

I-11

ACTING ASSISTANT PROFESSOR/ASSISTANT TEACHING PROFESSOR APPOINTMENTS

(Revised 4/24)

I. Procedure of Automatic Regularization

At the time of initial appointment, the department may request that a candidate who has not yet completed the Ph.D. dissertation be appointed as Acting Assistant Professor or Acting Teaching Professor with automatic regularization to Assistant Professor or Assistant Teaching Professor, at the same salary rate, upon receipt of the Ph.D. by a specified expected date.

If automatic regularization is not requested at the time of the initial appointment, a completely new review is necessary when the title is changed to Assistant Professor or Assistant Teaching Professor.

When automatic regularization of an Acting Assistant Professor or Acting Assistant Teaching Professor has been approved in conjunction with the initial appointment, the Department Chair must provide the Office of Academic Personnel with a letter from the graduate dean of the institution conferring the Ph.D. which indicates the date that the appointee completed all formal degree requirements. If this date precedes the beginning of the service period for the next quarter the change in title will be effective at the beginning of that quarter.

II. Procedure for Reappointment

Each appointment as Acting Assistant Professor or Acting Assistant Teaching Professor shall be for a specified term, not to exceed one year. The total period of service with these titles is limited to two years. If the Ph.D. is not received by Winter Quarter in the initial year, and a second year in that title is sought, the department must submit by March 1 a request for reappointment which includes an explanation of the candidate's failure to complete the dissertation and an assessment of the likelihood of completion.

The request is reviewed by the Dean with the Associate Vice Chancellor taking authority for the final decision. The normal expectation is that the Ph.D. shall be completed, and regularization takes place, during the first year of service. Reappointment as an Acting Assistant Professor or Acting Assistant Teaching Professor is not automatic.

If the candidate receives reappointment but does not finish the Ph.D. in the second year, the appointment is self-terminating. If the department wishes to rehire the candidate at a later date, it will be necessary to request retention of the FTE and to initiate an open search.