



Faculty Appointment Procedure

Procedure Number: 426P

Responsible Office: Human Resources

Forms: Form 105-051

Effective Date: 08/2015

Date Last Reviewed: 02/22/2024

1. Purpose

To outline the provisions of original and continuing faculty appointments.

2. Definitions

See VCCS Policy – [Section 3.4 Faculty Appointment](#)

3. Procedure

See VCCS Policy – [Section 3.4 Faculty Appointment](#)

A. Evaluation and Recommendation

- a. Time frame - The multi-year appointment process begins each September and concludes around the end of March or beginning of April.
- b. Human Resources generates a report for each Division listing all of the faculty, their current appointment status, multi-year eligibility and evaluation documentation required. This report is generated in early September. The report assists the Deans and other faculty supervisors with ensuring that their faculty are evaluated appropriately and timely.
- c. The Deans forward completed evaluations and Forms 105-051 to Human Resources at credentialing@nvcc.edu by December 1. Human Resources reviews the materials for completion and completes Section C of Form 105-051. Human Resources then provides the documents to the Ad Hoc Appointment Advisory Committee. For those evaluations that are not associated with a multi-year appointment, the evaluation is forwarded to the Employee Relations team.
- d. The Ad Hoc Appointment Advisory Committee reviews the materials and then makes the recommendation regarding the multi-year appointment. The Committee completes Section D of Form 105-051. Upon completion of this review, Human Resources notifies the President for final review.

- e. The President reviews the documentation and then makes the final determination for the faculty member's appointment status. The President or designee completes Section E of Form 105-051.
- f. Human Resources generates the VCCS Certification statement for the President's signature in February. The signed certificate is sent to VCCS for approval by the State Board for Community Colleges.
- g. Human Resources sends appointment proposals to faculty for signature in late March or early April.
- h. Human Resources records signed appointment proposals and prints the full packet into the personnel file.
- i. Appointment proposal summary information is generated and given to data ops to key into HCM.

B. Establishment of Ad Hoc Advisory Appointment Committee

- a. The Ad Hoc Appointment Advisory Committee is established each year and is comprised of elected faculty members. The role of the Committee is to provide information and advice for the president's consideration on all faculty members eligible for three- and five-year appointments.
- b. The distribution of the membership of this committee shall be determined by the president and shall be from the various segments of the college faculty (teaching faculty, counselors, and librarians) and administrators. The President shall appoint administrators to this committee, but in no case shall administrative representatives exceed one-third (1/3) of the committee membership. Any faculty member that is currently under review for initial or renewal of a multi-year appointment is not eligible to serve on the Committee.
 - i. The Associate Vice President for Human Resources reaches out to the Chair of the Faculty Senate to establish the start of the Committee selection process.
 - ii. The Chair sends the appropriate email notifications requesting the submission of names for those faculty that are interested in serving on the Committee.
 - iii. The Chair conducts the election and generates the list of elected faculty members for Human Resources.
 - iv. Human Resources reviews and confirms eligibility of the elected faculty members. The Associate Vice President for Human Resources forwards the list to the President for review.
 - v. The President reviews the list, makes additional recommendations for members as necessary, and then confirms the list of Committee members.
 - vi. The Associate Vice President notifies the Committee members and meets with the Committee to establish guidelines. Human Resources then provides access to the appointment materials for the Committee.



vii. The Committee begins its review process.