

David Reingold
Justin S. Morrill Dean

Memo

TO: Liberal Arts Department Heads

FROM: David Reingold

DATE: August 1, 2015

SUBJECT: Faculty Completion of Degrees

As you are all aware, our general procedure in the college for appointing faculty who have not completed their terminal degrees is to issue an instructor's contract at a salary \$1,500 below the beginning salary if the degree were completed. The contract is issued for one year only with a clause in the offer letter indicating that the degree should be completed no later than January 15. (A parallel date is included for faculty who begin their appointments in the second semester.) We also explain that if the degree is not completed by January 15, the appointment will terminate the following May. We indicate that as soon as they complete the degree, they will receive the assistant professor title and salary adjustment beginning with the next pay period. We usually complete a new contract at the same time placing them in a multi-year appointment.

The standard documentation we require at the time the degree is completed is a letter from the faculty member's graduate school indicating that all requirements for the degree have been met and that the degree will be awarded at the next regular commencement. Upon receipt of that letter, we initiate the paperwork changing the title and awarding the higher salary and extending the contract beyond the one year-appointment. In addition, at the end of the semester following receipt of the letter indicating all requirements have been met, departments should acquire additional documentation from the university awarding the degree verifying that the degree was awarded as expected. A final transcript noting the date the degree was conferred is the usual documentation. These procedures will also apply to candidates who complete their degrees between the time the offer letter is written and their arrival on campus the following fall.

Department heads have responsibility for insuring that this final documentation is received. If you have questions about this procedure, please feel free to contact me or Joan Marshall. Thank you for your assistance in this procedure.

cc: Department business managers

* Revision of a memo from D. Caputo on February 10, 1994.