

Summary of COAP/Provost Faculty Appointment Procedures

This is a summary of what the Provost agreed to with respect to COAP's involvement with appointments and promotions to ranks higher than Assistant [7th July 2009].

- ALL FULL-TIME APPOINTMENTS to ranks higher than Assistant should be treated the same as tenure track promotions *as much as possible*, and in a manner appropriate to the title/rank: i.e., all the same information should be sought, including letters from independent external references.
- ALL APPOINTMENTS will be handled by the Provost's office. This includes seeking and collecting letters of reference. That office will provide the collected information to COAP when necessary.
- Appointments to full-time Research faculty positions (i.e., non-tenure track) will not need to supply information about their teaching, but more stress will be put on research-related aspects.
- If complete information about an appointment is available at the time the appointment needs to be made, then COAP will provide a recommendation to the Provost.
- If only incomplete information is available at the time the appointment needs to be made, then COAP will not provide a recommendation, but will provide the Provost with an analysis of the candidate's strengths and weaknesses, plus a list of what material is missing.
- Appointments to Affiliate positions (i.e., an unpaid appointment to a person not at WPI) will NOT come to COAP. However, COAP's confirmation of appropriate rank can be requested if desired.
- Appointments to Adjunct positions will NOT come to COAP. However, COAP's confirmation of appropriate rank can be requested if desired.
- Appointments to Visiting positions will NOT come to COAP.
- ALL TENURE TRACK PROMOTIONS will be handled by the office of the Secretary of the Faculty. This includes seeking and collecting letters of reference. That office will provide the collected information to COAP.

- The Provost's office will try to develop procedures for handling appointments that will use technology more, such as email and sharepoint.
- COAP will produce guideline documents that describe:
 - Internal committee procedures
(e.g., nominator, advocate, voting, etc.)
 - External procedures
(i.e., who handles what type of position, and what information is expected).
- The guideline documents will be circulated for comment to those involved, including the Provost, and once approved will be posted on the web at <https://www.wpi.edu/Campus/Faculty/COAP/>

Note: This document was produced by D.C.Brown with input from the 2009-2010 COAP, and posted with their approval.

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