

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Faculty & Staff
TOPIC: Faculty Appointment and Approval
Approved: Signature on File

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POLICY

The Faculty Handbook, the Employee Handbook, employment contracts, and published policies of the College shall define and describe the rights and responsibilities of the faculty.

RESPONSIBLE OFFICIAL(S):

Director of Human Resources, Provost, Assistant Dean of Faculty Affairs, School Deans

PROCEDURE:

1. At the time an academic appointment or other approval may be offered, each faculty candidate will receive a letter of appointment or approval and directed to the Faculty Handbook which describes faculty rights and responsibilities.
2. Newly employed faculty shall be directed to the Employee Handbook and the Faculty Handbook and will be required to participate in an orientation program that provides information regarding rights and obligations as employees of the College.
3. Academic department chairs shall collaborate with the Department of Human Resources and the Office of Faculty Affairs to ensure each faculty member has access to the Faculty Handbook and, for employed faculty, the Employee Handbook, and has an opportunity to ask questions about those documents or other materials related to employment, appointment, or approval.
4. All employed faculty shall receive communication from the Faculty Council and be entitled to vote on all matters pertaining to proposed modifications to the College Bylaws, in accordance with governance policies.

CROSS REFERENCES:

Employee Handbook; Faculty Handbook