The Faculty Handbook has been updated! Visit the Provost Office website or the link provided below to view the updated version:

Faculty Handbook

Applicant Dispositions:

As of October 1st, 2013 The procedure for dispositioning applicants has changed. See the note from Central HR below. After a careful review, the decision has been made to revise the applicant statuses in People Admin. The purpose behind the change is to make it easier and quicker for departments to disposition applicants, while still gathering as much information as possible. In most cases, departments will only need to move applicants once...to their final status. This includes those applicants who were interviewed, phone screened, or made the short list. Applicants for which a Hiring Proposal is needed, will now be moved to Recommend for Hire, instead of Interviewed. To ensure proper reporting and to allow posting to be finalized, it is very important applicants are disposition correctly and in a timely fashion.

The new dispositions can be found at the link below:

Applicant Dispositions

Salary Adjustment Guidelines:

The annual faculty salary adjustment and merit process (FACSAL) should be used in most circumstances to assure that faculty salaries are commensurate with their contributions and scholarship. At the time of the merit process the department will have the option to request adjustments based on internal alignment/equity or market competitiveness.

The salary for research faculty members may be adjusted outside the annual faculty salary adjustment and merit process There are many factors to be considered when making a salary determination for employees, including job complexities, market salaries, salaries paid to other employees with comparable responsibilities, and available funds. Requests for salary adjustments for research faculty may be made and approved outside the annual process in the following circumstances:

♦ Retention
♦ Completion of a degree or professional designation/certification
♦ Additional job duties
♦ Change in rank following a search

For additional details regarding each allowable circumstance, please consult with OVPR-HR.

Research Faculty Appointments:

Initial appointments must be for a minimum of 12 month. Change in percentage of time (FTE) going below or above 80% requires a new Terms of Faculty Offer due to impact on health insurance eligibility.

If you or your department is interested in an information/consultation session with OVPR-HR regarding research faculty and how we can best serve you contact us at ovpr-hr@vt.edu or call 293-9359.