



## 605.1.4 Special Appointments and Promotion

### Purpose:

Special appointments are all appointments except tenured or probationary appointments. These positions support the mission of BSC and may be renewed, subject to institutional needs and performance. While they do not confer tenure credit or status, faculty holding special appointments are eligible for promotion in rank within the special appointment track.

### Categories of Special Appointment

Special appointments may include, but are not limited to:

- **Faculty Appointments (Non-Probationary, Non-Tenured)** – faculty roles designed to help fulfill the institution's mission and meet ongoing needs. These positions are eligible for promotion within the special appointment track but do not confer tenure credit.
- **Adjunct (Part-Time) Faculty** – temporary instructional assignments.

Other types of special appointments may include, but are not limited to:

- **Terminal Appointments:** issued with notice of non-renewal to faculty previously on probationary appointment, no later than the end of the sixth year if tenure is denied.
- **Lectureship Appointments:** limited to specifically assigned academic duties only, without general faculty responsibilities.
- **Courtesy Appointments:** awarded in accordance with SBHE policy to professionals contributing to academic or research programs.
- **Visiting Appointments:** for individuals holding academic rank at another institution of higher education.
- **Retired Faculty Appointments:** offered on special conditions.
- **Externally Supported Appointments:** supported wholly or partially by non-state appropriated funds.
- **Short-Term Appointments:** clearly limited to a brief association with the institution, as defined by BSC.
- **Postdoctoral Fellowships and Clinical Appointments.**

**Eligibility Verification:**

Academic Affairs will verify that faculty meet the qualifications outlined in [BSC Policy 606.1 – Faculty Qualifications](#) prior to consideration for a special appointment.

**Appointment:**

Upon approval, the terms and conditions of a special appointment will be provided in writing to the faculty member and relevant supervisors. The initial term of a special appointment, or any renewal, may not exceed three years.

**Review and Evaluation:**

Faculty members with special appointments will be evaluated annually in accordance with BSC's [Faculty Policy - Performance Evaluation of Faculty](#). Renewal of appointments is contingent upon satisfactory performance.

**Promotion in Rank for Special Appointments:**

Promotion in rank is optional and does not confer tenure credit. Promotion is independent of appointment renewal.

**Promotion Committee**

The Promotion Committee for Special Appointments shall consist of three members:

1. Two faculty members (tenured or non-tenured) recommended by the Faculty Senate.
2. The appropriate Academic Dean, who shall serve as chair of the committee.

The committee is responsible for reviewing applications for promotion within special appointments and forwarding recommendations to the Vice President for Academic Affairs.

**Application Procedure**

- **Deadline:** By October 1, candidates may submit a letter of application to the Academic Dean along with a portfolio that includes:
  - Evidence of service in the current special appointment role at BSC for a minimum of five years.
  - Evidence of professional growth, such as participation in professional organizations, attainment of certifications, workshops attended or presented, and works published.
  - Evidence of college and/or community involvement, such as activities and volunteer efforts that support the mission and visibility of BSC.
- **Committee Review:**
  - The Academic Dean will convene the Promotion Committee to examine the portfolio.
  - The Dean will provide documentation of teaching effectiveness and feedback from the Assistant Dean.



- The committee will make a determination by majority vote.

### **Notification and Appeal**

Faculty may appeal to the Faculty Rights Committee on any component of the promotion process for special appointments at any time, including the committee composition and the outcome of any review. Appeals are limited to procedural concerns and will follow the process outlined in the [BSC Faculty Grievance Policy](#).

### **References:**

[SBHE Policy 605.1 Academic Appointments](#)

[BSC Policy 606.1 – Faculty Qualifications](#)

[BSC Faculty Grievance Policy](#)

### **History of This Policy Procedure:**

First policy: November 24, 2025

Approved by the President on November 24, 2025.