

## UNIVERSITY OF PITTSBURGH POLICY 02-02-15

**CATEGORY:** ACADEMIC AFFAIRS  
**SECTION:** Faculty Appointment and Tenure  
**SUBJECT:** Recruitment: Faculty Positions  
**EFFECTIVE DATE:** March 10, 1992  
**PAGE(S):** 1

### I. SCOPE

This policy establishes the recruitment process for all full-time faculty tenure, tenure-stream, non-tenure, and part-time tenure and tenure-stream faculty. Excluded from this policy are part-time non-tenure, visiting faculty, and research associate positions.

### II. POLICY

The Chancellor, based upon recommendations of the Provost or the Senior Vice Chancellor for Health Sciences, a review of budgetary requirements, and current Tables of Organization, will approve all new or replacement tenure and tenure-stream faculty positions for the fiscal year beginning July 1. Once approved, recruitment may be initiated by the appropriate dean, director, or campus president. Vacancies that occur during that fiscal year in an approved position may be filled without additional approval by the Chancellor.

Department chairmen, deans, or campus presidents are responsible for the recruitment of faculty in accordance with Policy 07-01-03, Nondiscrimination, Equal Opportunity, and Affirmative Action, and for collecting and maintaining summary data on faculty searches in compliance with federal and state regulatory requirements.

To ensure the existence of equal employment opportunities, vacancies must be openly advertised. The filing of vacancies must also follow established University policies regarding faculty appointment. See Policy 02-02-02, General Appointment and Tenure.

The dean or campus president is authorized to extend an offer of employment to any candidate for a faculty position only with the approval of the appropriate senior administrative officer.

#### Part-time Non-Tenure Positions

Part-time non-tenure positions may be filled with the authorization of the dean or campus president. All part-time single term positions require the establishment of a contract end date. Single term contracts cannot exceed four months in length.

### III. REFERENCES

[Procedure AC 53, Recruitment: Faculty Positions](#) (formerly 02-02-15)

[Policy AO 34, Tables of Organization](#) (formerly 07-01-01)

[Policy CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action](#) (formerly 07-01-03)