



# VCU Human Resources

## **Guidelines on Determining the Appropriate Employee Group for Current Administrative and Professional Faculty with Academic Responsibilities**

### **Introduction**

The HR Redesign implementation at Virginia Commonwealth University (VCU) impacts individuals currently in an Administrative or Professional (A&P) faculty appointment under VCU's policy for *Administrative and Professional Faculty and Faculty Holding Administrative Appointments*. Effective July 1, 2018, A&P faculty will transition to either the Teaching and Research (T&R) faculty or new category of University and Academic Professionals, as appropriate. These guidelines provide a brief overview of the new employee category, indicate the **appointment types for current A&P faculty with academic responsibilities** impacted by this change, and outline the process that will be used to determine the appropriate employee group for current A&P faculty. **Those A&P faculty who do not have academic responsibilities will be converted to the new category of University and Academic Professional effective July 1, 2018 or upon expiration of the terms of the A&P faculty employment contract, as applicable.**

Employees and their supervisors should match the job content of the appointment type that most closely aligns, and discuss the employee's career aspirations and abilities and the university, school, and departmental mission, priorities and needs to identify the appointment type that best balances these interests. The appropriate appointment is made in concurrence with and by approval of the appropriate Provost/VP/Dean or equivalent.

These guidelines are not intended as a substitute for relevant university policies (see, for example, pp. 14). Employees, supervisors and HR professionals should consult those policies, Office of Human Resources, Office of the Provost and Office of the Vice President for Health Sciences, as applicable, for additional information. The Office of the Senior Vice Provost for Faculty Affairs and the Office of the Vice President for Health Sciences, as applicable, are available to consult on recommendations involving these appointment types.

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## Definitions

**A&P** – Administrative and Professional Faculty

**Academic program** – units or components formally involved in the development and delivery of the university curriculum

**Academic Unit** – A department or sub-unit within a school, or the school itself when there are no departments or sub-units

**Affiliated unit** – the unit in which the employee holds a second appointment (adjunct or affiliate faculty)

**Appropriate provost/vice president** – The provost/vice president responsible for oversight of the unit in which an employee is or will be appointed, hired or assigned (provost or vice president for health sciences)

**Department** – Unit within a school in which an employee is or will be appointed or hired

**Faculty member** – Employees who meet the definition found in the Employee Groups Section I. of the Working @VCU: Great Place HR Policies:

*“Employees in teaching and research faculty (T&R faculty) positions have principal and regularly assigned responsibilities that include a significant commitment to teaching that includes the development and delivery of the university curriculum for students enrolled at VCU and/or a significant commitment to original research and scholarship that includes the creation, dissemination and application of new knowledge and/or artistic expression.*

*T&R faculty positions:*

- *Are generally full-time appointments to a faculty position with academic rank made under the ultimate authority and with the final approval of the Board of Visitors*
- *Are the employee’s primary appointment*
- *Involve principal and regularly assigned duties and responsibilities of teaching, research, scholarship or creative activity that represents the majority of the contractual time*
- *Are subject to the criteria and expectations for promotion and/or tenure under the university’s “Faculty Promotion and Tenure Policies and Procedures” (2013 rev.)”*

*Faculty appointments are either tenured, probationary (tenure-eligible), term (non-tenured) or adjunct (non-tenured). Other faculty appointments include clinical, faculty affiliate, emeritus/emerita, eminent scholar and visiting faculty.*

**Home unit** – the unit in which the employee is or will be appointed or hired

**School** – A school or college in which the employee is or will be appointed or hired

**T&R** – Teaching and Research Faculty

### **Overview of University and Academic Professionals Employee Group**

The HR Redesign project began in Spring 2016, using VCU's authority under the Restructured Higher Education Financial and Administrative Operations Act ("Restructuring Act") to respond to employee feedback from the university's Great Place Initiative survey and to modernize its human resource practices. One of the main goals of the Redesign is to recruit and retain top talent. There are two dimensions to the project - programmatic and strategic. New programs are being designed and implemented to improve career and professional development, mentoring and networking, career advancement and promotional opportunities, performance evaluation, market and merit-based pay, leave, and benefits. Strategically, the project is focused on aligning the University's workforce with institutional priorities through cascading goals and shared values and to further strengthen the sense of belonging and engagement through creation of career communities. The effective date for the new policies and programs is January 1, 2018.

Additional information regarding University and Academic Professionals can be found in the Working@VCU: "Great Place" HR Policies. Individuals should consult the office of the appropriate provost/vice president (Provost or VP Health Sciences) for guidance.

### **Appointment Types Available for Current A&P Faculty with Academic Responsibilities**

Beginning on July 1, 2018 all employees currently holding an appointment as an Administrative or Professional faculty (A&P) member and who have academic responsibilities may be considered for an appointment in one of the following position types that recognize the employee's academic duties: 1) Academic Professional designation, 2) Teaching and Research Faculty (term), or 3) Academic Administrator. Those currently holding an A&P appointment without academic responsibilities covered under these guidelines will be converted to a University and Academic Professional position.

#### **1. Academic Professional designation for University and Academic Professional Employees**

University and Academic Professional employees may hold the additional designation of "Academic Professional," which must be conferred by the dean or dean's designee. Academic Professionals are generally salaried, exempt employees whose primary positions meet specialized professional and technical needs in direct support of academic programs to enhance the practice and quality of teaching and learning. They perform high-level duties, and frequently have specialized responsibilities in academic, research and service missions of the institution. They generally have advanced, often terminal, degrees and academic backgrounds similar to those of T&R faculty. An employee may hold the Academic Professional designation if 75% or more of their assigned

responsibilities involves academic program management related to advising, curriculum development, and/or instructional design. There may be significant expectations for research activity including but not limited to participation in peer-reviewed publications, juried exhibitions or performances, or professional presentations; the preparation and oversight of externally funded grants and contracts; and/or training and oversight of students in laboratories, or studios.

a) Concurrent Faculty Appointments for Academic Professional Designees

University and Academic Professional employees with an Academic Professional designation do not hold T&R tenure-track or term faculty positions, are not eligible for tenure, and do not accumulate probationary credit toward tenure. While all employees are eligible to hold an Affiliate Faculty or Adjunct Faculty appointment contingent upon proper approvals, Academic Professionals typically hold one of these secondary, concurrent faculty appointments within their home or another academic unit. This concurrent appointment is made using the affiliated unit's guidelines and procedures for affiliate or adjunct faculty.

Rank can only be held in a faculty appointment made within an academic unit. Thus, individuals hold rank in a concurrent faculty appointment but not as a University and Academic Professional or as an Academic Professional designee.

There are two types of concurrent faculty appointment that made be held by a University and Academic Professional employees, including those with Academic Professional designations:

- i) **Affiliate Faculty.** These appointments are voluntary (unpaid) appointments for individuals in the University who are deemed capable of making significant contributions to a University academic program. University and Academic Professionals employed by VCU may be considered for appointment as Internal Affiliate Faculty. With the consent of the affiliated unit, they may contribute to the instruction of students in classroom or experiential settings, or make other significant contributions to the teaching and research missions of the University, its academic units. Such contribution may involve giving occasional lectures or acting as preceptor to students during field work, clinical rotations or residencies; teaching and directing master's and doctoral theses in the affiliated academic unit; and being listed as faculty of the affiliated academic unit with the ability to serve on its committees. The procedures for obtaining these appointments are outlined in the VCU Affiliate Faculty Appointment policy. Individual schools and departments may establish Affiliate Faculty appointment guidelines and procedures to augment the University policy. HR policies and procedures affecting Affiliate Faculty are coordinated by the VCU Office of the Provost or the Vice President for Health Sciences Office.
- ii) **Adjunct Faculty.** These are paid, non-tenure eligible appointments granted to those who

serve the university part-time and are employed for specific academic activities. Academic Professionals may be considered for appointment as adjunct faculty. Under the University's Overload Jobs Policy, these secondary assignments are permitted for teaching duties only (the employee is designated as Instructional Adjunct Faculty) if within the following limits:

- The teaching must be outside the scope of regular responsibilities;
- The teaching must be conducted outside the regular work schedule; and
- Compensation for teaching duties must be paid at the standard adjunct rate in the respective school/college where the course is taught.

Employees whose primary appointment is supported by grant funding are not permitted to have paid Adjunct Faculty appointments regardless of the source of additional funding. The only exception is where the Adjunct appointment is specifically documented in the grant or contract award or approved in writing by the sponsoring agency.

The employee's supervisor must give prior approval for the adjunct appointment to ensure there is no conflict between the two positions and that the employee's effectiveness in their primary job will not be diminished. Employment in an adjunct faculty position depends upon available funding. The employee's supervisors in both the primary and affiliated unit are responsible to coordinate and ensure that employee is correctly compensated for the additional work. Adjunct appointments may not involve the same duties, supervisor, and work location as the primary job.

The rights and privileges of adjunct faculty are specified in the guidelines of the academic unit making the appointment. Adjunct appointments do not require academic review outside the school. They are reviewed using guidelines established by the affiliated unit, and are recommended by a letter from the unit with the concurrence of the dean.

HR policies and procedures affecting Adjunct Faculty are coordinated by the VCU Office of the Provost, the Office of the Vice President for Health Sciences, and VCU Human Resources.

b) Terms of Appointment for Academic Professional designees

Designation as an Academic Professional is subject to periodic review to ensure the employee's duties and performance merit continued recognition.

c) Performance Review and Career Advancement for Academic Professionals

Academic Professional designees are eligible for advancement in their position as a University and Academic Professional, as specified in the Working@VCU: "Great Place" HR Policies.

HR policies and procedures affecting Academic Professional designees are coordinated by the Office of the Provost or the Office of the Vice President for Health Sciences with support from

VCU Human Resources.

## 2. Term (non-tenure) Teaching & Research Faculty Appointment

A term T&R faculty appointment is a full-time appointment to the faculty for a specified mix of duties. Term appointments do not lead to tenure; and term faculty titles and job responsibilities are held for specific time periods, as provided in the individual's employment contract. Term faculty appointments are made using the university and home unit's guidelines and processes.

### a) Terms of Appointment for Term Faculty

Term T&R faculty status comes with expectations and assigned duties that reflect the employee's specific areas of expertise. These are defined by each academic unit and generally include (1) Demonstrated continuing scholarship and professional growth; (2) Demonstrated quality in teaching; (3) Demonstrated performance in service. University and home unit guidelines are followed to determine the appropriate rank of appointment for individuals entering a term faculty position (i.e., professor, associate professor, assistant professor, or instructor). When appropriate to the duties assigned to the term faculty member, title modifiers as defined by the home unit may be used (e.g., Clinical Professor, Visiting Professor, Research Professor, or Teaching Professor). Term Faculty hold the same rights and responsibilities specified in the Faculty Handbook as tenured or tenure-eligible faculty except that Term Faculty are not afforded tenure or tenure eligibility.

Term faculty roles balance individual aspirations and abilities with the institutional mission and needs. Individual work plans are designed to help term faculty develop themselves professionally by taking into account their strengths and weaknesses, evolving interests, and changes in their disciplines. Each term faculty member's work plan is established in a manner such that individual flexibility is balanced by the overall need for teaching, research, and service at the unit and university levels. The result should encourage a comprehensive and productive use of faculty interests and abilities thereby, benefiting the students, the individual faculty member, unit, and University.

### b) Performance Review and Career Advancement for Term Faculty

Guidelines for performance evaluation and promotion of term faculty are also defined in policies of the university and home unit. The criteria and definitions as specified in 2.1 of VCU's Promotion and Tenure Policies and Procedures apply to term faculty to the extent that the criteria and definitions are consistent with that faculty member's special mix of duties. The home unit guidelines address how a term faculty member's effort is weighted by the special mix of duties assigned. Home unit guidelines also specify the voting rights of the term faculty.

Changes in rank arising from this reclassification process will not result in adjustments to

employee compensation.

More details about term faculty can be found in VCU's Promotion & Tenure, Faculty Roles and Rewards, and Annual Assessment of Faculty Performance policies. Policies and procedures affecting term T&R faculty members are coordinated by the VCU Office of the Provost or the Office of the Vice President for Health Sciences.

### 3. Academic Administrator Appointments for Employees with Underlying T&R Faculty Appointments

Academic Administrators hold an administrative appointment with an underlying T&R faculty appointment in an academic unit. This faculty appointment is concurrent and generally unpaid. They generally serve as senior administrative officers of the university or school. Typical titles include dean, associate or assistant dean, director, provost, vice provost, etc. Academic administrators are assigned titles and receive compensation for administrative responsibilities independent of their T&R faculty position and rank. Academic Administrator appointments are initiated by the dean or senior appointing official (i.e., provost/vice president). These appointments are made by following the relevant university and home unit policies and processes.

T&R faculty members with part-time administrative appointments (such as departmental chairs and center/institute directors) generally are not designated as Academic Administrators; they are T&R faculty members and may receive a salary supplement for their additional administrative responsibilities.

University and Academic Professional employees cannot hold a concurrent T&R faculty appointment, and therefore may not be Academic Administrators. These employees may hold an Academic Professional designation and be appointed with an administrative working title similar to those of Academic Administrators (e.g., director of advising).

This appointment type is not intended for those A&P faculty who hold title of Assistant or Associate Dean but do not have academic responsibilities (e.g. Associate Dean for Finance, Assistant Dean for Development). These positions are Executive/Senior Administrators within the University and Academic Professional employee group and may retain the current working title.

#### a) Terms of Appointment for Academic Administrators

Academic administrative titles and job responsibilities are held for specific terms, as provided in the individual's employment contract, or at the discretion of the appropriate appointing official. Administrative titles and job responsibilities may be changed or reassigned within the period of the employment contract, commensurate with the needs of the University and appointing unit. Academic Administrators do not hold tenure in an administrative appointment, but may hold tenure in their underlying faculty appointment. Academic Administrators retain their underlying T&R faculty appointment rights and responsibilities upon removal from the Academic



Administrator appointment.

b) Performance Review for Academic Administrators

Reviews of Academic Administrator's performance is separate and independent of academic reviews conducted for faculty promotion and tenure.

HR policies and procedures affecting Academic Administrators are coordinated by the VCU Office of the Provost or the Office of the Vice President for Health Sciences.

## **Examples of Appointment Types for Current A&P Faculty with Academic Responsibilities**

### Example 1. Appointment as Academic Professional Designee

- A. A masters-prepared academic advisor, who is 100% assigned to provide specialized academic advising assisting students to identify interests, options and opportunities and to set academic goals; teach students how to manage the college experience, and make appropriate referrals; analyze data and collaborates with university partners and academic units on student recruitment, success, and retention programs; and may also manage other related advising and student-related programs and initiatives. Hired as an academic advisor and working towards promotion to a senior academic advisor. The individual is employed as a University and Academic Professional. They are designated as an Academic Professional, and may also have an Instructional Adjunct Faculty appointment to teach a course in their field of study.
- B. A PhD-prepared academic advisor with similar responsibilities as those described above and held the rank of associate professor in teaching. The individual is employed as a University and Academic Professional with an Academic Professional designation. They may have an Affiliate Faculty appointment to serve on a dissertation committee and as co-PI on a grant in their field of study. The Affiliate Faculty appointment is unpaid and carries rank based upon the individual's credentials and the affiliated unit's guidelines, which may allow the individual to preserve their prior rank as an associate professor.
- C. A Master's prepared instructional designer who collaborates with faculty in the design and development of curriculum, advising faculty on appropriate and effective methods of delivery, and participates in departmental meetings to ensure curriculum remains relevant and aligns with strategic and operational goals of the school; may also serve as project manager on key initiatives. The individual is actively engaged in his/her national professional association serving on committees, writing articles for professional journal, and presenting at national conferences. This employee is appointed as a University and Academic Professional and designated as an Academic Professional, and may also have an Affiliate Faculty appointment.

### Example 2. Appointment as Term T&R Faculty

- A. A PhD-prepared curriculum developer, who designs and implements educational materials to insure compliance with accreditation requirements; assists faculty in evaluating the efficacy of educational programs and outcomes; assesses the effectiveness of teaching. The individual is appointed as a term T&R faculty member with the rank of assistant professor and is working toward promotion to associate professor.
- B. A PhD-prepared research associate, who writes and submits IRB proposals; conducts statistical

analyses, directs research activities, and writes grants; prepares manuscripts for peer-reviewed publications, presents at national conferences. As a term T&R faculty member, the individual is appointed as an assistant research professor and working toward promotion to associate research professor.

Example 3. Appointment as Academic Administrator

- A. A PhD-prepared, tenured T&R associate professor takes on a full-time administrative role as Associate Dean to lead the school's undergraduate education programs. Administrative responsibilities include strategic planning to improve student retention; creating interdisciplinary scholarship and related initiatives; developing programs to support experiential learning; and overseeing the daily operations of the office. As an Academic Administrator, the employee is appointed as associate dean on an annual contract with a salary based on the scope and complexity of the administrative role. At the same time, he/she retains an unpaid, underlying tenured appointment as associate professor in their academic home department. Upon vacating the Academic Administrator role, the employee will return to their tenured, faculty appointment.
  
- B. A masters-prepared, term T&R associate professor assumes a full-time administrative role to direct a school's graduate internship program. Administrative responsibilities include personnel and budget oversight, accreditation compliance, integration of internships with the school's academic programming, and day-to-day management of the internship program office. As an Academic Administrator, the employee is appointed as Director for Experiential Education with an annual contract and salary based on the scope and complexity of the administrative role. The individual retains their unpaid, underlying term faculty appointment at the rank of associate professor in their home unit. Upon vacating the Academic Administrator role, the employee may be offered a term faculty position with a specified mix of duties related to their expertise and experience.

### **Determining the Appointment Type for Current A&P Faculty with Academic Responsibilities**

This procedure outlines the steps to determine the appropriate appointment type for current A&P faculty with academic responsibilities. The three types are: 1) Academic Professional with a faculty appointment (either Affiliate Faculty or Adjunct Faculty); 2) Term (non-tenure track) Teaching & Research Faculty; or 3) Academic Administrator. Note: Changes in appointment type are expected to become effective July 1, 2018.

Faculty appointment decisions are the responsibility of the Office of the Provost or the Office of the Vice President for Health Sciences ("appropriate provost/vice president"), as applicable to the specific employee and their home unit.

#### Faculty Review of Appointments

1. The dean of an employee's home unit, in consultation with the employee's chair, reviews and recommends the establishment of any new term faculty position related to this review process and the appointment of employees into these positions. The chair and dean create a position description for the new term faculty position and obtain provost/ vice presidential approval.
2. The chair ensures faculty input, particularly that of term faculty members, appropriate for the home unit's processes in appointing T&R faculty members to:
  - a) verify an employee's qualifications for appointment to a term faculty position, and
  - b) review the proposed rank for the employee's appointment (see Step 3.).
3. The chair ensures faculty input also is sought when an employee seeks reconsideration of an appointment decision (see Step 4.).
4. The faculty members designated to serve in these capacities herein are referred to as the "faculty committee".

#### Step 1: Administrative Review and Initial Determination

1. With consultation of the employee's current immediate supervisor, an initial determination of the appointment type is made by the dean (or equivalent) by October 31, 2017.
  - a. If it is determined that the position should be a University and Administrative Professional:
    - i. The dean provides the position description to VCU Human Resources by November 15, 2017 for review and approval;
    - ii. The additional designation as an Academic Professional is reviewed and approved by the

- dean (or equivalent);
- iii. The employee is informed in writing of the initial determination to become a University and Academic Professional on January 2, 2018.
  - iv. The change in appointment type is effective July 1, 2018 unless the decision is changed by the respective Dean, Provost/Vice Provost as a result of an employee's reconsideration request and/or appeal.
- b. If it is determined that the position should be a term T&R faculty:
- i. The dean submits the term faculty position description to the appropriate provost/vice president for review and approval by November 15, 2017;
  - ii. After receiving vice presidential approval, the employee is to be informed in writing on January 2, 2018, that the initial determination is for the position to become T&R faculty. The employee is informed of the rank that will be requested, which is expected to be equal to the employee's current rank unless the employee does not hold rank, in which case appointment to instructor or assistant professor in \_\_\_\_, as appropriate to the home unit's guidelines and the employee's qualifications and credentials, should be requested. Employees seeking a rank that is higher than assistant professor in \_\_\_\_ AND higher than their current rank must seek promotion during an upcoming annual promotion review process in accordance with VCU's Faculty Promotion and Tenure Policies and Procedures.
- c. If the initial determination is that the position should be an Academic Administrator:
- i. The dean submits this recommendation to the appropriate provost/vice president by November 15, 2017 for review and approval;
  - ii. After receiving vice presidential approval, the employee is informed in writing on January 2, 2018 that the initial determination is for the position to become an Academic Administrator.
  - iii. The change in appointment type is effective July 1, 2018 unless the decision is changed by the respective Dean, Provost/Vice Provost as a result of an employee's reconsideration request and/or appeal.

#### Step 2: Employee Input

1. If the employee agrees with the initial appointment determination no further action is required by the employee. The change in appointment type is effective July 1, 2018. The process proceeds from Step 3 for term faculty appointments.
2. If the employee does not agree with the initial appointment determination, he/she can request to meet with his/her supervisor. This meeting provides an opportunity to discuss the employee's career interests and goals and the university and home unit's priorities and needs in order to consider which appointment type comes closest to serving the best interests of all. This meeting

should occur by January 31, 2018.

3. If the employee still does not agree with the initial appointment determination following the meeting with their supervisor, he/she may request reconsideration of this decision by February 14, 2018. The process proceeds from Step 4 below.

### Step 3. Faculty Input

1. For term faculty appointments, the dean informs the faculty committee and requests its review and recommendation by April 15, 2018, allowing the employee the opportunity to update relevant materials:
  - a) The faculty committee receives the following materials:
    - i) Employee's current curriculum vitae
    - ii) Verification of credentials, if transcript is not already on file
    - iii) Verification of licensing, if applicable
    - iv) Position description
    - v) Notice of the employee's proposed rank upon appointment and their current rank
  - b) The faculty committee provides a written recommendation to the dean and employee by April 15, 2018 regarding the employee's appointment to the term faculty position. The committee also provides a recommendation regarding the requested rank.
    - ii) If the recommendation does not support the appointment or requested rank, the dean seeks to resolve with the committee the reasons for their recommendation(s) prior to submitting a final decision. The dean submits this decision, along with the committee's recommendations and all materials to the appropriate provost/vice president by May 11, 2017.
    - iii) If the recommendation is in support of the appointment and requested rank, the dean forwards these recommendations and materials noted above to the appropriate provost/vice president.
    - iv) The change in appointment type is effective July 1, 2018 unless the decision is changed by the respective Dean, Provost/Vice Provost as a result of an employee's reconsideration request and/or appeal.

### Step 4: Employee Request for Reconsideration

1. The employee submits a written reconsideration request to the Dean (or equivalent) proposing an alternative appointment type. An employee cannot request reconsideration for appointment to

Academic Administrator. The request must provide clear evidence that the requested appointment type (and rank, in the case of a request for a term faculty appointment) is appropriate and balances needs and interests of the individual and those of the university and home unit. The employee's request must include these supporting materials:

- the employee's current curriculum vitae;
  - evidence of the employee's duties, activities, career goals and expectations as specified in their original appointment letter/contract for their current position and three (3) most recent annual evaluations;
  - if the requested appointment type is term faculty, documentation must also include a description of how the employee's current or future expectations are consistent with the significant commitment to original research, teaching, and/or clinical service as required in the definition of T&R faculty reproduced in these guidelines.
2. The employee's supervisor submits a written statement to the dean (or equivalent) indicating the most appropriate appointment type (and rank, as appropriate) within ten (10) working days of the dean receiving the employee's reconsideration request. The statement must indicate and describe why a specific appointment type best balances the needs and interests of the employee and those of the university and home unit.
  3. If the employee requests reconsideration and seeks appointment to a term faculty position, the dean (or equivalent) provides the employee's supporting materials to the faculty committee and requests a written statement recommending the most appropriate appointment type. The committee's statement must indicate and describe why a specific appointment type, including rank in the case when a term appointment is recommended) best balances the needs and interests of the employee and those of the university and home unit. The faculty committee submits its statement to the dean by April 15, 2018.
  4. The dean (or equivalent) reviews the employee's request for reconsideration and the letter(s) provided by the supervisor and faculty committee, as appropriate. The dean's (or equivalent) decision is final, and communicated in writing to the employee within ten (10) working days of receiving all materials; however, an appeal process is provided (See Step 5.). The employee receives a copy of the statements submitted by the supervisor and the faculty committee. If the employee agrees with the initial appointment determination no further action is required by the employee. The change in appointment type is effective July 1, 2018 unless the decision is changed by the respective Provost/Vice President as a result of an employee's request for appeal.

#### Step 5: Employee Request for Appeal

1. Upon notification of the dean's final appointment decision, if the employee is in disagreement, they may submit a written notice of appeal to the appropriate provost/vice president within ten (10)

working days.

2. The Office of the President receives and issues the final decision on appeals from employees who report directly to the provost/vice president for health sciences.
3. A decision may only be appealed on the following grounds:
  - a) The proper procedures, as specified in this document, or relevant university or unit guidelines or policies were not followed. The specific guidelines or policies must be cited in the appeal.
  - b) Factually incorrect information was provided by someone other than the candidate, and utilized in the determination process.
  - c) The consideration process was tainted by discrimination based on race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, genetic information, sexual orientation, gender identity, gender expression or disability. In such cases, the appropriate vice president shall refer the matter to the VCU Office of Equity and Access Services for investigation and potential remediation.
2. The provost/vice president reviews the notice of appeal and the supporting materials submitted by all parties during the steps 1-4 of this process, and may request additional information from any party or consultation from relevant university offices. The provost/vice president (or designee) ensures that the appointment determination was handled appropriately, and determines whether the employee's appeal has merit.
3. After review, the provost/vice president may:
  - a) return the matter to the dean (or equivalent) for further consideration; or
  - b) deem the dean's (or equivalent) decision to be appropriate; or
  - c) determine the appropriate appointment type for the employee.
4. The provost/vice president's decision is communicated to the employee, the supervisor, and dean (or equivalent). The decision of the provost/vice president is final, and no further review or appeal exists within the university. The change in appointment type is effective July 1, 2018.

#### **Related Documents**

1. [Adjunct Faculty Appointments Procedures for Compliance with the Manpower Control Act](#)
2. [Administrative and Professional Faculty and Faculty Holding Administrative Appointments](#)
3. [Affiliate Faculty Appointments \(under revision\)](#)



4. Annual Assessment of Faculty Performance (under revision)
5. Faculty Promotion and Tenure Policies and Procedures
6. Faculty Roles and Rewards
7. Faculty Salary Administration Guidelines
8. Overload Jobs (under revision)
9. Salary Supplements
10. Working @VCU: Great Place HR Policies

**Summary Table of Appointment Types for Current A&P Faculty with Academic Responsibilities**

November 7, 2017

|                        | Academic Professional  | Term Faculty   | Academic Administrator  |
|------------------------|--|--|---|
| Terms of Employment    | One-year probationary period upon initial hire, then continuing appointment  | Time limited contract  | Time limited contract   |
| Faculty Appointment    | With concurrent Affiliate Faculty or Adjunct Faculty appointment, as appropriate   | Yes, T&R Faculty   | Yes, T&R Faculty; includes concurrent (unpaid) tenured/tenure-eligible or term faculty appointment, as appropriate                                  |
| Career Path            | New career paths plus opportunities for Affiliate or Adjunct Faculty rank advancement, as appropriate  | Instructor, Assistant, Associate, and Professor  | Not as administrator; only with concurrent faculty appointment as Instructor, Assistant, Associate, or Professor                                    |
| Performance Evaluation | New annual review program based on goals, competencies, and a career development plan plus academic review associated with any Affiliate or Adjunct Faculty appointment, as applicable | Faculty process (Annual Assessment of Faculty Performance) based on established work plan, including expectations in teaching, scholarship, clinical practice, and service as applicable to the position | Administrative annual review separate from academic review of teaching, scholarship, and service associated with the concurrent faculty appointment |
| Compensation           | New market ranges with career path advancements plus opportunities for Adjunct Faculty compensation, as applicable   | Commensurate with faculty discipline and rank  | Commensurate with administrative responsibilities; concurrent faculty appointment commensurate with faculty discipline and rank                     |
| Benefits               | State Retirement & Health Plans  | State Retirement & Health Plans  | State Retirement & Health Plan  |
| Leave                  | New Plan   | Current Faculty Leave Plan   | Current Faculty Leave Plan  |

|                |   |                          |   |
|----------------|---|--------------------------|---|
| Other Policies | Working@VCU: "Great Place"<br>HR policy | Current Faculty policies | Current Faculty policies with<br>some revisions anticipated |
|----------------|---|--------------------------|---|