

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: VI: 03:00

Subject: **Procedure for Renewal of Term Appointment and Continuing Appointment**

Original:

### **Procedure**

*Procedure.* The chief administrative officer of a college, after seeking consultation, may appoint, reappoint, or recommend the Chancellor for appointment or reappointment, as may be appropriate to the nature of the appointment provided for herein, such persons are, in his judgment, best qualified. Such appointments shall be consistent with the operating requirements of the college. For purposes of this Article, the term "consultation" shall mean consideration by the chief administrative officer of a college of recommendations of academic or professional employees, including the committees, if any, of the appropriate department or professional area, and other, and other appropriate sources in connection to the appointment or reappointment of a specified employee ; provided , however, that nothing contained herein shall prevent the chief administrative officer of a college from taking such actions as he may deem necessary to meet notice requirements in the event of non-renewal of term appointments.

### **Continuing Appointment**

1. *Definition.* A continuing appointment shall be an appointment to a position of academic rank which shall not be affected by changes in such rank and shall continue until resignation, retirement or termination.
2. *Method of appointment.* The Chancellor, after considering the recommendation of the chief administrative officer of the college concerned, and except as hereinafter permitted with respect to appointment of Distinguished, Distinguished Service, Distinguished Teaching and University Professors, may grant continuing appointments to such persons who, in his judgment, are best qualified.
3. *Eligibility*
  - a) Continuing appointments as Professor , Associate Professor, Librarian or Associate Librarian. Continuing appointments as Professor, Associate Professor, Librarian or Associate Librarian may be given by the Chancellor on initial appointment or thereafter. Except as provided in subdivision (c) of this section, further employment as Professor, Associate Professor, Librarian or Associate Librarian after the third

- consecutive year of service in any one or any several of these ranks at any one college must be on the basis of continuing appointment; provided, however, such appointment shall not be effective until made so by the Chancellor, and provided further that promotion to any of these ranks shall not operate to extend the service requirements for continuing appointment described in subdivision (b) of this section.
- b) Continuing appointment as Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian. Except as provided in subdivision (c) of this section , further employment at any college of an appointee who completed a total of seven years of service in a position or positions of academic rank of which the last three consecutive years has been in a position of academic rank at the college as Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian must be on a basis of a continuing appointment; provided, however, such appointment shall not be effective until made so by the Chancellor. An Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian shall not be eligible for continuing appointment at any of these ranks prior to the completion of a total of seven years in a position of academic rank.
  - c) Additional Term Appointment. An academic employee holding a continuing or term appointment at one college who is appointed to academic rank at another college may be given that appointment for a term not to exceed three years.
  - d) Service Credit
    - 1. In determining eligibility for continuing appointment under subdivision (b) of this section, satisfactory full-time prior service in academic rank at any other accredited academic institution of higher education may, at the request of the appointee and in the discretion of the Chancellor, or his designee, be credited as service, up to a maximum of three years, at the time of appointment at a college. Waiver of all the or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of initial appointment.
    - 2. In computing consecutive years of service for the purposes of appointment or reappointment to the academic staff, periods of leave of absence at full salary shall be included; periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

Source: Trustees Policies Article XI: <http://hr.buffalostate.edu/policies-and-guides>