

Case Western Reserve University  
Office of the Provost

**GUIDELINES FOR APPOINTMENT OF TENURE-TRACK FACULTY  
PRIOR TO COMPLETION OF THE TERMINAL DEGREE**

The president will recommend to the Board of Trustees certain tenure-track appointments for faculty prior to completion of the terminal degree. The appointment will be as instructor, to be converted from instructor to assistant professor upon completion of the terminal degree and upon the expectation that the degree is completed within one year of date of the initial appointment. If the terminal degree is completed within six months of the initial appointment, the pretenure period will begin at the time of the initial appointment. If the terminal degree is completed six months to one year after the initial appointment, the tenure clock will start the July 1 following completion of the degree.

Failure to complete the terminal degree within one year of the initial appointment should result in a three months' terminal notice, in accordance with the provisions of the Faculty Handbook, Chapter 3, Part I, Article I, Sec K.1.a

Non-Renewal of Term Appointments

A decision not to reappoint a faculty member beyond his or her current appointment term shall be communicated to him or her in writing by the chair of the department, with copy sent to the dean of the constituent faculty (or by the dean in the case of a school without department structure) in accordance with the following schedule:

If the faculty member will have continuously served the university for not more than one year at the end of the current appointment term, notice of the intention not to reappoint the faculty member beyond the current appointment term shall be given at least three months prior to the end of the current appointment term.

The terms of the foregoing policy should be clearly stated in the candidate's letter of offer.

March 14, 2002