

Rationale and Summary for the
Proposed Changes to Adjunct and Joint Faculty Academic Titles
in Sections 3.5, 4.2.6, and 4.2.8 of the Faculty Handbook
from the Faculty Affairs Committee of the Faculty Senate
University of Tennessee-Knoxville
January 29, 2018

The changes proposed to Sections 3.5 (Joint and Intercampus Appointments), 4.2.6 (Adjunct Faculty) and 4.2.8 (Joint Faculty Appointments) are intended to clarify the “joint faculty” and “adjunct faculty” academic titles. Section 3.5 currently states that “Joint appointments involve participation in the teaching and research of two or more departments or research units such as Oak Ridge National Laboratory (ORNL).” Although this provision reasonably can be interpreted to include a tenure-track professor with appointments in two or more university departments, our understanding is that some departments identify such persons as “adjunct faculty.”

The proposal classifies tenure-track and non-tenure track faculty with a secondary appointment in another unit at the University of Tennessee as joint faculty. No faculty member whose primary appointment is with the university would be classified as adjunct faculty. Faculty whose primary appointment is with an external institution that has a Joint Faculty Agreement with the university would be classified as joint faculty or adjunct faculty. Finally, employees of external institutions without a Joint Faculty Agreement would be designated as adjunct faculty. A table summarizing these proposals is included on page 2.

The proposed approach is consistent with other institutions. The Handbook of Academic Titles, which compiles policies from almost 300 universities, provides the following definitions:

Adjunct

An academic appointment awarded to a person not employed by the institution but who is connected with or teaches courses at the institution.¹ Such adjunct appointments generally carry no regular salary but the holder may be compensated on a per-course basis.

Joint

A joint appointment is normally an appointment to more than one school, college or department. It may also extend across institutions.²

In addition to rationalizing the academic titles and providing for consistency, the university may benefit from the change in classification for some adjunct faculty to joint faculty in ranking publications who report on the number of faculty. Additionally, joint appointments may expand opportunities for research funding and collaboration and foster interdisciplinary interactions.

¹ Michael I. Shamos, *Handbook of Academic Titles* (2012), available at <https://pdfs.semanticscholar.org/7043/43501fbb5534926b730f0532a30a9960aa9a.pdf>.

² Internal references omitted.

Summary of Proposed Changes to Adjunct and Joint Faculty Academic Titles

		Chapter 3	Chapter 4
Title	Applies to	TT	NTT
Primary Appointment Internal to University of Tennessee			
University Joint Faculty	UT TT & NTT faculty	● ^a	● ^b
Adjunct Faculty	UT Staff		● ^c
Primary Appointment at an External Institution with a Joint Faculty Agreement (JFA)			
External Joint Faculty	Employees of External Institution w/ JFA	● ^{d,*}	● ^e
Adjunct Faculty	Employees of External Institution w/ JFA		● ^f
Primary Appointment at Other External Institution			
Adjunct Faculty	Employees of External Institution w/o JFA		● ^g

^aTT professor at UT with secondary appt in another unit at UT.

^bNTT faculty member (e.g. lecturer) at UT with secondary appt in another unit at UT.

^cStaff at UT with secondary appt in another unit at UT.

^dEmployee at External Institution with TT secondary appt at UT, pursuant to contractual Joint Faculty Agreement.

^eEmployee at External Institution with NTT secondary appt at UT, pursuant to contractual Joint Faculty Agreement.

^fEmployee at External Institution with NTT secondary appt at UT, pursuant to contractual Joint Faculty Agreement.

^gEmployee at External Institution with NTT secondary appt at UT.

*A rare situation. A few cases exist.

These seven cases (a) through (g) would be addressed explicitly in the following sections of the faculty handbook:

(a) T/TT University Joint Faculty: Chapter 3.5

(b) NT University Joint Faculty: Chapter 4.2.8

(c) Adjunct Faculty with Primary Appointment Internal to UT System: Chapter 4.2.6

(d) T/TT External Joint Faculty: Chapter 3.5

(e) NT External Joint Faculty: Chapter 4.2.8

(f) Adjunct Faculty with Primary Appointment at an External Institution with a Joint Faculty Agreement: Chapter 4.2.6

(g) Adjunct Faculty with Primary Appointment at Other External Institution: Chapter 4.2.6

Rationale and Summary for the
Proposed Revisions to Chapter 4 of the Faculty Handbook
from the Non-Tenure-Track Issues Committee of the Faculty Senate
University of Tennessee-Knoxville
January 2018

The NTT Committee's proposed revisions of Chapter 4 of the Faculty Handbook fall into three categories:

1. Improving consistency and balance regarding the categories of non-tenure-track (NTT) faculty

The current version of Chapter 4 provides detailed policies for NTT teaching faculty but does not fully explain policies for other categories of appointments. In addition, the organization of the chapter is confusing because, in some sections that are meant to apply to all NTT faculty, the headings and terminology actually refer only to NTT teaching faculty.

Our revisions iron out these inconsistencies and sources of confusion by:

- systematically detailing appointment categories, ranks, terms of appointment, and criteria for promotion for each category of NTT faculty in Sections 4.1 and 4.2; and
- revising language in sections 4.3-4.5 to show that these policies apply to all Non-Tenure Track Faculty.

2. Requiring documentation of criteria for evaluation and promotion

The current version of Chapter 4 struggles with how to define the criteria for evaluation and promotion for each category of NTT faculty. This is not surprising, in light of the diversity of roles and responsibilities that NTT faculty assume across campus and over time.

Rather than attempting to stipulate fixed benchmarks for each category of NTT faculty, our proposed revision would enhance the role that letters of appointment and renewal play in the evaluation process. For each category of NTT, hiring units would be required to furnish to the provost's office a "*complete and thorough description*" of the NTT faculty member's duties for inclusion in the initial appointment letter at the time of hire and to update that description with each appointment renewal. The agreed-upon criteria documented in these letters would then become the basis for ongoing evaluation. These revisions affect sections 4.1 and 4.2.

We believe that this new emphasis on letters of appointment and renewal will have a number of benefits: it will encourage administrators to reflect regularly on the roles and responsibilities that are appropriate for NTT faculty in their units, it will give NTT faculty an opening to clarify and when necessary negotiate their roles and responsibilities as departments' needs and members' professional development goals evolve and shift over time, and it will allow for both greater flexibility and greater transparency in the processes that departments use to weigh and value teaching, research, and service (as well as the interconnections among these vital academic

functions) as the basis for evaluation and promotion not only for each category of NTTF but for each individual faculty member.

It is important to point out that the implementation of this policy will require revisions to the Manual for Faculty Evaluation, aimed toward the establishment of

- A standard workflow for issuing appointment and reappointment letters. This workflow must allow the hiring units to provide details about the NTTF's distribution of workload to the provost's office for the initial appointment letter. Thereafter, hiring units will be responsible for updating that information in reappointment letters.
- Requirements and best practices for appointment and reappointment letters, specifically a template for specifying the percent of NTTF's workload across the categories of service, research/professional development, and teaching.
- Best practices for hiring units regarding annual evaluation, goal-setting and negotiated redistributions of workload for NTTF who are candidates for reappointment or promotion.

The NTTF Issues Committee has already begun work on these revisions.

3. Articulating parallels in general policy between tenure-track and non-tenure-track faculty

Comparing Chapter 3 with Chapter 4, we found a number of gaps in Chapter 4 regarding policies that are generally understood to apply to all faculty. To bring Chapter 4 in line with Chapter 3 and thus clearly articulate the applicability of these general policies to all faculty, we propose adopting language from Chapter 3 in the following sections:

- 1) Section 4.0.1 Assigned Workload: language added/adapted from Chapter 3 (3.7)
- 2) Section 4.1 on the university's commitment to recruiting a diverse faculty through fair hiring standards and procedures: language added/adapted from Chapter 3 (3.1)
- 3) Section 4.3.1 Annual Review: language added/adapted from Chapter 3 (3.8.1)
 - a. Section 4.3.2 Rating Scale: language added/adapted from Chapter 3 (3.8.2)
 - b. Section 4.5 Promotion: more general language applying to all NTTF eligible for promotion is added/adapted from Chapter 3 (3.10); sections specific to Lecturer promotion appear as subheadings.
 - c. Section 4.6 Right of Candidate to Review File: language added from Chapter 3 (3.10.1)

CHAPTER THREE

Appointment, Evaluation, Promotion, Tenure, and Review for All Tenure-track and Tenured Faculty

3.5 Joint and Intercampus Appointments

The Joint Faculty appointment is considered a secondary faculty appointment for individuals with a primary appointment either in another program within the University of Tennessee or at an external institution with a Joint Faculty Agreement (JFA) with the University. There are two categories of Joint Faculty: University Joint Faculty (primary appointment within the University of Tennessee) and External Joint Faculty (primary appointment with an institution with a JFA with UT). Both University and External Joint Faculty may apply to individuals with either tenured/tenure-track or non-tenure-track primary appointments. The discussion of University and External Joint Faculty appointments for non-tenure-track faculty appears in Section 4.2.8.

Tenured External Joint Faculty members are appointed under the terms of a Joint Faculty Agreement between the University of Tennessee and another entity with a JFA, such as the Oak Ridge National Laboratory. Cases of tenured External Joint Faculty are very rare and limited to extraordinary appointments, such as Governor's Chairs.

University Joint Faculty appointments are provided to tenured/tenure-track faculty who provide teaching, research, or other services to more than one department or who are otherwise affiliated with more than one department, and regardless of whether the secondary appointment is compensated or not. University Joint Faculty appointments can be made within a campus or between campuses. Joint appointments involve participation in the teaching and research of two or more departments or research units such as Oak Ridge National Laboratory (ORNL). Joint appointments with the Agricultural Experiment Station, the College of Agricultural Sciences and Natural Resources, and the Agricultural Extension Service are common in the Institute of Agriculture. For University Joint Faculty, the primary department with which the faculty member is affiliated, through which all matters of promotion, salary raise, and tenure are processed, is the "home" department. On all matters, the home department should consult with the department head and faculty of the other unit. Where joint appointments involve equal time in two or more units or service primarily within an interdisciplinary program, it is the shared responsibility of the heads, deans, or other administrative officers to make appropriate recommendations; and in such cases, one of the two units should be designated as the home department. The original appointment letter must specify the faculty member's home department, administrative reporting relationships, and the peer group(s) to be consulted in tenure and promotion recommendations. The university recognizes that as the shape of knowledge changes, new disciplinary and interdisciplinary needs may emerge which does not precisely correspond to existing administrative or departmental lines.

Joint Faculty members carry one of the following titles: Joint Assistant Professor, Joint Associate Professor, or Joint Professor. For University Joint Faculty, the rank should be the same as that which they hold in their home department. For External Joint Faculty, the rank should be commensurate with the criteria for rank given in section 3.2. Department and college bylaws, in conjunction with university policy and procedure, establish standards and procedures relating to searches for and promotion of Joint Faculty. Joint Faculty members participate in teaching, research, and service missions of the department or college with which they are associated in accordance with the provisions of the Faculty Handbook. For External Joint Faculty, the specific allocation of effort in the UTK department or college is negotiated as part of the Joint Faculty Agreement. Joint Faculty members are evaluated on their allocation of effort in the UTK department(s) or college(s) on an annual basis.

Transfers from one University of Tennessee system campus to another follow procedures outlined above for all other appointments. Advice from the faculty, recommendation of the head, and approval of the

dean and chief academic officer are all necessary. All aspects of the new appointment—title, rank, term of appointment, and tenure—are freshly determined. This renegotiation does not jeopardize the faculty member's participation in group insurance, retirement plans, and other standard employment benefits of the statewide university.

Intercampus academic appointments are sometimes authorized when it appears that a faculty member at one campus has expertise that qualifies him or her for participation in the work of a department on another campus, and when the department has need of his or her services. The definition and extent of such intercampus participation is determined by mutual agreement between the faculty member and the heads, directors, or chairpersons in consultation with appropriate faculty of the academic units involved, and the respective deans, vice chancellors, or other campus officers. In these cases, the following guidelines are observed:

1. the appointment is normally without salary or tenure in the cooperating or second department (i.e. the unit awarding the intercampus appointment); tenure and salary continue to be linked with the base or home department
2. the head of the base department recommends the intercampus appointment to the head of the cooperating department, following informal discussion or negotiation
3. the appointment is made by the cooperating department with approvals by the dean, chief academic officer, and chancellor
4. the title of the faculty member in the cooperating department is determined by mutual agreement between the head and the faculty member, subject to approval by the dean and chief academic officer.

CHAPTER FOUR Non-Tenure-Track Faculty

4.0 Non-Tenure-Track Faculty Appointments

Non-tenure-track faculty appointments can be categorized by their primary academic responsibilities as teaching, research, clinical, practice, and extension positions, or as adjunct, visiting, or joint appointments.

4.0.1 Assigned Workload

The university requires that each member of the faculty perform a reasonable and equitable amount of work each year. The normal maximum teaching responsibility of a full-time faculty member engaged only in classroom teaching is equivalent to 12 credit hours each semester. The precise teaching responsibility of each individual will be based on such things as class size and the number of examinations, papers, and other assignments that require grading and evaluation. In addition, the number of different courses taught and other appropriate considerations will be used to determine teaching responsibility. Classroom teaching responsibility should be reduced by the department head for other justifiable reasons including student advising, active involvement in research and/or creative activities (with publications or other suitable forms of recognition), direction of graduate theses or dissertations, teaching non-credit courses or workshops, administrative duties, and institutional and/or public service.

The assigned workload for full-time NTT faculty may consist of a combination of teaching, advising, research / scholarship / creative activity, and institutional and/or public service depending on the needs of the unit. Because the individual mix of these responsibilities varies by appointment, responsibilities are negotiated and determined annually by the department head and faculty member, with review and approval of the dean and chief academic officer.

4.1 Process for Appointment and Renewal of Faculty to Non-Tenure-Track Positions

The university seeks to recruit a diverse faculty and is fully committed to affirmative action at all levels. A description of university requirements for all searches is provided in *Guidelines for Conducting Academic and Staff Exempt Searches at the University of Tennessee*. Department and college bylaws should establish standards and procedures relating to searches for and promotion of non-tenure-track faculty consistent with the Faculty Handbook and Manual for Faculty Evaluation.

All appointments to non-tenure-track faculty positions, including part-time appointments, will be made in accordance with departmental and college bylaws and subject to the provisions of this chapter. Except as otherwise provided in this chapter, tenured and tenure-track faculty, or a committee of tenured and tenure-track faculty, will evaluate credentials and vote on non-tenure-track appointments in accordance with departmental and college bylaws.

Notification of appointment is made by letter from the chief academic officer. This appointment letter specifies (a) rank, (b) salary and related financial conditions, (c) general duties and expectations, and (d) duration. Previous correspondence between the department head, dean or director, and a prospective faculty member concerning these matters is unofficial and not binding on the University of Tennessee. The faculty member's written acceptance of the letter of appointment, together with execution of normal university employment forms, completes the initial appointment. The employment of non-tenure-track faculty is governed by the terms of the appointment letter, applicable provisions of the *Faculty Handbook*, and applicable provisions of university policies and procedures.

Conditions necessary to perform assigned duties in a professional manner, including such things as appropriate office space, necessary supplies, support services, and equipment will be provided to non-tenure-track faculty members. Departments should have consistent criteria for deciding teaching assignments. Departments should consider the views of non-tenure-track faculty in setting schedules and other issues that impact quality of teaching and working conditions. Opportunities for faculty

development, including travel to scholarly meetings, should be provided whenever possible. Depending on stipulations of departmental and college by-laws, non-tenure-track faculty may have the opportunity to participate in departmental, college, and/or university governance. Non-tenure-track faculty enjoy the same academic freedom as tenured and tenure-track faculty.

A non-tenure-track appointment (whatever its duration) may be renewed for a new term through the normal application and appointment process. Renewal decisions will include consideration of available funding and the faculty member's performance. If a non-tenure-track appointment is not renewed in writing, it automatically expires at the end of the stated term. A non-tenure-track appointment may be, by its nature, funding-limited; the compensation amounts for the position may be funded through a grant, contract, or restricted donation, and it may automatically expire when funding lapses. Whenever feasible, however, subject to available funding, a non-tenure-track faculty member's department head should give the faculty member at least (a) one month's written notice of termination of the faculty member's employment or (b) salary equivalent to that which would be paid in the event of one month's notice of the termination of the faculty member's employment.

Non-tenure-track positions are filled as required to meet university needs and may occur at any time during the year. Typically, initial non-tenure-track appointments will be made at the lowest rank in a category. Terms of appointments are dependent upon campus unit bylaws, guidelines, and needs. When the need for new non-tenure-track faculty is identified, units should initiate the hiring process by their standard College procedures, followed by contacting the Office of Equity and Diversity.

In unusual circumstances, the department head, with the prior permission of the dean and the chief academic officer, may recommend to the applicable chancellor initial appointment at a rank higher than the lowest rank for a non-tenure-track category. In such cases, appointment rank is made commensurate with the expertise and academic credentials of the individual.

4.1.1 Terms of Appointment

Generally, regular nine-month academic year appointments begin August 1 and end July 31. Typically, faculty members on nine-month appointments are expected to be on campus a week before the beginning of classes and through commencement in the spring. Generally, regular 12-month appointments run July 1 through June 30.

4.1.1.1 Non-Tenure-Track Teaching Positions Terms of Appointment

When the need for new non-tenure-track teaching faculty is identified, departments should initiate the hiring process as soon as possible by contacting the Office of Equity and Diversity. As soon as possible, but ~~normally~~typically no later than May 1, a departmentally designated group of faculty will review applications in accordance with departmental and college bylaws. The department head will then recommend appointments to the dean, who will in turn recommend appointments to the chief academic officer. Notification of appointment is made by letter from the chief academic officer. In those cases where immediate replacements of faculty are required, the department head may recommend appointments without prior faculty review. However, in such cases, departmental faculty should be notified of the appointment as soon as possible.

Typically, initial non-tenure-track teaching appointments will be made at the rank of lecturer for a definite term of one year or less. Non-tenure-track teaching faculty promoted to the rank of senior lecturer or distinguished lecturer may hold appointments lasting up to three years or five years, respectively. To be re-appointed, a lecturer at any rank should complete the reapplication process preferably no later than March 1 in the final year of his/her appointment.

In unusual circumstances, the department head, with the prior permission of the dean and the chief academic officer, may recommend to the applicable ~~Chancellor~~chancellor initial appointment at a rank of

senior lecturer or distinguished lecturer. In such cases, initial appointment may be for a period of up to three years for a senior lecturer or up to five years for a distinguished lecturer.

The following ranks or titles may be assigned to non-tenure-track teaching faculty: instructor, lecturer, senior lecturer, distinguished lecturer, adjunct faculty, joint faculty, and visiting faculty.

4.1.1.2 Non-Tenure-Track Research Positions Terms of Appointment

Non-tenure-track research positions are filled as required to meet research needs and may occur at any time during the year. Department and college bylaws establish standards and procedures relating to searches for and promotion of research faculty.

All non-tenure-track research appointments will be made for a definite term of up to five years.

The following ranks or titles may be assigned to non-tenure-track research faculty: research assistant professor, research associate professor, research professor, adjunct research faculty, joint faculty, and visiting research faculty.

4.1.1.3 Non-Tenure-Track Clinical Positions Terms of Appointment

Non-tenure-track clinical faculty are appointed to meet instructional needs and provide professional services. Department and college bylaws establish standards and procedures relating to searches for and promotion of clinical faculty.

All non-tenure-track clinical appointments will be made for a definite term of up to five years.

The following ranks or titles may be assigned to non-tenure-track clinical faculty: clinical instructor, clinical assistant professor, clinical associate professor, clinical professor, visiting clinical faculty, joint faculty, and adjunct clinical faculty.

4.1.1.4 Non-Tenure-Track Faculty of Practice Positions Terms of Appointment

Non-tenure-track faculty of practice are appointed to meet instructional and research needs, with the specific intent of bringing practicing professionals into the classroom and research laboratories.

Department and college bylaws establish standards and procedures relating to searches for and promotion of faculty of practice.

All non-tenure-track faculty of practice appointments will be made for a definite term of up to five years.

The following ranks or titles may be assigned to non-tenure-track faculty of practice: instructor of practice, assistant professor of practice, associate professor of practice, and professor of practice.

4.1.1.5 Non-Tenure Track Extension Positions Terms of Appointment

Non-Tenure-Track Extension faculty positions are filled as required to meet outreach and engagement needs and may occur at any time during the year. Bylaws of the applicable unit establish standards and procedures related to hiring and promotion of eExtension faculty.

All non-tenure-track eExtension appointments will be made for a definite term of up to five years.

The following ranks or titles may be assigned to non-tenure-track eExtension faculty: extension instructor, eExtension assistant professor, Extension-extension associate professor, Extension-and extension professor, ~~adjunct Extension faculty and visiting Extension faculty~~.

4.2 Criteria for Appointment to Faculty Rank

4.2.1 Non-Tenure-Track Teaching Faculty Rank

Non-tenure-track teaching faculty are hired for specific teaching assignments. They generally are not expected to conduct research or perform public, institutional, or disciplinary service as a condition of their employment. However, research or service activities may be included as part of their effort, depending on the needs of the department and the skills and desires of the faculty member. A complete and thorough

description of the NTT teaching faculty's duties must be included in the initial appointment letter at the time of hire. This description must be updated in writing to reflect the agreed-upon responsibilities and professional development goals as articulated in the NTT faculty member's most recent annual evaluation.

Instructor: This rank is reserved for faculty members who are appointed through a search for a tenure-track faculty position but do not hold the terminal degree at the time of appointment. Instructors are expected to have all qualifications listed for appointment as a tenure-track assistant professor, except for completion of the appropriate terminal degree. Upon certification that the requirements for the terminal degree have been completed, promotion to the rank of assistant professor will ~~normally-generally~~ follow, at which time the tenure-track probationary period, typically six years, begins. Clear expectations for completion of the highest degree shall be included in the letter of appointment. Instructors who do not complete their degree requirements within 12 months of their appointment will be terminated.

Lecturer: This rank is for those who hold a degree appropriate to their disciplines (or its professional equivalent) and who are appointed for full or part-time service to teach one or more courses. Individuals holding this rank have shown promise for excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations.

Senior lecturer: This rank is for those who hold a degree appropriate to their disciplines (or its professional equivalent) and who have demonstrated excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations~~outstanding teaching at the rank of lecturer, normally through five or more years of service.~~ A departmentally designated group of faculty will review and evaluate appointments to the rank of senior lecturer, in accordance with departmental and college bylaws.

Distinguished lecturer: This rank is for those who hold a degree appropriate to their disciplines (or its professional equivalent) and who have demonstrated and maintained a consistent record of excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations~~excellence in teaching at the rank of senior lecturer, typically for a period of three to five years.~~ A departmentally designated group of faculty will review and evaluate appointments to the rank of distinguished lecturer, in accordance with departmental and college bylaws.

4.2.2 Non-Tenure-Track Research Faculty Rank

Non-tenure-track research faculty are hired to conduct research. They generally are not expected to engage in teaching or perform public, institutional, or disciplinary service as a condition of their employment. However, teaching or service activities may be included as part of their effort, depending on the needs of the department and the skills and desires of the faculty member. A complete and thorough description of the NTT research faculty's duties, including any requirements to secure funding, must be included in the initial appointment letter at the time of hire. This description must be updated in writing to reflect the agreed-upon responsibilities and professional development goals as articulated in the NTT faculty member's most recent annual evaluation.

Research assistant professor: This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field and have shown promise for excellence in all areas agreed on and articulated in their appointment letters and annual evaluations. ~~Individuals holding such positions demonstrate an ability to initiate independent research and obtain external funding.~~

Research associate professor: This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field and have demonstrated excellence in all areas agreed on and articulated in their appointment letters and annual evaluations. ~~continuous improvement and contribution in research or creative activity supported through grants and contracts over a period of years. Research associate professors have research qualifications and accomplishments consistent with those for appointment at the~~

~~rank of associate professor.~~ A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

Research professor: This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field and have demonstrated and maintained a consistent record of excellence in all areas agreed on and articulated in their appointment letters and annual evaluations. a record of outstanding research or creative activity (supported by grants and contracts over a period of years) that is affirmed by national and/or international recognition in the discipline. ~~Research professors have demonstrated research accomplishments and qualifications consistent with those for appointment at the rank of professor.~~ A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

4.2.3 Non-Tenure-Track Clinical Faculty Rank

Non-tenure-track clinical faculty are hired to perform professional services and to provide instruction to students in a clinical setting. They generally are not expected to conduct research or perform public, institutional, or disciplinary service as a condition of their employment. However, research or service activities may be included as part of their effort, depending on the needs of the department and the skills and desires of the faculty member. A complete and thorough description of the NTT clinical faculty's duties must be included in the initial appointment letter at the time of hire. This description must be updated in writing to reflect the agreed-upon responsibilities and professional development goals as articulated in the NTT faculty member's most recent annual evaluation.

Clinical instructor: This rank is for those who have completed a degree appropriate to the field or who are licensed or certified to practice the profession where appropriate. Individuals holding ~~such positions~~this rank show promise in their demonstrate an ability to teach students in a clinical setting or in courses related to clinical practice.

Clinical assistant professor: This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field or who are licensed or certified to practice the profession where appropriate. Individuals holding ~~such positions~~this rank demonstrate an ability to teach students in a clinical settinghave shown promise for excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations.

Clinical associate professor: This rank is for those who have completed a doctoral degree or a terminal degree appropriate to the field and who are licensed or certified to practice the profession where appropriate. Individuals holding ~~such positions~~this rank have demonstrated excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations~~clinical and teaching abilities consistent with those for appointment at the rank of associate professor.~~ A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

Clinical professor: This rank is for those who have completed a doctoral degree or a terminal degree appropriate to the field and who are licensed or certified to practice the profession where appropriate. Individuals holding ~~such positions~~this rank have demonstrated and maintained a consistent record of excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations. ~~clinical and teaching accomplishments consistent with those for appointment at the rank of professor.~~ A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

4.2.4 Non-Tenure-Track Faculty of Practice Rank

Non-tenure-track faculty of practice are hired to provide instruction to students in a practice setting. They generally are not expected to conduct research or perform public, institutional, or disciplinary service as a condition of their employment. However, research or service activities may be included as part of their effort, depending on the needs of the department and the skills and desires of the faculty member. A

complete and thorough description of the duties of NTT faculty of practice must be included in the initial appointment letter at the time of hire. This description must be updated in writing to reflect the agreed-upon responsibilities and professional development goals as articulated in the NTT faculty member's most recent annual evaluation.

Instructor of ~~Practice~~practice: This rank is for those who have completed a degree appropriate to the field or who are licensed or certified to practice the profession where appropriate. Individuals holding such positions ~~demonstrate an~~show promise in their ability to teach students in the practice of the profession.

Assistant ~~Professor~~professor of ~~p~~PPractice: This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field or who are licensed or certified to practice the profession where appropriate. Individuals holding ~~this rank have shown promise for excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations~~such positions demonstrate an ability to teach and/or conduct research based on their experience and practice in the profession.

Associate ~~p~~Professor of ~~p~~PPractice: This rank is for those who have completed a doctoral degree or a terminal degree appropriate to the field or who are licensed or certified to practice the profession where appropriate. Individuals holding ~~such positions~~this rank have demonstrated ~~practice in the profession and teaching and/or research abilities consistent with those for appointment at the rank of associate professor.~~excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations. A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

Professor of ~~p~~PPractice: This rank is for those who have completed a doctoral degree or a terminal degree appropriate to the field or who are licensed or certified to practice the profession where appropriate. Individuals holding ~~such positions~~this rank have demonstrated ~~and maintained a consistent record of~~excellence in areas of work agreed on and articulated in their appointment letters and annual evaluations~~practice in the professional and teaching or research accomplishments consistent with those for appointment at the rank of professor.~~ A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

4.2.5 Non-Tenure-Track Extension Faculty Rank

Non-Tenure-Track Extension faculty are hired for specific outreach and engagement assignments. They generally are not expected to conduct traditional academic research or engage in for-credit, classroom teaching as a condition of their employment. Extension faculty are expected to conduct externally funded work and to publish the results of that work. A complete and thorough description of the NTT extension faculty's duties, including any requirements to secure funding, must be included in the initial appointment letter at the time of hire. This description must be updated in writing to reflect the agreed-upon responsibilities and professional development goals as articulated in the NTT faculty member's most recent annual evaluation.

Extension assistant professor: This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field. Individuals holding such positions demonstrate an ability to initiate and implement outreach and engagement programs or projects, publish, and obtain external funding. They show promise for excellence in all areas agreed on and articulated in their appointment letters and annual evaluations.

Extension associate professor: This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field and have demonstrated continuous improvement and contribution in Extension and outreach education supported through grants and contracts over a period of years. ~~Extension associate professors have scholarly qualifications including publications and accomplishments consistent with those for appointment at the rank of associate professor. Individuals holding this rank will have demonstrated excellence in all areas agreed on and articulated in their appointment letters and~~

annual evaluations. A designated group of faculty will review and evaluate hiring and promotion to this rank in accordance with applicable bylaws.

Extension professor: This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field and have a record of outstanding outreach and engagement ~~impacts~~ with a strong record of publications as well as support by grants and contracts over a period of years. Individuals holding this rank have demonstrated and maintained excellence in all areas agreed on and articulated in their appointment letters and annual evaluations. Extension professors have achieved national and/or international recognition in the discipline, and have documented accomplishments and qualifications consistent with the rank of professor. A designated group of faculty will review and evaluate hiring and promotion to this rank in accordance with applicable bylaws.

4.2.6 Adjunct Faculty

Individuals who provide uncompensated or part-time compensated service to the instructional and/or research programs of the university may be given adjunct faculty appointments. As with all other non-tenure-track faculty appointments, the Office of the Provost will issue letters of appointment to adjunct faculty members. Adjunct faculty originate from one of three sources: (i) University staff, (ii) employees of external institutions with a Joint Faculty Agreement (JFA) with the University, and (iii) other individuals external to the University. Staff exempt employees with appropriate expertise who, on occasion, provide instruction or participate in research may be given adjunct faculty appointments in a department other than that in which their budget line resides. Employees of institutions with a JFA may be appointed as either non-tenure-track External Joint Faculty (section 4.2.8) or adjunct faculty, depending upon the preferred language within the program unit in question. Other individuals external to the University and to institutions with a JFA may also be appointed as adjunct faculty. Professional credentials and/or the terminal degree required for appointment to professorial ranks are required for adjunct faculty appointments. Adjunct faculty may serve on graduate committees, serve as program directors, supervise clinical experiences, or assume other responsibilities as are consistent with university, college, and departmental policies. Adjunct faculty appointments may be made at the rank of adjunct professor, adjunct associate professor, adjunct assistant professor, or adjunct lecturer. Tenured and tenure-track faculty will evaluate the recommended rank in accordance with departmental and college bylaws.

Although uncompensated adjunct faculty members are not employees of the University of Tennessee, they are subject to certain university policies as a condition of receiving and retaining this honorary title. These policies include the non-discrimination policies, the *Policy on Misconduct in Research and Service*, applicable personnel policies (including the *University Code of Conduct*), fiscal policies, computer use policies, and the *Statement of Policy on Patents, Copyrights, and Other Intellectual Property* (when the uncompensated adjunct faculty member makes substantial use of university facilities or funds).

4.2.7 Visiting Faculty

Visiting faculty carry out instructional and/or research responsibilities within an academic department. Professional credentials and/or the terminal degree required for the university's professorial ranks are also required for appointments as visiting faculty. Normally, the rank of appointment will be the professorial rank that the individual holds at his or her home institution; however, the standards of scholarship for holding visiting faculty rank will be the same as required for the university's own faculty. Visiting faculty do not participate in the governance of the department and are not subject to annual performance reviews. ~~Normally, a visiting appointment is for 12 months.~~ As with all other non-tenure-track faculty appointments, the chief academic officer will issue letters of appointment to visiting faculty.

4.2.8 Joint Faculty Appointments

The Joint Faculty appointment is considered a secondary faculty appointment for individuals with a primary appointment either in another program within the UT system or at an external institution with a Joint Faculty Agreement (JFA) with the University. There are two categories of Joint Faculty: University Joint Faculty (primary appointment within the UT system) and External Joint Faculty (primary

appointment with an institution with a JFA with UT). Both University and External Joint Faculty may apply to individuals with either tenured/tenure-track or non-tenure-track primary appointments. The discussion of University and External Joint Faculty appointments applied to tenure/tenure-track faculty appears in Section 3.5.

University Joint Faculty appointments are provided to non-tenure-track faculty who provide teaching or research services to more than one department. University Joint Faculty appointments can be made within a campus or between campuses. Non-tenure-track External Joint Faculty members are appointed under the terms of a Joint Faculty Agreement between the University of Tennessee and another entity, such as the Oak Ridge National Laboratory. Employees of institutions with a JFA may be appointed as either External Joint Faculty or Adjunct Faculty (section 4.2.6), depending upon the preferred language within the program unit in question. Joint Faculty members with the other entity as home institution are not eligible for tenure.

Joint Faculty members carry one of the following titles: Joint Assistant Professor, Joint Associate Professor, or Joint Professor. Department and college bylaws, in conjunction with university policy and procedure, establish standards and procedures relating to searches for and promotion of Joint Faculty. Joint Faculty members participate in teaching, research, and service missions of the department or college with which they are associated in accordance with the provisions of the Faculty Handbook. The specific allocation of effort in the UTK department or college is negotiated as part of the Joint Faculty Agreement. Joint Faculty members are evaluated on their allocation of effort in the UTK department(s) or college(s) on an annual basis.

4.3 Non-Tenure Track Faculty Review and Evaluation

As is the case for tenured and tenure-track faculty, the performance of all teaching, research, clinical faculty, faculty of practice, and extension faculty ~~non-tenure-track faculty~~ members will be evaluated annually, with a written record of the evaluation maintained in departmental and human resources files. The criteria for evaluating non-tenure-track faculty for purposes of hiring and retention must be adopted by a vote in accordance with departmental bylaws and made available to all faculty.

~~The annual performance review for retention should be based on the best practices guidelines for evaluating instruction, which are outlined in the *Manual for Faculty Evaluation* (probationary faculty section).~~ In the case of non-retention, every effort should be made to notify the faculty member as soon as possible.

4.3.1 Annual Review

Teaching, rResearch, and clinical faculty, faculty of practice, and Extension faculty who are not on leave are subject to annual performance reviews appropriate to the positions and as outlined in departmental and college bylaws. The goals of these reviews are to:

1. Review accomplishments as compared to specific objectives for the faculty member previously set by the faculty member and the head consistent with this *Faculty Handbook*, the *Manual for Faculty Evaluation*, and departmental bylaws;
2. Establish and agree to new objectives for the coming year, as appropriate, using clearly understood standards that are consistent with this *Faculty Handbook*, the *Manual for Faculty Evaluation*, and departmental bylaws;
3. Provide the necessary support (resources, environment, personal and official encouragement) to achieve these objectives;
4. Fairly and honestly assess the performance of the faculty member by the department head/chair and, where appropriate, by colleagues; and
5. Recognize and reward outstanding achievement.

The review processes are established in Board Policy, the *Manual for Faculty Evaluation*, and departmental bylaws.

4.3.2 Rating Scale to be Applied in Evaluating Faculty Performance

Non-tenure-track faculty performance must be evaluated in a manner consistent with all applicable campus, college, and/or departmental policies, procedures, and bylaws, and must apply the following performance ratings:

- Far exceeds expectations for rank
- Exceeds expectations for rank
- Meets expectations for rank
- Falls short of meeting expectations for rank
- Falls far short of meeting expectations for rank

Non-tenure-track faculty with an overall performance rating of meets, exceeds, or far exceeds expectations for rank are eligible for any merit pay or other performance-based salary increase that may be authorized under campus, college, and/or departmental rules or guidelines. They are also eligible for any across-the-board salary increase.

Non-tenure-track faculty with an overall rating of falls short of meeting expectations for rank are not eligible for any merit pay or other performance-based salary increase that may be authorized under campus, college, and/or departmental rules or guidelines, but are eligible for any across-the-board salary increase.

Non-tenure-track faculty with an overall rating of falls far short of meeting expectations for rank are not eligible for any merit pay or other performance-based salary increase that may be authorized under campus, college, and/or departmental rules or guidelines, nor are they eligible for any across-the-board salary increase.

4.45 Salaries

Salaries for non-tenure-track faculty members are set by terms of their appointment letters. Salaries reflect faculty qualifications and the work that faculty perform. Faculty members may appeal salary determinations using procedures found in Chapter 5.

4.54 Promotion of Lecturers

The criteria for appointment to a rank are discussed for each non-tenure-track appointment in Section 4.2. Annual performance reviews form the basis of a cumulative record that prepares non-tenure-track faculty for promotion. Promotion of non-tenure track teaching faculty to the ranks of senior lecturer or distinguished lecturer (Handbook §§ 4.1.1 and 4.2.1) will follow the process described below and further detailed in the *Manual for Faculty Evaluation*.

4.54.1 Eligibility for Promotion

After serving at the rank of lecturer or assistant professor, typically for a minimum of five years, a lecturer faculty member who has satisfied the criteria described in Section 4.54.2, ~~immediately below~~, and specified in ~~Section VI.A.2.a. of the *Manual for Faculty Evaluation*~~ may apply for promotion to the rank of senior lecturer or associate professor, respectively. Promotion ~~to the rank of senior lecturer~~ may be accompanied by an appointment that is automatically renewed for up to three years and may be recognized by a base salary adjustment.

After serving at the rank of senior lecturer or associate professor, typically for a period of three to five years, a ~~senior lecturer~~faculty member who has satisfied the criteria described in Section 4.45.2; ~~immediately below~~; and specified in ~~Section VI.B.2.b. of the Manual for Faculty Evaluation~~ may apply for promotion to the rank of distinguished lecturer or professor, respectively. Promotion ~~to the rank of distinguished lecturer~~ may be accompanied by an appointment that is automatically renewed for up to five years and may be recognized by a base salary adjustment.

Like all academic appointments, these multi-year appointments consist of annual appointments that are automatically renewed for the specified term, unless terminated for cause, or by operation of some other provision in the *Faculty Handbook* (such as relinquishment, forfeiture, or other extraordinary circumstances, as those terms are defined in Board Policies Governing Academic Freedom^h, Responsibility, and Tenure and in the *Handbook*).

4.54.2 ~~Lecturer-NTT~~ Promotion Criteria

~~Because NTTF may perform research, service or teaching in areas beyond their primary responsibilities, these activities may be considered when recommending NTTF for promotion. However, excellence in the responsibilities articulated and agreed to in writing in the initial appointment letter and in the candidate's annual review and reappointment documents will remain the necessary and sufficient criterion for promotion. The principal criterion for promotion is excellence in teaching. Because lecturers may perform research and/or service, as needed, research and/or service may be considered when recommending a lecturer for promotion. However, even in cases where there is evidence of excellence in research and/or service, excellence in teaching will remain the principal criterion for promotion of lecturers. The criteria are specified in greater detail in Section VI.A.2.a. and VI.A.2.b of the Manual for Faculty Evaluation.~~

4.54.3 ~~Lecturer-NTT~~ Promotion Process

~~Non-tenure-track faculty should consult with their department heads before initiating promotion procedures. The final decision on proceeding rests with the faculty member. However, if denied promotion after completion of the process described in the next paragraph, the faculty member remains at rank and must forgo at least one full promotion cycle before again initiating promotion procedures.~~

~~The full procedure for consideration of candidates for promotion should be given in the Manual for Faculty Evaluation, which should be consulted carefully so that the process is completely understood and closely followed. The process begins with submission of dossier materials by the candidate and may include departmental solicitation of external letters assessing the record of scholarship and/or creative activity (if required by departmental bylaws). Departmental faculty at or above the rank to which promotion is sought review these materials and vote on promotion. Recommendation for promotion to higher rank is based on departmental/college bylaws.~~

The ~~lecturer-NTT~~ promotion process begins when the candidate submits a dossier for consideration. Review occurs in turn at the departmental, college, and campus levels; the candidate shall be notified in writing of the decision at each level. For colleges without departments, the review should follow the same procedure used for the promotion and tenure process. Candidates denied promotion at the departmental level may appeal the decision to the college. Candidates denied promotion at the college level may appeal the decision to the chief academic officer. Section VI.A.3. and VI.A.5. of the *Manual for Faculty Evaluation* specify the promotion process, notification process, and appeal process.

4.54.4 Contents of the ~~dossier-NTT~~ Promotion Dossier

A cover sheet that records the decisions at the various levels of review must accompany the dossier. Section VI.A.4. of the *Manual for Faculty Evaluation* specifies in detail the required contents of the dossier, which should not exceed 50 pages, excluding the cover sheet and the candidate's *curriculum vitae*.

4.6 Right of Candidate to Review File

The candidate has a right to review his or her file at any stage of the process. The candidate is to be informed of any additions made to his or her file after submitting it and be given an opportunity to review and respond to the addition at any stage of the process.

4.5 Salaries

~~Salaries for non-tenure-track faculty members are set by terms of their appointment letters. Salaries reflect faculty qualifications and the work that faculty perform. Faculty members may appeal salary determinations using procedures found in Chapter 5.~~

4.76 Appeals

Non-tenure-track faculty may exercise the appeal procedures outlined in Chapter 5, except those applicable to the termination of tenured or tenure-track faculty appointments.