

Types of Faculty Titles at Questrom:

Part-Time (adjunct)	Full-Time
Lecturer	Lecturer
Instructor	Senior Lecturer
Visiting Faculty	Master Lecturer
	Assistant Professor
	Associate Professor
	Professor
	Visiting Faculty
	Professor of the Practice
	Clinical Faculty
	Professor Emeritus

Total FT Faculty, including emeritus (AY15-16): 156

Total PT Faculty (AY15-16): 120

Full-Time, Tenure-track Professorial ranks (Assistant, Associate, full Professors)

FT professors are recruited and hired following a search season, usually from late summer to mid-winter (roughly August through February). Before conducting a search, a department must make a request to the Provost's office for a faculty "line." Only after obtaining the Provost's approval to pursue a line may a department formally conduct a search for a new professor. In the event that the Provost does not give approval, all search activities must cease immediately.

A recruitment committee, headed by a Recruiting Chair, leads the search. Candidates are invited to Questrom to meet faculty, department Chairs, Ph.D. students, members of the Dean's Office as appropriate, and to give a guest lecture. Successful candidates are offered a position, after which paperwork must be completed and submitted to the Dean's Office and Provost's Office in order to complete the appointment. Final approval for the Assistant Professor rank lies with the Provost's Office; final approval for Associate Professor and full Professor ranks is given by the President's Office. Approval for reappointing tenure-track professorial ranks is given by the Provost's Office.

Part-Time (Adjunct) Faculty

Part-time and adjunct faculty are hired directly through an academic department, and no prior approval is needed from the Provost's Office to conduct an adjunct search. Part-time faculty are frequently adjuncts, faculty who teach at another school at BU or at another university, Questrom staff members, or leaders in the private sector with relevant professional expertise. On occasion, Ph.D. students, from Questrom or elsewhere at BU, will be appointed as part-time lecturers as part of their required teaching component in the Ph.D. program.

The part-time contract typically covers one academic semester. Paperwork must be completed each semester, including for Summer Term, to reappoint PT faculty. PT faculty are considered "inactive" if they have not taught for at least three consecutive semesters. In the event that an inactive PT faculty returns to teach, they must complete the initial appointment process.

Ph.D. students, faculty from other BU schools, and staff members, if teaching *at Questrom* for the first time, must complete the initial appointment process.

Final approval for PT appointments, including salary, comes from the Dean's Office, specifically the Senior Associate Dean for Faculty.

Other Non-Tenure-Track Faculty

Other non-tenure track faculty ranks may include full-time Lecturer positions, Visiting Faculty from another university, or Clinical Faculty. Like part-time faculty, these positions are appointed by the department and do not require Provost approval for recruitment. The length of contract for these ranks varies by position.

International Scholars

An “international scholar” is defined as any non-US citizen engaging in primarily non-academic activity, whether paid or unpaid, at an institution. International scholars at BU include faculty, visiting researchers, post-doctoral students, and staff.

International scholars enter the U.S. under a number of different immigration categories, each with its own set of regulations and permitted activities. At BU, the International Students & Scholars Office (ISSO) processes immigration documents, onboards international scholars, and advises scholars and departments on maintaining immigration status.

The recruiting and appointment process must be completed by Questrom before the ISSO can process sponsorship for international scholars.

International scholars may differ from domestic faculty and staff in several ways:

- Types of teaching or employment activity permitted. Activities allowed by BU policy may not be allowed under the scholar’s immigration category, and vice versa
- Eligibility for BU benefits
- Terms of appointment and reappointment to align with immigration regulations
- Frequency of I-9 employment authorization updates
- Dates and certain other information must be maintained and reported to the Department of Homeland Security (DHS)

The ISSO communicates with one point of contact per school or department. At Questrom, the Faculty Actions Administrator serves as the ISSO contact for all Questrom scholars, regardless of department. The Faculty Actions Administrator relays paperwork and information between the department, the scholar, and the ISSO, and informs the ISSO when a scholar has finished employment at Questrom. However, the Faculty Actions Administrator may not have access to certain details, such as a scholar’s arrival, departure, or pending change in appointment.

The SPC and Chair should maintain accurate records of a scholar’s arrival, departure, and appointment status, and relay information to the Faculty Actions Administrator as necessary. Failure to report information in a timely and accurate manner may adversely impact the scholar’s immigration status.

Administrative Approval Chart for Questrom Faculty Ranks		
Faculty Rank	Office Approving Initial Appointment	Office Approving Reappointment
Lecturer (part-time, adjunct)	Dean	Dean
Lecturer (full-time)	Dean	Dean
Senior Lecturer	Dean	Dean
Master Lecturer	Dean	Dean
Instructor	Dean	Dean
Assistant Professor	Provost	Provost
Associate Professor	President	Provost
Professor	President	Provost
Clinical Faculty (part-time)	Dean	Dean
Clinical Faculty (full-time)	Provost	Dean
Visiting Faculty	Dean	Dean

For a full chart of administrative approvals for faculty actions across Boston University, see the Provost’s Office website: <http://www.bu.edu/provost/faculty-affairs/admin-approval/>

For a full overview of faculty actions processes across Boston University, see the Provost’s Office website: <http://www.bu.edu/provost/faculty-affairs/instructions/>