

Marywood University

Policies and Procedures

Qualifications for Appointment to Rank

Policy Statement

In making recommendations for the hiring of faculty, department chairpersons and academic deans should be vigilant that the faculty members in their units have degrees that were earned at a diverse number of institutions of higher education.

In determining the initial rank of full-time or pro rata faculty members, the following guidelines will be used.

Instructor

An instructor is a full-time faculty member who possesses

- at a minimum, a master's degree in an appropriate academic discipline, as judged by the department or library faculty, the academic dean or Director of Library Services, and the Chief Academic Officer;
- teaching or librarianship ability as described in the University policy titled the *Teaching Responsibility* or the *Librarianship Responsibility*;
- those qualities of character, personality and professionalism that are expected of a teacher or librarian as exemplified by the statements in the *Teaching Responsibility* or the *Librarianship Responsibility*.

An instructor on a tenure-track line is appointed annually for a maximum of two years in that rank, unless subject to other terms in their initial Offer Letter from the Chief Academic Officer. Upon fulfillment of the terms stated in the initial Offer Letter and no later than the completion of two years of service, an instructor who is on a tenure track will automatically be promoted to the rank of Assistant Professor.

Assistant Professor

For appointment to the rank of Assistant Professor, an incoming faculty member must have attained the rank of Assistant Professor at a regionally accredited, four-year institution of higher learning where s/he previously taught, or present evidence of significant achievement and valuable experience relevant to the position to which s/he is to be appointed. It is presumed that the criteria for elevation to the rank of Assistant Professor at Marywood have been met.

Associate Professor

For appointment to the rank of Associate Professor, an incoming faculty member must have attained the rank of Associate Professor at a regionally accredited, four-year institution of higher education where s/he previously taught, or present evidence of significant achievement and valuable experience relevant to which s/he is to be appointed. In either case, the incoming

faculty member must demonstrate qualifications comparable to those held by faculty elevated to the rank of Associate Professor at Marywood.

Professor

For appointment to the rank of Professor, an incoming faculty member must have attained the rank of Professor at a regionally accredited, four-year institution of higher education where s/he previously taught, or present evidence of significant achievement and valuable experience relevant to the position to which s/he is to be appointed. In either case, the incoming faculty member must demonstrate qualifications comparable to those held by faculty elevated to the rank of Professor at Marywood.

Related Policies and Committees

Policy: Faculty Definition

Policy: Faculty Status

Policy: Administrators with Rank and Tenure

Policy: Faculty Librarians

Policy: Promotion of Faculty

Policy: Tenure

Policy: The Teaching Responsibility

Policy: The Librarianship Responsibility

History of Policy – Qualifications for Appointment to Rank

07/01/89 – Reaffirmed with publication of Faculty Manual 2.1.5

04/16/99 – Introductory paragraphs added as requested by the Faculty Senate and recommended to the President of the University by the University Committee on Policy

04/20/04 – Revision to include references to librarians approved by the President of the University as recommended by the Policy Committee of the University

10/12/11 – Revision approved by the President of the University as recommended by the Policy Committee of the University

05/16/13 – Revision approved by the President of the University as recommended by the Policy Committee of the University

12/16/2024 – Non-substantive language changes approved by the President of the University

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POLICIES AND PROCEDURES MANUAL

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