



# Employment Appointment and Reappointment Letters for the Division of Academic Affairs and University Library Faculty Policy

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Policy Type:	University
Responsible Executive:	VP Academic Affairs
Responsible Office:	Academic Affairs
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Latest Revision:	April 8, 2019
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## I. Policy Statement

The Employment Appointment and Reappointment Letters for the Division of Academic Affairs Policy outlines and provides the procedures to process appointment and reappointment letters/memos for faculty and staff in the Division of Academic Affairs and faculty in the University Library.

## II. Purpose of Policy

To provide the process of employment appointment letters, employment reappointment letters, wintersession and summer term employment memos for faculty and staff in the Division of Academic Affairs and faculty in the University Library.

## III. Applicability

This policy and the associated procedures apply to faculty and staff in the Division of Academic Affairs and the faculty in the University Library.

## IV. Definitions

### 1. Appointment Period

- *Academic Year or 9 months* – the period of time from the Fall Semester through the Spring Semester.
- *Fiscal Year or 12 months* – the period of time beginning July 1 of any year and ending June 30 of the following year.
- *Semester*—a period of time typically lasting fifteen weeks beginning on the Monday of Faculty Development Activities Week and ending the day of commencement.
- *Summer Term* – the period of time, inclusive of any part of term (Maymester, 1<sup>st</sup> Summer, 2<sup>nd</sup> Summer), between the end of the Spring Semester and the beginning of the next Fall Semester.
- *Part-Time* – the period of time for part-time appointments beginning with the first day of classes and ending the day grades are due.

### 2. Employee Classification

- *Classified Staff Member* – a University employee governed by the state’s Civil Service Rules.
- *Faculty Member* – a University employee whose assigned primary duties are teaching, scholarly activities, and/or service and whose rank is instructor or above.
- *Unclassified Staff Member* – an “at-will” University employee who serves at the pleasure of the appointing authority and is not governed by the state’s Civil Service Rules.

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### 3. Employment Letters/Memos

- *Appointment Letter Full-Time Employee*  
Initial letter given to prospective employee offering a full-time faculty appointment, full-time unclassified staff appointment, full-time classified staff appointment, or full-time faculty with a supplemental position appointment.
- *Appointment Letter Part-Time Faculty*  
Letter given to part-time faculty offering a part-time faculty appointment or part-time reappointment for a semester or any part-of-term in the semester.
- *Reappointment Letter Full-Time Faculty*  
Letter given to continuing employees offering a full-time tenure-track faculty appointment, full-time non-tenure-track faculty appointment, or full-time faculty appointment with a supplemental position appointment.
- *Summer Term Letter*  
Letter given to a faculty member appointed during the summer term.
- *Wintersession Letter*  
Letter given to a faculty member appointed during the wintersession.

#### Other Terms

- *Appointing Office* – the office that processes appointment letters for summer and wintersession and reappointment letters for fiscal year and academic year. This includes Vice President for Academic Affairs, college deans, Extended Learning director, ULM Online director, and University Library Dean.
- *Faculty Supplemental Position* – an at-will position listed in the University budget book held by a faculty member whose assigned duties include other responsibilities in addition to teaching, scholarly activities, and/or service. The faculty member’s tenure status applies only to their appointment as a faculty member and not to the appointed supplemental position.
- *Full-Time* – employment with workload considered standard for the University.
- *Part-Time* – employment with workload considered less than standard for the University.
- *University Week* – the week prior to the beginning of classes in a semester; also referred to as “Faculty Development Activities Week.”

#### Tenure Status

- *Tenured* – an appointment for a full-time faculty member who has been awarded indeterminate tenure. Tenure assures the faculty member that employment in the academic discipline at ULM shall be renewed annually until resignation, retirement, or termination for cause or for financial exigency.
- *Tenure Track* – an appointment of a full-time faculty member who serves a probationary period and is eligible for tenure. This appointment is made at the rank of Assistant Professor or higher. The probationary period for tenure consideration for an Assistant Professor is six years, with application for tenure made during the sixth year. For Associate Professors, the probationary period for tenure consideration may be at least one year but may not be more than four years. This appointment shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the University.

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- *Non-Tenure Track* – an appointment of a faculty member who does not serve a probationary period and is not eligible for tenure. This appointment is made at the rank of Instructor or higher and does not include any right to permanent or continuous employment; shall not create any manner of legal right, interest, or expectancy of renewal; and shall be subject to annual renewal by the University.

## V. Policy Procedure

### 1. Items

- A. Employment appointment letters for fiscal and academic year
1. Full-Time Faculty, Classified Staff, and Unclassified Staff  
Appointment letters shall be given to all full-time employees for their initial appointment in the Division of Academic Affairs. The Office of Human Resources processes appointment letters for new employees.
  2. Part-Time Faculty  
Appointment letters shall be given to all part-time faculty in the Division of Academic Affairs. Part-time faculty are non-tenure-track so their appointments shall not include any promise of permanent or continuous employment, expectancy of renewal of any type of appointment, and shall be subject to semester renewal by the University. Appointments are contingent upon class enrollment. The appointing office processes appointment letters for part-time faculty. The template for this letter is available to in the Academic Affairs Information Center at <https://moodle.ulm.edu/>.
- B. Employment reappointment letters for fiscal year and academic year
1. Full-Time Tenured Faculty  
After initial employment appointment letter, continuing full-time tenured faculty **shall not** receive an annual employment reappointment letter. Initial tenured appointments include the assurance of continued employment subject to termination for cause or because of financial exigency. The appointing office processes the letter.
  2. Full-Time Tenure-Track Faculty  
After the initial employment appointment letter, continuing full-time tenure-track faculty **shall** receive an annual employment reappointment letter from the academic dean. The annual employment reappointment letter shall be processed by the appointing office before the end of the spring semester each year. Faculty who receive this letter shall be asked to sign the letter indicating that they accept their appointment renewal and intend to return to the University the next fiscal/academic year. The signed letter should be returned to the appointing office by the date indicated in the letter. The template for this letter is available in the Academic Affairs Information Center at <https://moodle.ulm.edu/>.

3. Full-Time Non-Tenure-Track Faculty  
After the initial employment appointment letter, continuing full-time non-tenure-track faculty **shall** receive an annual employment reappointment letter from the academic dean. The annual employment reappointment letter shall be processed by the appointing office before the end of the spring semester each year. Faculty who receive this letter shall be asked to sign the letter indicating that they accept their appointment renewal and intend to return to the University the next fiscal/academic year. The signed letter should be returned to the Dean by the date indicated in the letter. The template for this letter is available in the Academic Affairs Information Center at <https://moodle.ulm.edu/>.
4. Full-Time Faculty Who Hold Supplemental Position  
After the initial employment appointment letter, continuing full-time faculty who hold a supplemental position **shall** receive an annual employment reappointment letter from the academic dean. The annual employment reappointment letter shall be processed by the appointing office before the end of the spring semester each year. This letter shall indicate that the supplemental position is an at-will position and, if the appointment to the supplemental position should end, the faculty member could be reassigned and their salary changed. The letter shall also indicate that the faculty member's tenure status applies only to their appointment as a faculty member and not to their appointment to the supplemental position. Faculty who receive this letter shall be asked to sign the letter indicating that they accept their appointment renewal and intend to return to the University the next fiscal/academic year. The signed letter should be returned to the appointing office by the date indicated in the letter. The template for this letter is available in the Academic Affairs Information Center at <https://moodle.ulm.edu/>.
5. Full-Time Library Faculty  
After the initial employment appointment letter, continuing full-time faculty assigned to the Library **shall** receive an annual employment reappointment letter. The annual employment reappointment letter shall be processed by the appointing office before the end of the spring semester each year. The Library faculty shall be asked to sign the letter indicating that they accept their appointment renewal and intend to return to the University the next fiscal year. The signed letter should be returned to the appointing office by the date indicated in the letter. The template for this letter will be provided to the Dean of the University Library and the administrative assistant.
6. Full-Time Unclassified Staff  
After initial employment appointment letter, continuing full-time unclassified staff **shall not** receive an annual employment reappointment letter. The initial appointment letter includes the assurance of continued employment subject to termination for cause or because of financial exigency.

7. Classified Staff

After initial employment appointment letter, continuing full-time classified staff **shall not** receive an annual employment reappointment letter.

C. Employment appointments letters for summer term

Faculty who are assigned a summer teaching appointment or are assigned a summer special duties appointment shall receive an appointment letter for the summer period from the appointing office.

The **Summer Faculty Employment Policy** may be found at ULM's Policy Database under VP for Academic Affairs at <https://webservices.ulm.edu/policies/index.php>.

D. Employment appointment letters for wintersession

All faculty with academic year appointments who teach a course in the wintersession shall receive an appointment letter for the wintersession from the appointing office.

## VI. Enforcement

The Vice President for Academic Affairs is responsible for the enforcement of this policy.

## VII. Policy Management

The Vice President for Academic Affairs is the Responsible Executive and the Responsible Officer associated with this policy. The Vice President for Academic Affairs or his/her designee is responsible for the implementation and administration of this policy.

## VIII. Exclusions

None.

## IX. Effective Date

The Policy will become effective April 15, 2019.

## X. Adoption

This policy is hereby adopted on this 8<sup>th</sup> day of April 2019.



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Steven F. Siconolfi  
Interim Vice President for Academic Affairs

## XI. Appendices, References and Related Materials

<https://moodle.ulm.edu/>

<https://webservices.ulm.edu/policies/index.php>.

## XII. Revision History

Original adoption date: September 1, 2015

Revised: April 8, 2019; Addition of *Part-Time* appointment period in Section IV. Definitions; Update of Section V. C. Employment appointments memos for summer term; revisions include editorial changes to most parts of the policy.