EXPEDITED PROCESSES FOR APPOINTMENTS OF SENIOR FACULTY

The expedited appointment, rank, and tenure process for senior faculty hires seeks to respect the standing of the recruited faculty members and to respect the University’s commitment to both full faculty consultation and the University Committee on Rank and Tenure’s (UCRT) advisory role in the rank and tenure process.

There are three main variations on senior faculty hiring each benefiting from expedited review:

1. An academic unit seeks to appoint a scholar holding the rank of professor with tenure (or equivalent stature) at another distinguished institution who is so eminent that a full review is unnecessary.
2. An academic unit seeks to hire an associate or full professor who has achieved tenure at another institution. The unit seeks to appoint the faculty member at the same (or advanced) rank, with tenure, and without waiving a full review.
3. An academic unit seeks to hire a faculty member who has achieved the rank of associate professor, but without tenure, at another institution.

There are three separate expedited processes proposed.

1. Expedited Review with Waiver of Requirement for Full Review

This expedited process is intended for eminent scholars. The process is distinguished by (a) a much-abbreviated dossier and the exceptional waiver of the requirement for external evaluations, (b) the possibility for advisory review by only two-to four representatives of the UCRT, and (c) a resulting review schedule intended to allow the President’s decision within a two-month window and for the candidate to receive a non-conditional offer of appointment and tenure.

Early in the search/recruitment process (and before any offer of appointment is extended), the academic unit advises the school dean (as applicable) and the Provost/Executive Vice President (EVP) of the opportunity to recruit an eminent scholar. The academic unit then engages all its tenured faculty (drawing on available documentation, including the materials assembled for or through the search and the candidate’s publications). The academic unit’s tenured faculty must vote to determine whether they support a waiver of the requirement for a full dossier. Without a majority vote in favor, the requirement will not be waived.

If the tenured faculty support a waiver, the expedited process may proceed based on the abbreviated dossier. The academic unit votes for appointment, rank, and tenure following the usual rules for such votes.

The academic unit prepares a written statement documenting the significant scholarly contributions and achievement of the candidate (including reference to his or her teaching qualifications) and records the faculty votes for appointment, at rank, tenure, and for waiver of the requirement for a full review.

If the academic unit is in a school or on a campus with its own appointment, promotion and tenure committee, that committee must also vote for appointment, rank, and tenure and for waiver of the requirement for a full review, and submit a written record of its votes.

The academic unit next provides the dean and EVP with the written statement of the academic unit’s evaluations and actions, accompanied by the materials assembled for and during the search (e.g.,

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1 Approved by the Faculty Senate on December 11, 2012.
generally available materials documenting the candidate’s qualifications and academic standing, cv, applicant’s statement) and copies of or links to relevant and recent publications.

The EVP immediately forwards the academic unit’s statement and supporting materials to the current chair of UCRT, and calls a meeting to review the qualifications and standing of the candidate. Participants include the EVP, the school dean, the academic unit leader, the current chair of the UCRT, the immediate past chair of the UCRT, and up to two more UCRT members (to be determined by UCRT). If the immediate past chair is not available, the current Chair designates another member with at least three years’ service on the UCRT.

If the EVP, school dean, and UCRT representatives agree without opposition that the requirement for full review should be waived, the expedited process may proceed without a full review.

The group then determines whether (a) the representatives of the UCRT will proceed and immediately provide a written statement (along with the academic unit’s statement and supporting materials) to the President, or (b) on an expedited schedule arrange the consideration of the full UCRT. If (a), the UCRT representatives’ statement serves in lieu of full committee review and vote recorded in the standard minutes. The statement is appended to the UCRT minutes and available to the campus EVP.

The period of consideration – from department meeting and voting to transmission of the UCRT written statement to the President – under normal circumstances will extend for not more than four weeks.

If the petition for waiver of a full review is opposed, the academic unit will be informed in writing. An expedited review may still be pursued under process #2.

As experience accumulates, the UCRT may at its discretion seek to formulate standards or guidelines for deciding when the requirement of a full review should be waived.

2. Expedited review with full dossier

This expedited process is intended for candidates at the rank of associate or full professor who have achieved tenure at another institution. The process is distinguished by an academic-unit expedited schedule for assembling materials and a UCRT priority-review schedule intended to allow the candidate to receive a final decision on appointment and tenure, within a predetermined timeframe.

The EVP advises the UCRT in September of ongoing searches likely or designed to bring already-tenured faculty at the rank of associate or full professor.

With appropriate notice from the EVP, the UCRT will prioritize consideration of such cases (and schedule special sessions if necessary) and usually honor a one-month UCRT consideration period, from the Committee’s receipt of the complete dossier to transmission of the UCRT minutes to the President.

Academic units seeking such appointments assemble standard and complete dossiers (including the requisite external evaluations) on their own expedited schedules.

A conditional offer is extended to the candidate, with a decision-date time frame, determined in advance (upon consultation among EVP, UCRT, and President’s Office). Depending on the timing and the candidate’s preferences, the options would remain for the candidate to delay taking up appointment or to
arrange a final leave from his/her institution and arrive at Georgetown on a visiting appointment.

3. Expedited process for appointment of a faculty member who has achieved the rank of associate professor, without tenure, at a top-tier institution.

This process is expedited through the elimination of dossier preparation and Presidential decision on appointment to the rank of associate professor. The appointment would be made by the EVP in the same way as appointment at the rank of assistant professor with probationary-period status and on the basis of materials and information gathered through the search.

The President delegates the authority to the EVP to appoint at the rank of associate professor with probationary status. (Such appointment is without UCRT review at the time of appointment, because the UCRT role is to advise the President.)

This delegated appointment authority would apply for appointment of a faculty member who has already achieved the regular rank of associate professor but without grant of tenure in accordance with standard practice at his or her home university.

Candidates appointed through this process would normally begin in the fourth year of the tenure probationary period (maximum credit). (The probationary period for the candidate would be adjusted according to the applicable Faculty Handbook rule (III.D.?).) Subject to satisfactory progress the faculty would be re-appointed annually for a maximum of four years (through the seventh year of the probationary period) unless tenured earlier or terminated with appropriate notice consistent with the Faculty Handbook.

When seeking tenure, complete dossiers would be assembled according to the standard process (i.e., in this way, the full process and UCRT engagement is effectively postponed, not eliminated). If a faculty member does not seek tenure, his or her appointment would end no later than the seventh year of the probationary period (i.e., maximum appointment normally of four years at Georgetown as untenured associate professor).