

Policy Number/Title:	2.2.25 Letters of Offer and Appointment of Faculty
Effective Since:	09/03/2025
Last Revision Approved:	09/03/2025
Responsible Office:	Academic Affairs

1. Scope:

This policy applies to a faculty member's primary appointment

2. Definitions:

This section was intentionally left blank.

3. Policy:

The terms and conditions (beginning date of employment, service status, academic rank, salary, credit toward probationary period for tenure, and any special arrangement regarding completion of degree) of every faculty member's primary appointment will be stated in writing and will be in the possession of both the institution and the faculty member before the appointment becomes official. Background checks will be conducted prior to employment. Faculty appointment letters are issued by the Chief Academic Officer, upon recommendation of the appropriate dean. Nine-month appointments will begin in August and end in May. Twelve-month appointments are for the fiscal year, July 1 through June 30.

4. Procedures:

This section was intentionally left blank.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

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09/03/2025	Updated to reflect that faculty letters are issued by the Chief Academic Officer. Other minor update to make clear that this policy refers to faculty appointments.
04/19/2021	Minor Revisions
09/01/2011	Minor Revisions
01/01/2007	Policy first established

7. Approvals:

Responsible Officer Signature/Date:



08/27/2025

Vice President/Senior Administrator Signature/Date:



08/27/2025

President Signature/Date: