



# UNIVERSITY OF RICHMOND

## Policy Manual

---

<b>Policy #:</b>	ACD-7302	<b>Policy Title:</b>	Policy on 12-Month Faculty Appointments
<b>Effective:</b>	02/25/2026	<b>Responsible Office:</b>	Office of the Provost
<b>Date Approved:</b>	02/25/2026	<b>Approval:</b>	EVP and Provost
<b>Replaces Policy Dated:</b>	N/A	<b>Responsible University Official:</b>	EVP and Provost

---

**PURPOSE:**

The purpose of the policy is to ensure clarity about faculty appointment types and when it is appropriate to appoint a faculty member to a 12-month rather than a standard 9-month appointment.

---

**SCOPE:**

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

---

**INDEX:**

ACD-7302.1.....Policy Statement

ACD-7302.2.....Applicable Regulations and Accreditation Standards

---

**POLICY STATEMENT:**

### *ACD-7302.1 – Policy*

Faculty appointments are typically 9-month. The only standard uses of a 12-month faculty appointment are for deans, provost, and the University president. When tenured, tenure-track, or continuing faculty assume responsibilities above the standard faculty baseload that includes work outside of the 9-month period (such as summer school teaching, summer mentoring, funded research, or administrative appointments), that work is typically compensated additionally for that assignment, up to 2/9<sup>th</sup> of base salary for the summer period, and faculty are not moved to 12-month appointments.

# ACD-7302 – Policy on 12-Month Faculty Appointments

---

In rare instances, it may be appropriate to make a 12-month appointment for a tenured, tenure-track or continuing faculty member, if the following conditions are met:

- There is significant summer work that is in addition the base load for 9-month faculty in the same school and appointment type;
- The summer work is not of the ordinary type that is compensated through administrative allowance plans, summer school teaching, or other standard practices;
- The year-round work associated with the appointment is expected to continue for the duration of the faculty member's appointment at the University of Richmond (i.e., that work is not a temporary assignment);

Summer teaching responsibilities, alone, are typically insufficient to warrant a 12-month appointment. Faculty members are expected to teach their full base load in fall and spring semesters; base load expectations may not be satisfied with summer teaching.

*Exception:* An exception may be made for a continuing faculty appointment if the summer teaching expectations are required annually for the duration of the faculty member's appointment at the University, are part of the faculty member's base teaching load, and are specified in the faculty member's appointment letter. In such cases, a 12-month appointment may be warranted if the work also is not of the ordinary type for which other standard pay practices are utilized (e.g. summer school teaching). If summer teaching is the only reason for such an appointment and the base teaching load for such an appointment is the same as a base teaching load for a 9-month faculty member in the same school, the base salary for the faculty member should be commensurate with similarly situated 9-month faculty members.

Faculty members on 12-month appointments are subject to different expectations with respect to summer work and additional compensation (See ACD 7401 – *Policy on Supplemental Compensation for Faculty*). In particular, faculty members on 12-month appointments are not eligible for summer research or pedagogy grants, and they may not be paid for summer school teaching, unless such teaching is provided as overload.

The appointment of anyone who is not a dean, provost, or university president to a 12-month appointment requires Provost approval.

With the exception of post-doctoral fellows (who may hold 12-month appointments), limited term, visiting, and contingent faculty members may not hold a 12-month contract; a separate contract must be created for any summer school teaching and such teaching does not extend the full-time appointment.

*ACD-7302.2 – Applicable Regulations & Accreditation Standards*

*SACSCOC Standard 6.3 -- Faculty Employment and Evaluation*

# ACD-7302 – Policy on 12-Month Faculty Appointments

---

## **RELATED POLICIES:**

---

*ACD-7401 – Policy on Supplemental Compensation for Faculty*

*HRM-4003 – Resignation and Separation Policy*

*Faculty Handbook*

## **POLICY BACKGROUND:**

---

Policy first approved on 02/25/2026, codifying existing practices.

## **POLICY CONTACTS:**

---

Director of Faculty Administrative Systems and Operations