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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