

## UNIVERSITY OF PITTSBURGH POLICY 02-02-12

**CATEGORY:** ACADEMIC AFFAIRS  
**SECTION:** Faculty Appointment and Tenure  
**SUBJECT:** Length of Appointments  
**EFFECTIVE DATE:** January 18, 2014 Revised  
**PAGE(S):** 1

### I. SCOPE

This policy establishes the length of faculty appointments and includes guidelines for third term and session appointments.

### II. POLICY

#### LENGTH OF APPOINTMENTS

Full-time faculty appointments are made for periods each year of either:

- 12 months
- Two terms
- Nine months
- Ten months

The length of service of a faculty member appointed for two terms, nine, or ten months, encompasses:

- The calendar period of the appointment.
- Whatever additional time is necessary before the start and after the end of the period, for preparation, grade reporting, or other work related to that of the term itself.

#### THIRD TERM AND SESSION APPOINTMENTS

Faculty members with a two-term appointment may be asked to teach in the Summer Term or sessions. Faculty with a two-term appointment must be reappointed to receive payment during the summer.

In instances where a two-term appointee has administrative responsibilities during a third term, some upward salary adjustment is made. See Policy 02-06-03, Third Term/Session Appointments: Salary Administration.

Full-time faculty members on a two-term appointment who are involved in externally funded, non-teaching duties, in the Summer Term may work three or four months, depending on whether they have an eight or nine month appointment, and depending on the effort necessary for the work.

### III. REFERENCE

[Policy AC 68, Third Term/Session Appointments: Salary Administration](#) (formerly 02-06-03)