

Guidelines for Reappointing Instructors and Full-Time One-Year Lecturers:

Instructors:

- a. If a current Instructor's multi-year appointment is ending and their performance has been satisfactory, they may be directly reappointed into a new multi-year Instructor position without the position being searched and posted on the ATS.
- b. New Instructor positions that will not be filled by the reappointment of an existing Instructor must be searched and posted on the ATS.

Full-Time, One-Year Lecturers:

- a. A current Full-Time, One-Year Lecturer with satisfactory performance may be directly reappointed as a Full-Time, One-Year Lecturer without the position being searched and posted on the ATS.
- b. New Full-Time, One-Year Lecturer positions that will not be filled by the reappointment of an existing Full-Time, One-Year Lecturer must be searched and posted on the ATS.

Important Note: No currently appointed Instructor, Full-Time One-Year Lecturer, or Part-Time Lecturer can be directly appointed into a higher level position without the higher level position being posted on the ATS and the position filled through a normal search process (e.g., a One-Year Full-Time Lecturer cannot be directly hired as an Instructor and a Part-Time Lecturer cannot be directly hired as a Full-Time Lecturer).