Appointments at any rank may be made jointly to two or more faculties of the University, with the same rank in each. Appointment to the faculty of the College of Arts and Sciences and the School of Public Affairs, and the Kogod School of Business requires appointment to a department.

Except as provided below, all appointments to the full-time faculty are tenure-track appointments, with the appointment to a seventh year of service conveying tenure or being designated as a terminal contract.

b. Washington College of Law Library Faculty Members

Regular full-time Washington College of Law Library faculty ranks are: Assistant Law Librarian, Associate Law Librarian and Law Librarian.

The Washington College of Law Library is a central element in the educational structure of the University, and its activities support and promote the work of the Washington College of Law as well as that of all the other teaching units of the University. Therefore,

their full-time faculties members are evaluated with concern for excellence, are offered the protection of academic freedom, and enjoy privileges, such as tenure and the opportunity for leaves that are established for other full-time faculty members.

c. Visiting Faculty

A person who is on leave from the full-time teaching faculty of an accredited college or university or from a comparable educational, research, or policy institution may be appointed on an annual basis as Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor. If full-time faculty appointment on the University faculty is desired, the same qualifications and procedures shall apply as for initial appointments to full-time faculty ranks. Recommendations for reappointment of visiting faculty shall be made annually to the Committee on Faculty Relations. A visiting appointment may not be renewed for more than two consecutive years.

The Washington College of Law like the University Library may offer Visiting appointments on the same basis to qualified library and information professionals.

Visiting Faculty is entitled to specific resources and access to specific facilities of the university as determined by the dean of the college or school to which they have been appointed. While the conditions and perquisites of employment are not the same as tenure or tenure track faculty, all other rules, policies, and procedures that relate to the teaching faculty of the university apply.

d. In-Residence Faculty

An "In-Residence" faculty appointment allows for flexibility where there is a desire to provide for the visit of a distinguished and prominent individual to American University. The positions that are given "In-Residence" designation may be full or part-time and include, but are not limited to, Writer, Artist, Diplomat, Poet, Scholar, Executive, Journalist, and Emeritus In-Residence. Such an appointment is initiated at the teaching unit level with the prior consultation with the dean and the dean of academic affairs on behalf of the provost. The procedures for making the appointment will be those regularly followed for personnel appointment to full- and part-time positions. The specific duties, privileges, and remuneration of In-Residence appointees will be negotiated on an individual basis. In all cases of multiple year In-Residence appointments, the holder of an In-Residence appointment will be evaluated annually on the specifications stipulated in the negotiated contract by the teaching unit, teaching unit administrator, dean, Committee on Faculty Relations, and the dean of academic affairs. No holder of an In-Residence appointment may be reappointed without a positive evaluation on the specifications stipulated in the negotiated contract by the teaching unit, teaching unit administrator, dean, Committee on Faculty Relations, and dean of academic affairs.

Moreover, with the exception of emeriti/emeritae, no person who has served in any other position at American University may be appointed as In-Residence faculty. Normally, the

In-Residence appointments would be no more than five years in duration, but in exceptional circumstances, may be renewed beyond that time.

e. Emeriti/ae Faculty

A Distinguished Professor, University Professor, Professor, Law Librarian, Associate Professor, Associate Law Librarian, Assistant Professor, or Assistant Law Librarian who has been a member of the full-time faculty of the University for eight years or more immediately prior to retirement will be given emeritus status as of the date retirement becomes effective. Emeriti/ae are entitled to reasonable use of the facilities of the University. Emeriti/ae of the Washington College of Law and the Washington College of Law Library retain their right to speak at faculty meetings, but do not have voting rights unless they are serving as Emerita/Emeritus-in-Residence. The names of emeriti/ae shall be included in published faculty listings. They may serve on committees and perform such other occasional services as are in keeping with their desires and capabilities and with the needs of the University. Emeriti/ae who teach for the University after retirement shall be accorded the title of Emerita/Emeritus-in-Residence.

f. Status of Research Faculty

A person engaged primarily in research or professional activities relevant to the work of the University may be given an appointment to the research staff. See additional information and policies concerning research and research appointments in *Research Policies Manual* [Section IV of *The Manual of Information and Procedures*], the *Principal Investigator's Handbook*, and in Section 11c of this *Manual*). Upon the recommendation of a teaching unit making such an appointment, and subject to the same review procedures as regular faculty appointments, a phrase such as "with the rank of Research Assistant Professor, Research Associate Professor, or Research Professor" may be appended to the title provided that research faculty member possesses the educational and research qualifications appropriate to the particular rank. Persons appointed with such titles will have the nature and extent of their duties clearly expressed in a letter of appointment. Such an appointment does not confer membership on the faculty. Research faculty appointments and reappointments are recommended by the department and school or college, subject to approval by the provost, and are made according to procedures established by the provost. A research faculty appointment expires at the end of the appointment period unless it is renewed according to the procedures set out by the provost. Employment beyond the contract period cannot be expected by a member of the research faculty. These appointments carry no implications of or credit towards academic tenure. Appointments may be made on a part-time or full-time basis. A person having such an appointment will normally have his/her salary entirely funded by sources outside the University. Exceptions will require the written approval of the provost upon recommendation of the Committee on Faculty Relations and the Committee on Research. Research Faculty are entitled to specific resources and access to specific facilities of the University as determined by the dean of the college to which they have been appointed. While the conditions and perquisites of employment are not the same as tenure or tenure

track faculty, all other rules, policies, and procedures that relate to the teaching faculty of the university apply.

g. Temporary Faculty

Under limited circumstances, such as to replace faculty on leave, to fill vacancies that occur too late for any appropriate search to be conducted for a tenure-track faculty appointment, to fill a vacancy resulting from an unsuccessful search to fill a tenure-track appointment, or to staff an experimental program, persons may be appointed as a temporary faculty at the rank of Assistant Law Librarian, Associate Law Librarian or Law Librarian, subject to the qualifications set out in Section 12 below.

Initial appointments are for one year, except in exceptional circumstances they may be for two years. In rare instances, reappointments may be made for a total service in temporary ranks not to exceed five years. If temporary faculty is subsequently appointed to tenure-track positions, they may waive all or part of their prior American University service credit.

h. Faculty Fellows

Occasionally, a faculty member or scholar from another institution may wish to have a short-term affiliation with the University for the purpose of doing research or participating in other scholarly, creative or professional activities. These individuals receive no compensation from American University but may participate in campus activities that are of mutual benefit to the individual and the University. The title of Faculty Fellow may be granted to such individuals with the understanding that they may receive the privileges determined by the dean of the school or college consistent with all university policies. The appointment process follows that of adjunct appointments for the unit.

i. Administrative Officers and Staff Members with Faculty Rank

The assignment to a University administrative or professional staff position and the conferring of faculty rank represent separate and distinct actions. A member of the faculty appointed to an administrative or staff position must understand clearly the dual nature of the relationship with the University. An individual holding both an administrative/staff position and faculty rank is subject to the rules and regulations for both appointments. Administrative/staff actions will be governed by staff policies and faculty actions will be governed by faculty policies.

When a full-time member of the faculty is appointed to an administrative or staff position, it is expected that s/he will retain faculty status, and be entitled to consideration for promotion in rank or an appointment with tenure on the same basis as other full-time faculty members, provided s/he continues to participate in the affairs of the teaching unit, and s/he consents to teach without compensation one regularly scheduled course per

twelve-month period. If these conditions are not met, an administrator may forfeit his/her faculty status and tenure in the teaching unit.

Faculty appointments may be made conterminously with an administrative appointment and therefore have no implication of tenure. The same procedures for appointment are those outlined in section 7 of the *Faculty Manual*.

A recommendation involving the faculty rank of an administrative officer or a member of the staff (for example, appointment, reappointment, promotion in rank, and appointment with tenure), shall be processed in the same way as any recommendation relating to full-time faculty members.

j. Affiliate Faculty

An affiliate faculty appointment recognizes a formal arrangement between a faculty member and a department or teaching unit outside that of the faculty member's primary appointment. Ordinarily, only tenured faculty members are eligible for such an appointment. Individual faculty members are encouraged to initiate informal discussions regarding a possible cross-unit affiliation with the heads of both the primary and proposed affiliation units.

An affiliate faculty appointment must be supported by a written affiliation agreement which describes the responsibilities and benefits of the affiliate agreement as well as its resource implications, if any. The extent to which the faculty member will participate in the governance of the affiliate academic unit must be specified in the affiliation agreement. An affiliate faculty appointment and the related affiliation agreement must be approved by the head of the faculty member's primary teaching unit and the dean as well as by the teaching unit head, rank and tenure committee and dean of the proposed affiliate unit. Final approval of an affiliate faculty appointment will be made by the dean of academic affairs. Review criteria for affiliate faculty appointments will be the potential affiliate's past and/or envisaged contributions to research, teaching, and/or service in the unit where affiliation is sought. It is not necessary that the proposed faculty affiliate have strong credentials or a track record relevant to the proposed affiliate unit so long as there is mutual agreement about the potential for future contributions to the unit's mission. The term of an affiliate appointment may vary from one to three years and may be renewed. An affiliate faculty member will retain academic rank held in the faculty member's primary discipline and may use a title such as "Associate Professor of History and Affiliate Associate Professor of Government".

11. General Criteria Used in Evaluation of Faculty Members

The evaluation of a member of the faculty at the time of initial appointment, at each renewal, and on the occasion of promotion in rank or appointment with tenure, is based