

# INITIAL APPOINTMENT REPORT FOR TENURE-TRACK FACULTY

To be Submitted with PROV100, Part B

College/School \_\_\_\_\_

Department \_\_\_\_\_ Position Number \_\_\_\_\_

Candidate Recommended for Appointment \_\_\_\_\_

Faculty Rank \_\_\_\_\_ Anticipated Date of Appointment \_\_\_\_\_

When making recommendations for appointments at all faculty ranks except those designated as temporary, the Department Head/Chair shall confer with all available members of the department holding professorial ranks. The Department Head/Chair shall then transmit a written summary of the reactions of those faculty members through the Dean to the Provost (*Auburn University Faculty Handbook 3.4*).

Faculty Comments: \_\_\_\_\_

---

---

---

---

---

# Faculty Eligible to Vote \_\_\_\_\_ # Faculty Voting Acceptable \_\_\_\_\_ # Faculty Voting Not Acceptable \_\_\_\_\_

The faculty consists of academically qualified individuals whose obligations include 1) the teaching of students, 2) the discovery of new knowledge through research or other creative work, and 3) the dissemination or application of knowledge through outreach. In addition, all faculty have an obligation of service to the University. All faculty members who are eligible for academic rank and tenure shall have assignments that will provide the opportunity to participate in appropriate combinations of these activities as determined in the faculty member's department (*Auburn University Faculty Handbook 3.2*).

Distribution of effort at time of initial appointment:

Teaching \_\_\_\_\_% Research/creative work \_\_\_\_\_% Outreach \_\_\_\_\_% Extension \_\_\_\_\_% Service \_\_\_\_\_%

If a faculty member has had fewer than three years of full-time service in a faculty rank at one or more other institutions, the faculty member may request that two years, one year, or none be credited toward the probationary period for tenure. If a faculty member has had three or more years of full-time service in a faculty rank at one or more other institutions, the faculty member may request that three years be credited toward the probationary period for tenure. All years of full-time temporary faculty appointment at Auburn, regardless of rank, shall normally count toward tenure eligibility (*Auburn University Faculty Handbook 3.4*).

Prior faculty service to be counted toward tenure consideration: \_\_\_\_\_ years

A candidate must be considered for tenure during his or her sixth year if he or she has not been granted tenure earlier and has not waived consideration (*Auburn University Faculty Handbook 3.10*).

Initial consideration for tenure will be no later than Fall \_\_\_\_\_, the beginning of the sixth year of the faculty member's probationary period.

---

Recommended by Department Head/Chair	Date
--------------------------------------	------

---

Approved by Dean	Date
------------------	------

---

Approved by Provost	Date
---------------------	------

*Note: The tenure consideration information contained in this document should be utilized in preparing the letter of offer to the recommended candidate.*