

**Faculty Handbook  
Revisions for 2025-2026**

*BOT Approval 9/4/25*

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Black = Existing Handbook Language

Red = Proposed new Handbook language

The following recommended Faculty Handbook revisions are the result of actions by the UNC System Policy Updates and approvals by the Provost during the academic year 2025-2026.

## Revision 1

### Reason for Request:

Handbook needs to be more explicit that a candidate must meet the criteria for Associate Professor as well as the criteria for academic tenure to be granted tenure. This was in the old handbook 3.8.5.13 and an old [Faculty Senate FAQ](#)

### Current Language:

**3.2.2 (e) Application for Tenure.** An Assistant Professor must be considered for tenure during their sixth academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure during their fifth academic year.

i. All applications for tenure shall be made in accordance with the requirements outlined in the AASOPs.

ii. An Assistant Professor may elect to be evaluated under either the Department's current criteria for promotion and tenure or the criteria that was in effect at the time of their hire. The faculty member must notify the Department Chair of their choice at the time they submit their application. If the faculty member does not notify the Department Chair of their choice as a part of their promotion and tenure materials, the faculty member's materials will automatically be evaluated under the Department's current criteria.

### Proposed Language:

**3.2.2 (e) Application for Tenure/Promotion.** An Assistant Professor must be considered for tenure during their sixth academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure during their fifth academic year.

i. All applications for tenure shall be made in accordance with the requirements outlined in the AASOPs.

ii. An Assistant Professor must request review for promotion and tenure at the same time, and must meet the criteria for Associate Professor as well as the criteria for academic tenure in order to be granted tenure.

ii. An Assistant Professor may elect to be evaluated under either the Department's current criteria for promotion and tenure or the criteria that was in effect at

the time of their hire. The faculty member must notify the Department Chair of their choice at the time they submit their application. If the faculty member does not notify the Department Chair of their choice as a part of their promotion and tenure materials, the faculty member's materials will automatically be evaluated under the Department's current criteria.

## **Revision 2**

### **Reason for Request:**

Clarification

### **Current Language:**

**3.2.2 (e) Application for Tenure.** An Assistant Professor must be considered for tenure during their sixth academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure during their fifth academic year...

### **Proposed Language:**

**3.2.2 (e) Application for Tenure/Promotion.** An Assistant Professor must be considered for **promotion and** tenure during their **mandatory** academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure **one year prior to the mandatory** academic year. **If the Assistant Professor is granted promotion to Associate Professor and tenure, the action shall become effective at the beginning of the next fiscal year. If the Assistant Professor is unsuccessful in their early review, they may request review in the following, mandatory year.**

## **Revision 3**

### **Reason for Request:**

Clarification of the number of opportunities to write a response for review and the timeline.

### **Current Language:**

**3.11.7 Faculty Member's Right to Respond to PTR Evaluation Committee or Chair Evaluation.** Before the reviews of the post-tenure evaluation committee and the department chair proceed to the dean, the faculty member shall have no less than fourteen (14) calendar days from receiving these documents to provide a written response. If the faculty member under review disagrees with the evaluation, the

response shall offer evidence in support of a different assessment. The response shall become part of the permanent record of the post-tenure review moving forward.

**Proposed Language:**

**3.11.7 Faculty Member's Right to Respond to PTR Evaluation Committee ~~or~~ and Chair Evaluation.** Before the reviews of the post-tenure evaluation committee and the Department Chair proceed, **the faculty member under review shall have the opportunity to submit a written response to each.** If the faculty member disagrees with the evaluation, the response shall offer evidence in support of a different assessment. The response shall become part of the permanent record of the post-tenure review moving forward. **The faculty member shall have fourteen (14) calendar days from the receipt of the PTR Committee's evaluation to submit a written response to the Department Chair. The faculty member shall have seven (7) calendar days from the receipt of the Department Chair's evaluation to submit a written response to the Dean.**

**Revision 4**

**Reason for Request:**

Clarify the "and/or" language.

**Current Language:**

**3.2.4(f)** evidence of at least one of the following: (1) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or (2) outstanding accomplishment in professional service to the University **and/or** to the public with ongoing, recognized accomplishment in research or other germane creative activity.

**Proposed Language:**

**3.2.4(f)** evidence of at least one of the following: (1) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or (2) outstanding accomplishment in professional service to the University **or** to the public with ongoing, recognized accomplishment in research or other germane creative activity.

## Revision 5

**Reason for Request:** Reference clarification

**Current Language:** N/A

**Proposed Language:**

**2.10.1 Academic Program Review.** In accordance with Appalachian State University Policy 224 (Program Review Policy) and UNC Policy Manual 400.1, all academic programs shall be reviewed for their quality, efficiency and productivity on a regular cycle and faculty must participate in that process. These reviews provide the basis on which a Chancellor may take action to expand, contract, or eliminate an academic program. Those recommendations shall include integration of faculty expertise as outlined in Policy 224 to ensure a sound and balanced educational program that is consistent with the mission and functions of Appalachian State University.

## Revision 6

**Reason for Request:** Should a negative decision result and a 604 Review being requested, the Chancellor would not already have been in the decision-making chain. This is a recommendation from a recent Faculty Hearing Panel.

**Current Language:**

**3.10.5 Provost Recommendation.** The Provost and Executive Vice Chancellor shall review the Dean's recommendation and all attached materials. The Provost and Executive Vice Chancellor will submit their own independent recommendation regarding promotion and/or tenure to the Chancellor and make all materials available to the Chancellor. The Provost and Executive Vice Chancellor's recommendation shall be submitted to the Chancellor (with a copy to the faculty member) by the deadline located in the Academic Affairs Promotion, Tenure and Reappointment Deadline Chart, which is updated annually, except under extenuating circumstances.

**3.10.6 Chancellor Recommendation to the Board of Trustees.** If the Chancellor recommends that a faculty member be granted a promotion in rank and/or tenure, the Chancellor shall forward the recommendation to the Board of Trustees for a final decision. If the Chancellor does not recommend promotion or tenure, the Chancellor shall notify the faculty member in writing and the faculty member will have the right to seek a review of the Faculty Employment Decision in accordance with Chapter VI, Section 604 of The Code, if the faculty member believes the decision was made based on an Impermissible Basis.

**3.10.7 Final Decision by Board of Trustees.** For faculty members not hired initially with academic tenure, academic tenure or promotion in rank may only be conferred by action of the Board of Trustees. The faculty member shall be informed within fourteen (14) calendar days of a decision by the Board of Trustees.

**Proposed Language:**

**3.10.5 Provost Recommendation.** The Provost and Executive Vice Chancellor shall review the Dean's recommendation and all attached materials. The Provost and Executive Vice Chancellor shall make a recommendation to the Chancellor for all positive decisions. These positive recommendations shall be made with a copy to the faculty member will submit their own independent recommendation regarding promotion and/or tenure to the Chancellor and make all materials available to the Chancellor. The Provost and Executive Vice Chancellor's recommendation shall be submitted to the Chancellor (with a copy to the faculty member) by the deadline located in the Academic Affairs Promotion, Tenure and Reappointment Deadline Chart, which is updated annually, except under extenuating circumstances. In the case of negative decisions, the Provost shall notify the faculty member of the faculty employment decision in writing by that same deadline via a method that assures delivery and the letter shall include information regarding the review process in accordance with *Chapter VI, Section 604 of The Code*, if the faculty member believes the decision was made based on an Impermissible Basis.

**3.10.6 Chancellor Recommendation to the Board of Trustees.** If the Chancellor recommends that a faculty member be granted a promotion in rank and/or tenure, the Chancellor shall forward the recommendation to the Board of Trustees for a final decision. If the Chancellor does not recommend promotion or tenure, the Chancellor shall notify the faculty member in writing and the faculty member will have the right to seek a review of the Faculty Employment Decision in accordance with Chapter VI, Section 604 of The Code, if the faculty member believes the decision was made based on an Impermissible Basis. If the Chancellor supports the positive recommendation for promotion and tenure, the Chancellor shall forward it to the Board of Trustees for a final decision. If the Chancellor decides not to support the recommendation for promotion and tenure, the Chancellor shall notify the faculty member in writing of that decision and rationale. The letter shall include information regarding the review process in accordance with *Chapter VI, Section 604 of The Code*, if the faculty member believes the decision was made based on an Impermissible Basis.

**3.10.7 Final Decision by Board of Trustees.** For faculty members not hired initially with academic tenure, academic tenure or promotion in rank may only be conferred by action of the Board of Trustees. The faculty member shall be informed within fourteen (14) calendar days of a decision by the Board of Trustees.

## **Revision 7**

**Reason for Change:** Clarify the process, privileges and obligations of Emeritus status

### **Current Language:**

**6.2 Emeritus/Emerita/Emeritx Status.** Emeritus/a/x faculty status is a privilege that may be conferred to honor a faculty member who has retired, resigned due to a long-term disability, or who has died after a distinguished professional career that included significant contributions to the University.

**6.2.1 Minimum Requirements for Emeritus/Emerita/Emeritx Status.** A candidate shall meet the following minimum qualifications to apply for Emeritus/a/x status:

- a. Permanent tenure and at least ten (10) years of full-time employment at Appalachian State University prior to retirement, long-term disability resignation, or death; and
- b. a consistent record of quality performance as demonstrated by one or more of the following:
  - i. a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;
  - ii. a recognized record of outstanding teaching and educational contributions;
  - iii. and evidence of significant service both to the University and to the candidate's respective discipline.

**6.2.2 Application for Emeritus/Emerita/Emeritx status.** A qualifying faculty member, the faculty member's Department Chair, or another tenured Faculty member in the candidate's department may submit an application. All applications and supporting documentation shall be submitted via the Faculty Emeritus/Emerita/Emeritx Application online portal no later than September 15 in the year of consideration.

**6.2.3 Consideration of Application.** The APT Committee, Department Chair, and Dean shall all review the application, and each shall provide an independent recommendation through the online portal prior to December 15. These recommendations shall be provided to the Provost and Executive Vice Chancellor who shall review and make a final recommendation to the Chancellor no later than February 15.



**6.2.4 Final Decision.** If the Chancellor concurs in the recommendation of the Provost and Executive Vice Chancellor, the Chancellor shall submit the recommendation to the Board of Trustees for final decision. If the Board of Trustees decides to confer the status, they shall notify the candidate or the nominator (in the case of death) in writing.

**Proposed Language:**

**6.2 Emeritus/Emerita/Emeritx Status.** Emeritus/a/x faculty status is a privilege that may be conferred to honor a faculty member who has retired, resigned due to a long-term disability, or who has died after a distinguished professional career that included significant contributions to the University.

**6.2.1 Minimum Requirements for Emeritus/Emerita/Emeritx Status.** A

candidate shall meet the following minimum qualifications to apply for Emeritus/a/x status:

- a. at least ten (10) years of full-time employment as a faculty member at Appalachian State University prior to retirement, long-term disability resignation, or death; and
- b. a consistent record of quality performance as demonstrated by one or more of the following:
  - i. a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;
  - ii. a recognized record of outstanding teaching and educational contributions;
  - iii. and evidence of significant service both to the University and to the candidate's respective discipline.

**6.2.2 Application for Emeritus/**Emerita**/Emeritx status.** A qualifying faculty member, the faculty member's Department Chair, or another tenured Faculty member in the candidate's department may submit an application. All applications and supporting documentation shall be submitted via the Faculty **Emeritus/a/x** Application online portal no later than September 15 in the year of consideration.

**6.2.3 Consideration of Application.** The APT Committee, Department Chair, and Dean shall all review the application, and each shall provide an independent recommendation through the online portal prior to December 15. These recommendations shall be provided to the Provost and Executive Vice Chancellor who shall review and make a final recommendation to the Chancellor no later than February 15.

**6.2.4 Final Decision.** If the Chancellor concurs in the recommendation of the Provost and Executive Vice Chancellor, the Chancellor shall submit the recommendation to the Board of Trustees for final decision. If the Board of

Trustees decides to confer the status, the Provost shall notify the candidate or the nominator (in the case of death) in writing.

**6.2.4.1 Recognition and Privileges.** The University shall recognize those with Emeritus/a/x status and make available a list of privileges. Additional procedures related to recognition and privileges are outlined in the *AASOPs*.

**6.2.4.2 Exception to Eligibility.** Upon recommendation by the Chancellor, the Board of Trustees may make exceptions to the minimum service or full-time employment criteria and grant emeritus/a/x status in cases where a faculty member has served the university with notable distinction. Additional procedures related to this exception are outlined in the *AASOPs*.

**6.2.5 Revocation of Emeritus/Emerita/Emeritx status.** The title of Emeritus may be revoked if the Emeritus Faculty member engages in dishonesty in teaching or research, is convicted of any felony or any crime involving moral turpitude, or exhibits capricious disregard of accepted standards of professional conduct. The Chancellor shall submit a written request to recommend revocation of the emeritus status to the Board of Trustees.

**6.2.6 Final Decision by the Board of Trustees** The faculty member shall be informed within fourteen (14) calendar days of a decision by the Board of Trustees.