


**PRESIDENT'S POLICY MEMORANDUM NO. 274**

**TO:** All Faculty, Deans, & Department Heads

**FROM:** Charles W. Steger 

**DATE:** March 26, 2012

**SUBJECT:** Initial Appointment for Extra-Collegiate Library  
and Extension Faculty on the Continued  
Appointment-Track

Approved by CFA:	November 18, 2011
Approved by University Council:	February 20, 2012
Approved by the President:	February 20, 2012
Approved by the Board of Visitors:	March 26, 2012
Effective Date:	Upon Approval

The Board of Visitors approved a resolution on the initial appointment for Extra-Collegiate Library and Extension Faculty on the continued appointment-track

Following is the text of the resolution.

**WHEREAS**, for the application of faculty policies related to tenure or continued appointment, the general faculty is considered as being either collegiate faculty on the tenure-track or extra-collegiate library and extension faculty on the continued appointment-track; and

**WHEREAS**, extra-collegiate faculty in the library or extension may hold continued appointment or may be on the continued appointment-track; just as the collegiate faculty may be tenured or on the tenure-track; and

**WHEREAS**, Virginia Tech has established continued appointment as the extra-collegiate equivalent of tenure; and

**WHEREAS**, the entry rank for collegiate faculty on the tenure-track is typically the rank of assistant professor; and

**WHEREAS**, the entry rank for extra-collegiate library and extension faculty on the continued appointment-track is the rank of instructor; and,

**WHEREAS**, the entry rank for extra-collegiate library and extension faculty on the continued appointment-track should parallel that of the entry rank for collegiate faculty on the tenure-track;

**NOW, THEREFORE, BE IT RESOLVED**, that the attached sections of the Faculty Handbook regarding the entry rank for extra-collegiate library and extension faculty on the continued appointment-track be revised as indicated in red; and

**BE IT FURTHER RESOLVED**, that the entry rank of assistant professor for extra-collegiate library and extension faculty on the continued appointment-track be approved.

#### **4.3.1 Extra-Collegiate Instructor**

The rank of extra-collegiate instructor is **for either the usual rank of initial appointment for library faculty on the continued appointment-track, or for extra-collegiate Virginia Cooperative Extension faculty on the continued appointment-track** whose positions have been designated for continued appointment-track and who have not completed the terminal degree. Annual appointments may be renewed within the limits of a probationary period. Ordinarily, continued appointment would not be awarded at the instructor rank, although time spent at this rank counts in the probationary period leading to continued appointment. **A master's degree or significant professional experience is the minimum expectation for appointment at this rank.**

Extra-collegiate extension instructors who complete their terminal degree may be recommended for promotion to assistant professor by the unit chair with the approval of the director, dean, provost, president, and the board of visitors. Extra-collegiate instructors in the library may be recommended for promotion to assistant professor by the dean of University Libraries with the approval of the provost, the president, and the board of visitors.

Promotion of library and extension faculty to the ranks of associate or full professor is conducted in accordance with procedures in section 4.5.4, "Evaluation Procedures for Promotion and Continued Appointment."

#### **4.3.2 Assistant Professor**

The rank of assistant professor is the usual rank of initial appointment for faculty on the continued appointment-track. Appointment to the rank of assistant professor carries with it professional responsibilities in learning, discovery, and engagement. An assistant professor may be assigned responsibility for teaching graduate courses and for supervising master's theses and doctoral dissertations, as well as serving on graduate student committees. The terminal degree appropriate to the field is expected for appointment to this rank. (Further information regarding appropriate credentials for teaching faculty is found in section 2.5.9, "Faculty Credentialing Guidelines," and on the provost's website.)

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