PROCEDURES GOVERNING REAPPOINTMENT OF
FACULTY AFFILIATED WITH I.U. MISSIONS

The following guidelines have been extrapolated from the Indiana University ACADEMIC HANDBOOK. They are to be used by all administrators responsible for considering reappointment and tenure of faculty members affiliated with I.U. missions.

CONSIDERATION OF REAPPOINTMENT

Before any decision about whether to recommend reappointment or tenure is made, the faculty member or librarian is to be notified that the recommendation is being considered and that the faculty member or librarian may, within a specified and reasonable time period, submit materials to be considered in reaching a decision.

The faculty member or librarian is to be notified as soon as possible of any decision not to recommend reappointment or tenure, and shall be notified within stated deadlines (see below) of a decision not to reappoint.

WHEN A RECOMMENDATION OR DECISION FOR NON-REAPPOINTMENT IS MADE:

1. At the time a faculty member is notified of a negative recommendation or decision on reappointment or tenure, the administrator (chair, dean, Vice Chancellor, or Chancellor) making the first negative recommendation or decision is required to give the faculty member a written statement of the "Policies Governing Reappointment and Non-Reappointment During Probationary Period" and the Academic Handbook statement on criteria for tenure. This ensures that the faculty member or librarian has received information regarding his/her due-process rights.

2. Upon receiving notification of a negative recommendation or decision on reappointment or tenure, a faculty member's first recourse shall be to ask for an oral explanation from each administrative officer making a negative recommendation or decision.

3. Upon notification of a decision to deny reappointment or tenure, the faculty member has thirty days to request in writing that the Chancellor or Chancellor's designee provide a written statement of the reasons for non-reappointment within a reasonable period of time.
The reasons cited shall be consonant with department, school, and university policies and criteria.

4. Upon receipt of the written statement of reasons, the faculty member may offer corrections where he/she believes that the non-reappointment decision may be based on inadequate consideration of performance, erroneous information regarding qualifications, or deviations from applicable procedures, and may request reconsideration at the level where the initial recommendation or decision not to reappoint was first formulated.

5. If the faculty member is not satisfied with the results of the reconsideration, he/she may petition the Faculty Board of Review. The Chair of the Faculty Board of Review may try to bring about a satisfactory resolution to the matter before the Board undertakes a formal review. If resolution is not successful, the Board may determine to undertake a formal review.

6. If the Faculty Board of Review determines that the faculty member's qualifications were not given adequate consideration or that erroneous information substantially affected the decision, or specified procedures were not observed, it may request a reconsideration by each administrator that made a negative recommendation or decision.

IF THE ABOVE PROCEDURES WERE NOT OBSERVED

7. If a faculty member determines that the above procedures were not followed, he/she may request that they be implemented. If the request is not granted, the faculty member may request that the Faculty Board of Review undertake a formal review of the matter.

8. If the Faculty Board of Review determines that the faculty member did not receive the full benefit of these procedures, and the Chancellor is in accord with that finding, appropriate remedies may be implemented as a result.

DEADLINES FOR OFFICIAL NOTICE OF NON-REAPPOINTMENT

1. For faculty in the first year of service:
   February 1 for an appointment that expires at the end of the academic year or Three months prior to expiration for an appointment that expires during an academic year.
2. For faculty in the second year of service:
   November 15 for an appointment that expires at the end of the academic year or
   Six months prior to expiration for an appointment that expires during an academic year.

3. For faculty in the third and following years of service:
   Twelve months before the expiration of the appointment.

Fenwick W. English
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