

3.2.9 The institution defines and publishes policies regarding appointment and employment of faculty and staff. **(Faculty/staff appointment)**

Judgment of Compliance

Compliance

Narrative

Albany State University publishes policies regarding appointment and employment of faculty and staff in separate Faculty [\[1\]](#) and Staff Handbooks [\[2\]](#). These policies include information on faculty appointments, employment contracts, visiting faculty appointments, non-renewal of employment contracts, part-time faculty appointments and adjunct faculty appointments. For Example, the **Instructional Faculty Policy** guideline states:

“The University faculty consists of the academic faculty (undergraduate and graduate) and administrative faculty as per the Regents' policy. Furthermore, a faculty appointment may be an academic year appointment or a fiscal year appointment. The academic year faculty receives an initial contract for two semesters only --usually fall and spring. If his/her services are required, a separate contract may be offered for the third semester. All appointments, reappointments and promotions are made by the President subject to approval of the Board of Regents” [\[1\]](#).

These policies are developed in accordance with the Board of Regents (BOR) Business Procedures Manual for Classified Personnel, which defines the policies and procedures ASU must follow in the employment of staff members [\[3\]](#). The BOR policies for Academic Personnel are published on the University System's Web site [\[4\]](#).

The office of Human Resources is responsible for implementing the policies concerning the appointment and employment of faculty and staff. These policies and procedures are also made available on the Human Resource Website [\[5\]](#).

For further review, the Business Procedures Manual provides details for Classified Personnel [\[3\]](#) along with Academic Personnel [\[4\]](#).

Supporting Documentation

- [1] [Policies and Procedures for Instructional Faculty, Albany State University Faculty Handbook - Section 330](#)
- [2] [Policies and Procedures for Non-Academic Personnel, Albany State University Staff Handbook - Section 450.](#)
- [3] [Policies and Procedures for Classified Personnel, University System of Georgia Business Procedures Manual, Volume 3A](#)
- [4] [Policies and Procedures for Academic Personnel, University System of Georgia Academic Affairs Handbook, Section 4](#)

- [5] [Policies and Procedures for the Employment of Faculty and Staff at ASU Human Resources website](#)