4.0 Non-Tenure-Track Faculty Appointments

Non-tenure track faculty are hired on limited, but typically renewable, appointments to fill specific needs related to each hiring unit’s particular mission and to the mission of the university as a whole. These needs vary from unit to unit and from year to year. Therefore, hiring units should routinely re-assess the role that NTTF play in the fulfillment of their mission and should document, both in their governing bylaws and in their communication with individual NTTF members, the contributions that NTTF are expected to make to the unit’s mission and the responsibilities that NTTF must assume in order for the unit and the university to function effectively.

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 Principles Governing the 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 including 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.
49 The faculty member’s written acceptance of the letter of appointment, together with execution of normal
50 university employment forms, completes the initial appointment. The employment of non-tenure-track
51 faculty is governed by the terms of the appointment letter, applicable provisions of the Faculty Handbook,
52 and applicable provisions of university policies and procedures.
53 Conditions necessary to perform assigned duties in a professional manner, including such things as
54 appropriate office space, necessary supplies, support services, and equipment will be provided to non-
55 tenure-track faculty members. Departments should have consistent criteria for deciding teaching
56 assignments. Departments should consider the views of non-tenure-track faculty in setting schedules and
57 other issues that impact quality of teaching and working conditions. Opportunities for faculty
58 development, including travel to scholarly meetings, should be provided whenever possible. Non-tenure-
59 track faculty should have the opportunity to participate in departmental, college, and/or university
60 governance on all issues related to their assigned responsibilities in accordance with departmental and
61 college bylaws to ensure that NTTF enjoy the same academic freedoms as tenured and tenure-line
62 faculty.
63 A non-tenure-track appointment (whatever its duration) may be renewed for a new term through the
64 normal application and appointment process. Renewal decisions will include consideration of available
65 funding and the faculty member’s performance. If a non-tenure-track appointment is not renewed in
66 writing, it automatically expires at the end of the stated term. A non-tenure-track appointment may be, by
67 its nature, funding-limited; the compensation amounts for the position may be funded through a grant,
68 contract, or restricted donation, and it may automatically expire when funding lapses. Whenever feasible,
69 however, subject to available funding, a non-tenure-track faculty member’s department head should give
70 the faculty member at least (a) one month’s written notice of termination of the faculty member’s
71 employment or (b) salary equivalent to that which would be paid in the event of one month’s notice of the
72 termination of the faculty member’s employment.
73 Non-tenure-track positions are filled as required to meet university needs and may occur at any time
74 during the year. Typically, initial non-tenure-track appointments will be made at the lowest rank in a
75 category. Terms of appointments are dependent upon campus unit bylaws, guidelines, and needs. When
76 the need for new non-tenure-track faculty is identified, units should initiate the hiring process by their
77 standard College procedures, followed by contacting the Office of Equity and Diversity.
78 In unusual circumstances, the department head, with the prior permission of the dean and the chief academic officer, may recommend an initial appointment at a rank
79 higher than the lowest rank for a non-tenure-track category. In such cases, appointment rank is made
80 commensurate with the expertise and academic credentials of the individual.
81 4.1.1 Terms of and Procedures for Appointment for Each NTT Category
82 Generally, regular nine-month academic year faculty are expected to be on campus a week before the
83 beginning of fall semester classes and through commencement in the spring. Generally, regular 12-month
84 appointments run July 1 through June 30.
85 4.1.1.1 Terms of and Procedures for Appointment to Non-Tenure-Track Teaching Positions
86 Non-tenure track teaching positions are filled as required to meet teaching needs. The standards and
87 procedures for filling these appointments are as follows. When the need for new non-tenure-track faculty
88 teaching 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 typically no later than May 1, a departmentally designated group of faculty will review
89 applications in accordance with departmental and college bylaws, and by applicable
90 university policies. 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 will
have the expectation possibility of reappointment for up to three years from each reappointment date,
contingent upon funding. Distinguished lecturers will have the expectation possibility of reappointment
for up to five years from each reappointment date, contingent upon funding.

In unusual circumstances, the department head, with the prior permission of the dean and the chief
academic officer, may recommend to the applicable chancellor/chief academic officer 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 Terms of and Procedures for Appointment to Non-Tenure-Track Research Positions
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 Terms of and Procedures for Appointment to Non-Tenure-Track Clinical Positions
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 Terms of and Procedures for Appointment to Non-Tenure-Track Faculty of Practice Positions
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 Terms of and Procedures for Appointment to Non-Tenure-Track Extension Positions
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 extension faculty.

All non-tenure-track extension 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 extension faculty: extension instructor, extension assistant professor, extension associate professor, and extension professor.

4.2 Criteria for Appointment to Faculty Rank for each Non-Tenure Track Category

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. As described in Section 4.3, a complete and thorough documentation of the NTT teaching faculty’s responsibilities and workload distribution will be provided by the hiring unit to the faculty member at the time of initial appointment and updated each time the faculty member is reappointed.

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 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 responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities.

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 responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. 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 responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. 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. As described in Section 4.3, a complete and thorough documentation of the NTT research faculty’s responsibilities and workload distribution, including any responsibility to obtain external funding, will be provided by the hiring unit to the faculty member at the time of initial appointment and updated each time the faculty member is reappointed.

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 of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities.
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 of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. 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 of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. 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. As described in Section 4.3, a complete and thorough documentation of the NTT clinical faculty’s responsibilities and workload distribution will be provided by the hiring unit to the faculty member at the time of initial appointment and updated each time the faculty member is reappointed.

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 this rank show promise in their 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 this rank have shown promise for excellence in areas of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities.

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 this rank have demonstrated excellence in areas of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. 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 this rank have demonstrated and maintained a consistent record of excellence in areas of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. 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. As described in Section 4.3, a complete and thorough documentation of the responsibilities and workload distribution of the NTT faculty of practice will be provided by the hiring unit to the faculty member at the time of initial appointment and updated each time the faculty member is reappointed.
Instructor of 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 show promise in their ability to teach students in the practice of the profession.

Assistant professor of practice: 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 responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities.

Associate professor of practice: 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 demonstrated excellence in areas of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

Professor of practice: 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 demonstrated and maintained a consistent record of excellence in areas of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with applicable 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. As described in Section 4.3, a complete and thorough documentation of the responsibilities and workload distribution of the NTT extension faculty, including any responsibility to obtain external funding, will be provided by the hiring unit to the faculty member at the time of initial appointment and updated each time the faculty member is reappointed.

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 of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities.

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. Individuals holding this rank will have demonstrated excellence in all areas of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. 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 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 of responsibility recorded in the hiring unit’s annual documentation of the NTTF’s workload distribution and responsibilities. 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/chief academic officer 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) 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. 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 and 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. 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 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 applied to tenured/tenure-track faculty appears in Section 3.5.

University Joint Faculty appointments are provided to non-tenure-track faculty who provide teaching, or 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. 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 carry one of the following titles: Joint Assistant Professor, Joint Associate Professor, or Joint Professor, or one of the other titles designated in this chapter, such as lecturer.

Non-Tenure Track Joint Faculty appointments typically involve participation in two or more departments or research units within the University.

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 professional development as well as whether the faculty member’s position is contingent upon their ability to secure external funding. This documentation will be provided by the hiring unit to the NTTF at the time of initial appointment and again each time the faculty member is reappointed. As needed throughout their terms of appointment, faculty members will have the

1. The home department with which the faculty member is affiliated must be established in the appointment letter;

2. All annual evaluations, matters of promotion, salary raise, and other administrative issues are processed in “home” department;

3. The appointment may be with or without salary in the cooperating or second department (i.e. the unit awarding the interdepartmental or intercampus Joint Faculty appointment);

4. Following informal discussion or negotiation, the heads of the home and cooperating department recommend the interdepartmental or intercampus Joint Faculty appointment to the appropriate departmental constituencies, as determined by the bylaws;

5. The Joint Faculty appointment is made by the cooperating department with approvals by the dean, chief academic officer, and chancellor; and

6. The specific Joint Faculty title 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. Non-tenure track Joint Faculty appointments may carry the title Joint Faculty Lecturer, Joint Faculty Assistant Professor, Joint Faculty Associate Professor, or Joint Faculty Professor.

Non-Tenure Track Joint Faculty members may also be appointed under the terms of a Joint Faculty Agreement between the University of Tennessee and another entity, such as the Oak Ridge National Laboratory (ORNL). 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.

Clear documentation of responsibilities and assigned workload is critical to the evaluation, reappointment, and promotion process for NTTF members. As is the case for tenured and tenure-track faculty, the performance of all teaching, research, clinical faculty, faculty of practice, and extension 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. Each NTTF will be informed, in writing, of the percentage of effort that they are expected to devote to teaching, service, and research/professional development as well as whether the faculty member’s position is contingent upon their ability to secure external funding. This documentation will be provided by the hiring unit to the NTTF at the time of initial appointment and again each time the faculty member is reappointed. As needed throughout their terms of appointment, faculty members will have the
opportunity to discuss their responsibilities and negotiate adjustments in their assigned workloads. This annually updated written record of workload distribution and responsibilities will become part of the NTTF’s evaluation records.

In the case of non-retention, every effort should be made to notify the faculty member as soon as possible.

4.3.1 Annual Performance and Planning Review for Non-Tenure Track Faculty

Teaching, research, clinical faculty, faculty of practice, and Extension faculty. All NTTF who are not on leave are subject to annual performance and planning reviews (APPR) appropriate to the positions and as outlined in departmental and college bylaws. The goals of these reviews are to APPRs include a fair and honest assessment of the faculty member’s performance, and may be carried out by the department head, a designee, or a committee, as determined by the departmental bylaws and other applicable documents.

Each review should include the following elements:

1. Review accomplishments as compared to specific objectives for the faculty member previously set by the faculty member, previous APPR, and the head, consistent with this Faculty Handbook, the Manual for Faculty Evaluation, and departmental bylaws;

2. Establish and agree to new appropriate objectives for the coming year, as appropriate, using clearly understood standards, expectations, 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 process is 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.

4.4 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 Returning faculty members may appeal salary determinations using procedures found in Chapter 5.

4.5 Promotion
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.

4.5.1 Eligibility for Promotion
After serving at the rank of lecturer or assistant professor, typically for a minimum of five years, a faculty member who has satisfied the criteria described in Section 4.5.2 and specified in the Manual for Faculty Evaluation may apply for promotion to the rank of senior lecturer or associate professor, respectively. Senior lecturers and NTT associate professors will have the expectation possibility of reappointment for up to three years from each reappointment date, contingent upon funding, 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 faculty member who has satisfied the criteria described in Section 4.5.2 and specified in the Manual for Faculty Evaluation may apply for promotion to the rank of distinguished lecturer or professor, respectively. Distinguished lecturers and NTT professors will have the expectation possibility of reappointment for up to five years from each reappointment date, contingent upon funding, 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, Responsibility, and Tenure and in the Handbook).

4.5.2 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 the annual documentation of the NTTF’s workload distribution and responsibilities will remain the necessary and sufficient criterion for promotion. The criterion for promotion of NTTF is excellence in performing the primary responsibilities established in the initial appointment document and recorded in the annual performance and planning reviews.

4.5.3 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.

Department and college bylaws should establish standards and procedures relating to promotion of non-tenure-track faculty consistent with this Faculty Handbook. The full procedure for consideration of candidates for promotion should be found in the Manual for Faculty Evaluation.
Appendix of this handbook, 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 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.

4.5.4 Contents of the 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 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.

4.7 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.