

NUMBER: 1490  
TITLE: Administrative and Professional Faculty  
APPROVED: June 12, 1980; Revised June 22, 1995; Revised September 9, 2005; Revised June 17, 2010; Revised April 22, 2022; Revised September 15, 2023  
SCHEDULED REVIEW DATE: September 2028

I. Background

Pursuant to [§23.1002, Eligibility for Restructured Financial and Administrative Operational Authority and Financial Benefits](#), subdivision B 0 states that public institutions of higher education may adopt policies for the designation of administrative and professional faculty positions at the institution pursuant to the conditions and provisions provided in subsection E of [§2.2901](#). "These designations shall be reserved for positions



departmental designation from the chair of the academic department. The procedures for the granting of academic departmental designation are the same as for initial appointment with the academic departmental designation.

2. Consideration of the promotion should begin with the academic department's promotion committee and proceed in exactly the same manner as for full time teaching faculty members

V. Tenure for AP Faculty Members

- A. No administrative or professional faculty member holds tenure or other right of continuance in their appointment.
- B.

- b. At least one hundred and eighty (180) days for A/P faculty with more than twentyfour months of service.
2. Initial notification of termination is by the A/P faculty member's immediate supervisor. The A/P faculty member has a right to request a review up the chain of command to the President. The decision of the President concerning termination is final.
3. Effective July 1, 1995, in the event an administrative or professional faculty member is involuntarily separated from employment by the University for reasons that are not performance or behavior related, the notice of termination period (provided in paragraph 1. B.1 and 2 above) will be reduced by the number of weeks of severance pay benefits provided by the Workforce Transition Act of 1995. The net benefit for the dismissed employee shall not be less than that which is provided by this policy. This paragraph shall be in force and effect only so long as the Workforce Transition Act of 1995, or successor legislation, is effective. Involuntary separation is defined as position elimination due to budget reductions, work force downsizing, university or departmental reorganization or other causes not related to performance or employee conduct but shall not include voluntary resignations. Notice of termination of appointment is not an involuntary separation that qualifies for severance benefits.
4. A shortening of the termination notice for cause can take place under the following conditions:
  - a. Inability, unwillingness or failure to perform assigned duties and professional responsibilities at a satisfactory level. Termination for this reason may not be undertaken until the A/P faculty member has been advised, in writing, of the deficiencies of his/her performance and afforded a reasonable opportunity (at least 90 days) to correct such identified deficiencies.
  - b. Violation(s) of University policies and/or procedures.
  - c. Violation(s) of applicable administrative or professional ethics or responsibilities.
  - d. Criminal convictions for acts of conduct occurring on or off the job that are related to job performance or are of such a nature that to continue the A/P faculty member in the assigned position could constitute negligence in regard to the University's responsibilities to the public or to its students or other employees.
  - e. In the event the appointing official or other appropriate supervisory administrative officer determines that termination of an A/P faculty member's employment is warranted, the A/P faculty member shall be

advised, in writing, of the intended action and the reason(s) therefore, and shall be afforded the opportunity to respond, in writing and in person, to the intended action and the reasons upon which the intended action is based.

- f. If the A/Pfaculty member elects to respond to the notice of intended termination, and the response is deemed unsatisfactory, the appointing official should proceed to implement the termination action by notifying the A/Pfaculty member, in writing, of the termination action and the effective date thereof. The written notification shall state specifically the reasons for the termination and