

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Faculty & Staff

BCOM Policy: B7020

TOPIC: Faculty Appointment

Approval Date: 1/22/19

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Approved: Signature on File

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**POLICY**

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

**RESPONSIBLE OFFICIAL(S):**

Director of Human Resources, Assistant Dean of Faculty Affairs

**PROCEDURES:**

1. At such time as an academic appointment may be offered, each faculty candidate will be provided with a letter of appointment and directed to the Faculty Handbook wherein the rights and responsibilities of the faculty are described.
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 work cooperatively with the Department of Human Resources and the Office of Faculty Affairs to assure that each faculty member has access to the Employee and Faculty Handbooks and has had the opportunity to make any inquiries regarding their contents or other documents related to employment or appointment.
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.

**CROSS REFERENCE:**