

1 [Current version compared to version passed by Senate in 2018](#)

2 CHAPTER FOUR Non-Tenure-Track Faculty

3 **4.0 Non-Tenure-Track Faculty Appointments**

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

12
13 Non-tenure-track faculty appointments can be categorized by their primary academic responsibilities as
14 teaching, research, clinical, practice, and extension positions, or as adjunct, visiting, or joint
15 appointments.

16 **4.0.1 Assigned Workload**

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18
19 The university requires that each member of the faculty perform a reasonable and equitable amount of
20 work each year. The normal maximum teaching responsibility of a full-time faculty member engaged
21 only in classroom teaching is ~~equivalent to~~ 12 credit hours each semester. The precise teaching
22 responsibility of each individual will be based on such things as class size and the number of
23 examinations, papers, and other assignments that require grading and evaluation. In addition, the number
24 of different courses taught and other appropriate considerations will be used to determine teaching
25 responsibility. Classroom teaching responsibility should be reduced by the department head for other
26 justifiable reasons including student advising, active involvement in research and/or creative activities
27 (with publications or other suitable forms of recognition), direction of graduate theses or dissertations,
28 teaching non-credit courses or workshops, administrative duties, and institutional and/or public service.

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

34 **4.1 Principles Governing the Appointment and Renewal of Faculty to Non-Tenure-Track Positions**

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

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

45 Notification of appointment is made by letter from the chief academic officer. This appointment letter
46 specifies (a) rank, (b) salary and related financial conditions, (c) general duties and expectations, and (d)
47 duration. Previous correspondence between the department head, dean or director, and a prospective
48 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
79 In unusual circumstances, the department head, with the prior permission of the dean ~~and may recommend~~
80 ~~to~~ the chief academic officer, ~~may recommend to the applicable chancellor~~ initial appointment at a rank
81 higher than the lowest rank for a non-tenure-track category. In such cases, appointment rank is made
82 commensurate with the expertise and academic credentials of the individual.

83 84 4.1.1 Terms of and Procedures for Appointment for Each NTT Category

85
86 Generally, regular nine-month academic year faculty are expected to be on campus a week before the
87 beginning of fall semester classes and through commencement in the spring. Generally, regular 12-month
88 appointments run July 1 through June 30.

89 4.1.1.1 Terms of and Procedures for Appointment to Non-Tenure-Track Teaching Positions

90 Non-tenure track teaching positions are ~~filled as required~~ made to meet teaching needs. The ~~standards and~~
91 ~~procedures for filling these appointments are as follows: When the need for new~~ process for
92 ~~recommending non-tenure-track teaching faculty appointments is identified, departments should initiate~~
93 ~~the hiring process as soon as possible~~ governed by contacting the Office of Equity and Diversity. As soon
94 as possible, but typically no later than May 1, a departmentally designated group of faculty will review
95 applications in accordance with departmental and the unit and and college bylaws: and by applicable
96 university policies. The department head will then ~~recomm~~ recommends appointments to the dean,
97 who will in turn recommend appointments to the chief academic officer. Notification of appointment is

98 made by letter from the chief academic officer. In those cases where immediate replacements of faculty
99 are required, the department head may recommend appointments without prior faculty review. However,
100 in such cases, departmental faculty should be notified of the appointment as soon as possible.

101 Typically, initial non-tenure-track teaching appointments will be made at the rank of lecturer for a definite
102 term of one year or less. Non-tenure-track teaching faculty promoted to the rank of senior lecturer will
103 have the ~~expectation~~possibility of reappointment for up to three years from each reappointment date,
104 contingent upon funding. Distinguished lecturers will have the ~~expectation~~possibility of reappointment
105 for up to five years from each reappointment date, contingent upon funding.

106 In unusual circumstances, the department head, with the prior permission of the dean ~~and the chief~~
107 ~~academic officer~~, may recommend to the applicable ~~chancellor~~chief academic officer initial appointment
108 at a rank of senior lecturer or distinguished lecturer. In such cases, initial appointment may be for a period
109 of up to three years for a senior lecturer or up to five years for a distinguished lecturer.

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

112 4.1.1.2 Terms of and Procedures for Appointment to Non-Tenure-Track Research Positions Non-tenure-
113 track research positions are filled as required to meet research needs and may occur at any time during the
114 year. Department and college bylaws establish standards and procedures relating to searches for and
115 promotion of research faculty.

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

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

120 4.1.1.3 Terms of and Procedures for Appointment to Non-Tenure-Track Clinical Positions

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

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

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

128 4.1.1.4 Terms of and Procedures for Appointment to Non-Tenure-Track Faculty of Practice Positions

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

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

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

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

136 4.1.1.5 Terms of and Procedures for Appointment to Non-Tenure Track Extension Positions Non-Tenure-
137 Track Extension faculty positions are filled as required to meet outreach and engagement needs and may
138 occur at any time during the year. Bylaws of the applicable unit establish standards and procedures related
139 to hiring and promotion of extension faculty.

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

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

143 **4.2 Criteria for Appointment to Faculty Rank for each Non-Tenure Track Category**

144 4.2.1 Non-Tenure-Track Teaching Faculty Rank

145 Non-tenure-track teaching faculty are hired for specific teaching assignments. They generally are not
146 expected to conduct research or perform public, institutional, or disciplinary service as a condition of their
147 employment. However, research or service activities may be included as part of their effort, depending on
148 the needs of the department and the skills and desires of the faculty member. As described in Section 4.3,
149 a complete and thorough documentation of the NTT teaching faculty's responsibilities and workload
150 distribution will be provided by the hiring unit to the faculty member at the time of initial appointment
151 and updated each time the faculty member is reappointed.

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

160 Lecturer: This rank is for those who hold a degree appropriate to their disciplines (or its professional
161 equivalent) and who are appointed for full or part-time service to teach one or more courses. Individuals
162 holding this rank have shown promise for excellence in areas of responsibility recorded in the hiring
163 unit's annual documentation of the NTTF's workload distribution and responsibilities.

164 Senior lecturer: This rank is for those who hold a degree appropriate to their disciplines (or its
165 professional equivalent) and who have demonstrated excellence in areas of responsibility recorded in the
166 hiring unit's annual documentation of the NTTF's workload distribution and responsibilities. A
167 departmentally designated group of faculty will review and evaluate appointments to the rank of senior
168 lecturer, in accordance with departmental and college bylaws.

169 Distinguished lecturer: This rank is for those who hold a degree appropriate to their disciplines (or its
170 professional equivalent) and who have demonstrated and maintained a consistent record of excellence in
171 areas of responsibility recorded in the hiring unit's annual documentation of the NTTF's workload
172 distribution and responsibilities. A departmentally designated group of faculty will review and evaluate
173 appointments to the rank of distinguished lecturer, in accordance with departmental and college bylaws.

174 4.2.2 Non-Tenure-Track Research Faculty Rank

175 Non-tenure-track research faculty are hired to conduct research. They generally are not expected to
176 engage in teaching or perform public, institutional, or disciplinary service as a condition of their
177 employment. However, teaching or service activities may be included as part of their effort, depending on
178 the needs of the department and the skills and desires of the faculty member. As described in Section 4.3,
179 a complete and thorough documentation of the NTT research faculty's responsibilities and workload
180 distribution, including any responsibility to obtain external funding, will be provided by the hiring unit to
181 the faculty member at the time of initial appointment and updated each time the faculty member is
182 reappointed.

183 Research assistant professor: This rank is for those who have completed a doctoral degree or terminal
184 degree appropriate to the field and have shown promise for excellence in all areas of responsibility
185 recorded in the hiring unit's annual documentation of the NTTF's workload distribution and
186 responsibilities.

187 Research associate professor: This rank is for those who have completed a doctoral degree or terminal
188 degree appropriate to the field and have demonstrated excellence in all areas of responsibility recorded in
189 the hiring unit's annual documentation of the NTTF's workload distribution and responsibilities. A
190 departmentally designated group of faculty will review and evaluate promotions to this rank in
191 accordance with departmental and college bylaws.

192 Research professor: This rank is for those who have completed a doctoral degree or terminal degree
193 appropriate to the field and have demonstrated and maintained a consistent record of excellence in all
194 areas of responsibility recorded in the hiring unit's annual documentation of the NTTF's workload
195 distribution and responsibilities. A departmentally designated group of faculty will review and evaluate
196 promotions to this rank in accordance with departmental and college bylaws.

197 4.2.3 Non-Tenure-Track Clinical Faculty Rank

198 Non-tenure-track clinical faculty are hired to perform professional services and to provide instruction to
199 students in a clinical setting. They generally are not expected to conduct research or perform public,
200 institutional, or disciplinary service as a condition of their employment. However, research or service
201 activities may be included as part of their effort, depending on the needs of the department and the skills
202 and desires of the faculty member. As described in Section 4.3, a complete and thorough documentation
203 of the NTT clinical faculty's responsibilities and workload distribution will be provided by the hiring unit
204 to the faculty member at the time of initial appointment and updated each time the faculty member is
205 reappointed.

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

209 Clinical assistant professor: This rank is for those who have completed a doctoral degree or terminal
210 degree appropriate to the field or who are licensed or certified to practice the profession where
211 appropriate. Individuals holding this rank have shown promise for excellence in areas of responsibility
212 recorded in the hiring unit's annual documentation of the NTTF's workload distribution and
213 responsibilities.

214 Clinical associate professor: This rank is for those who have completed a doctoral degree or a terminal
215 degree appropriate to the field and who are licensed or certified to practice the profession where
216 appropriate. Individuals holding this rank have demonstrated excellence in areas of responsibility
217 recorded in the hiring unit's annual documentation of the NTTF's workload distribution and
218 responsibilities. A departmentally designated group of faculty will review and evaluate promotions to this
219 rank in accordance with departmental and college bylaws.

220 Clinical professor: This rank is for those who have completed a doctoral degree or a terminal degree
221 appropriate to the field and who are licensed or certified to practice the profession where appropriate.
222 Individuals holding this rank have demonstrated and maintained a consistent record of excellence in areas
223 of responsibility recorded in the hiring unit's annual documentation of the NTTF's workload distribution
224 and responsibilities. A departmentally designated group of faculty will review and evaluate promotions to
225 this rank in accordance with departmental and college bylaws.

226 4.2.4 Non-Tenure-Track Faculty of Practice Rank

~~227 Non-tenure-track faculty of practice are hired to provide instruction to students in a practice setting. They
228 generally are not expected to conduct research or perform public, institutional, or disciplinary service as a
229 condition of their employment. However, research or service activities may be included as part of their
230 effort, depending on the needs of the department and the skills and desires of the faculty member.~~

~~231~~ As described in Section 4.3, a complete and thorough documentation of the responsibilities and
232 workload distribution of the NTT faculty of practice will be provided by the hiring unit to the faculty
233 member at the time of initial appointment and updated each time the faculty member is reappointed.

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

237 Assistant professor of practice: This rank is for those who have completed a doctoral degree or terminal
238 degree appropriate to the field or who are licensed or certified to practice the profession where
239 appropriate. Individuals holding this rank have shown promise for excellence in areas of responsibility
240 recorded in the hiring unit's annual documentation of the NTTF's workload distribution and
241 responsibilities.

242 Associate professor of practice: This rank is for those who have completed a doctoral degree or a terminal
243 degree appropriate to the field or who are licensed or certified to practice the profession where
244 appropriate. Individuals holding this rank have demonstrated excellence in areas of responsibility
245 recorded in the hiring unit's annual documentation of the NTTF's workload distribution and
246 responsibilities. A departmentally designated group of faculty will review and evaluate promotions to this
247 rank in accordance with departmental and college bylaws.

248 Professor of practice: This rank is for those who have completed a doctoral degree or a terminal degree
249 appropriate to the field or who are licensed or certified to practice the profession where appropriate.
250 Individuals holding this rank have demonstrated and maintained a consistent record of excellence in areas
251 of responsibility recorded in the hiring unit's annual documentation of the NTTF's workload distribution
252 and responsibilities. A departmentally designated group of faculty will review and evaluate promotions to
253 this rank in accordance with departmental and college bylaws.

254 4.2.5 Non-Tenure-Track Extension Faculty Rank

255 Non-Tenure-Track Extension faculty are hired for specific outreach and engagement assignments. They
256 generally are not expected to conduct traditional academic research or engage in for-credit, classroom
257 teaching as a condition of their employment. Extension faculty are expected to conduct externally funded
258 work and to publish the results of that work. As described in Section 4.3, a complete and thorough
259 documentation of the responsibilities and workload distribution of the NTT extension faculty, including
260 any responsibility to obtain external funding, will be provided by the hiring unit to the faculty member
261 at the time of initial appointment and updated each time the faculty member is reappointed.

262 Extension assistant professor: This rank is for those who have completed a doctoral degree or terminal
263 degree appropriate to the field. Individuals holding such positions demonstrate an ability to initiate and
264 implement outreach and engagement programs or projects, publish, and obtain external funding. They
265 show promise for excellence in all areas of responsibility recorded in the hiring unit's annual
266 documentation of the NTTF's workload distribution and responsibilities.

267 Extension associate professor: This rank is for those who have completed a doctoral degree or terminal
268 degree appropriate to the field and have demonstrated continuous improvement and contribution in
269 Extension and outreach education supported through grants and contracts over a period of years.
270 Individuals holding this rank will have demonstrated excellence in all areas of responsibility recorded in
271 the hiring unit's annual documentation of the NTTF's workload distribution and responsibilities. A
272 designated group of faculty will review and evaluate hiring and promotion to this rank in accordance with
273 applicable bylaws.

274 Extension professor: This rank is for those who have completed a doctoral degree or terminal degree
275 appropriate to the field and have a record of outstanding outreach and engagement with a strong record of
276 publications as well as support by grants and contracts over a period of years. Individuals holding this
277 rank have demonstrated and maintained excellence in all areas of responsibility recorded in the hiring
278 unit's annual documentation of the NTTF's workload distribution and responsibilities. A designated
279 group of faculty will review and evaluate hiring and promotion to this rank in accordance with applicable
280 bylaws.

281 4.2.6 Adjunct Faculty

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

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

305 4.2.7 Visiting Faculty

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

314 4.2.8__Joint Faculty Appointments

315 ~~The Joint Faculty appointment is considered a secondary faculty appointment for individuals with a~~
316 ~~primary appointment either in another program within the University of Tennessee or at an external~~
317 ~~institution with a Joint Faculty Agreement (JFA) with the University. There are two categories of Joint~~
318 ~~Faculty: University Joint Faculty (primary appointment within the University of Tennessee) and External~~
319 ~~Joint Faculty (primary appointment with an institution with a JFA with UT). Both University and~~
320 ~~External Joint Faculty may apply to individuals with either tenured/tenure-track or non-tenure-track~~
321 ~~primary appointments. The discussion of University and External Joint Faculty appointments applied to~~
322 ~~tenure/tenure-track faculty appears in Section 3.5.~~

323 ~~University Joint Faculty appointments are provided to non-tenure-track faculty who provide teaching, or~~
324 ~~research, or other services to more than one department or who are otherwise affiliated with more than~~
325 ~~one department, and regardless of whether the secondary appointment is compensated or not. University~~
326 ~~Joint Faculty appointments can be made within a campus or between campuses. Non-tenure-track~~
327 ~~External Joint Faculty members are appointed under the terms of a Joint Faculty Agreement between the~~
328 ~~University of Tennessee and another entity, such as the Oak Ridge National Laboratory. Employees of~~

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§29 institutions with a JFA may be appointed as either External Joint Faculty or Adjunct Faculty (section
§30 4.2.6), depending upon the preferred language within the program unit in question.

§31 Joint Faculty members carry one of the following titles: Joint Assistant Professor, Joint Associate
§32 Professor, or Joint Professor, or one of the other titles designated in this chapter, such as lecturer.
§33 Non-Tenure Track Joint Faculty appointments typically involve participation in two or more departments
§34 or research units within the University.

§35
§36 Department and college bylaws, in conjunction with university policy and procedure, establish standards
§37 and procedures relating to searches for and promotion of Joint Faculty. Joint Faculty members participate
§38 in teaching, research, The nature and service mission extent of such interdepartmental or intercampus non-
§39 tenure-track joint faculty appointments is determined by mutual agreement between the department or
§40 college faculty member and the heads, directors, or chairpersons in consultation with which they are
§41 associated in accordance with the provisions appropriate faculty of the Faculty Handbook academic units
§42 involved, and the respective deans, vice chancellors, or other campus officers. In these cases, the
§43 following guidelines are observed:

- §44
- §45 1. The home department with which the faculty member is affiliated must be established in the
§46 appointment letter;
- §47 2. All annual evaluations, matters of promotion, salary raise, and other administrative issues are
§48 processed in “home” department;
- §49 3. The appointment may be with or without salary in the cooperating or second department (i.e.
§50 the unit awarding the interdepartmental or intercampus Joint Faculty appointment);
- §51 4. Following informal discussion or negotiation, the heads of the home and cooperating
§52 department recommend the interdepartmental or intercampus Joint Faculty appointment to
§53 the appropriate departmental constituencies, as determined by the bylaws;
- §54 5. The Joint Faculty appointment is made by the cooperating department with approvals by the
§55 dean, chief academic officer, and chancellor; and
- §56 6. The specific Joint Faculty title in the cooperating department is determined by mutual
§57 agreement between the head and the faculty member, subject to approval by the dean and
§58 chief academic officer. Non-tenure track Joint Faculty appointments may carry the title Joint
§59 Faculty Lecturer, Joint Faculty Assistant Professor, Joint Faculty Associate Professor, or
§60 Joint Faculty Professor.

§61
§62 Non-Tenure Track Joint Faculty members may also be appointed under the terms of a Joint Faculty
§63 Agreement between the University of Tennessee and another entity, such as the Oak Ridge National
§64 Laboratory (ORNL). The specific allocation of effort in the UTK department or college is negotiated as
§65 part of pursuant to the Joint Faculty Agreement. ~~Joint Faculty members are evaluated on their allocation of~~
§66 effort in the UTK department(s) or college(s) on an annual basis.

§67 **4.3 Non-Tenure Track Faculty Review and Evaluation**

§68 Clear documentation of responsibilities and assigned workload is critical to the evaluation, reappointment,
§69 and promotion process for NTTF members. As is the case for tenured and tenure-track faculty, the
§70 performance of all teaching, research, clinical faculty, faculty of practice, and extension faculty members
§71 will be evaluated annually, with a written record of the evaluation maintained in departmental and human
§72 resources files. The criteria for evaluating non-tenure-track faculty for purposes of hiring and retention
§73 must be adopted by a vote in accordance with departmental bylaws and made available to all faculty.
§74 Each NTTF will be informed, in writing, of the percentage of effort that they are expected to devote to
§75 teaching, service, and research/professional development as well as whether the faculty member’s
§76 position is contingent upon their ability to secure external funding. This documentation will be provided
§77 by the hiring unit to the NTTF at the time of initial appointment and again each time the faculty member
§78 is reappointed. As needed throughout their terms of appointment, faculty members will have the

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379 opportunity to discuss their responsibilities and ~~negotiate~~request adjustments in their assigned workloads.
380 This annually updated written record of workload distribution and responsibilities will become part of the
381 NTTF's evaluation records.

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

383 4.3.1 Annual Performance and Planning Review for Non-Tenure Track Faculty

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

- 390
- 391 1. Review accomplishments ~~as compared to~~against specific objectives ~~for the faculty member~~
392 ~~previously set by~~at the faculty member ~~previous~~APPR and ~~the head~~consistent with this Faculty
393 ~~Handbook, the Manual for Faculty Evaluation, and departmental bylaws;~~
- 394 2. Establish ~~and agree to new~~appropriate objectives for the coming year, ~~as appropriate,~~ using
395 clearly understood ~~standards~~expectations that are consistent with this *Faculty Handbook, the*
396 *Manual for Faculty Evaluation,* and departmental bylaws;
- 397 3. Provide the necessary support (~~resources, environment, personal and official encouragement~~) to
398 achieve these objectives;
- 399 4. ~~Fairly and honestly assess the performance of the faculty member by the department head/chair~~
400 ~~and, where appropriate, by colleagues; and~~
- 401 5.4. Recognize and reward outstanding achievement.

402

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

405

406 4.3.2 Rating Scale to be Applied in Evaluating Faculty Performance

407

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

- 411
- 412 Far exceeds expectations for rank
- 413 Exceeds expectations for rank
- 414 Meets expectations for rank
- 415 Falls short of meeting expectations for rank
- 416 Falls far short of meeting expectations for rank

417

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

422

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

427

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428 Non-tenure-track faculty with an overall rating of falls far short of meeting expectations for rank are not
429 eligible for any merit pay or other performance-based salary increase that may be authorized under
430 campus, college, and/or departmental rules or guidelines, nor are they eligible for any across-the-board
431 salary increase.
432

433 4.4 Salaries

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

437 4.5 Promotion

438 The criteria for appointment to a rank are discussed for each non-tenure-track appointment in Section 4.2.
439 Annual performance reviews form the basis of a cumulative record that prepares non-tenure-track faculty
440 for promotion.

441 4.5.1 Eligibility for Promotion

442 After serving at the rank of lecturer or assistant professor, typically for a minimum of five years, a faculty
443 member who has satisfied the criteria described in Section 4.5.2 ~~and specified in the *Manual for Faculty*~~
444 ~~*Evaluation*~~ may apply for promotion to the rank of senior lecturer or associate professor, respectively.
445 Senior lecturers and NTT associate professors will have the ~~expectation possibility~~ of reappointment for
446 up to three years from each reappointment date, contingent upon funding, and may be recognized by a
447 base salary adjustment. After serving at the rank of senior lecturer or associate professor, typically for a
448 period of three to five years, a faculty member who has satisfied the criteria described in Section 4.5.2
449 ~~and specified in the *Manual for Faculty Evaluation*~~ may apply for promotion to the rank of distinguished
450 lecturer or professor, respectively. Distinguished lecturers and NTT professors will have the
451 ~~expectation possibility~~ of reappointment for up to five years from each reappointment date, contingent
452 upon funding, and may be recognized by a base salary adjustment.

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

458 4.5.2 NTT Promotion Criteria

459 ~~Because NTTF may perform research, service or teaching in areas beyond their primary responsibilities,~~
460 ~~these activities may be considered when recommending NTTF for promotion. However, excellence in the~~
461 ~~responsibilities articulated and agreed to in the annual documentation of the NTTF's workload~~
462 ~~distribution and responsibilities will remain the necessary and sufficient criterion for promotion. The~~
463 ~~criterion for promotion of NTTF is excellence in performing the primary responsibilities established in~~
464 ~~the initial appointment document and recorded in the annual performance and planning reviews.~~

465 4.5.3 NTT Promotion Process

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

470
471 Department and college bylaws should establish standards and procedures relating to promotion of non-
472 tenure-track faculty consistent with this *Faculty Handbook*. The full procedure for consideration of
473 candidates for promotion should can be given found in the *Manual for Faculty Evaluation* appropriate

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474 ~~appendix of this handbook~~, which should be consulted carefully so that the process is completely
475 understood and closely followed. The process begins with submission of dossier materials by the
476 candidate and may include departmental solicitation of external letters assessing the record of scholarship
477 and/or creative activity (if required by departmental bylaws). Departmental faculty at or above the rank to
478 which promotion is sought review these materials and vote on promotion. Recommendation for
479 promotion to higher rank is based on departmental/college bylaws.
480

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

488 4.5.4 Contents of the NTT Promotion Dossier

489 A cover sheet that records the decisions at the various levels of review must accompany the dossier.
490 ~~Section VI.A.4. of the Manual for Faculty Evaluation~~The appropriate appendix to this handbook specifies
491 in detail the required contents of the dossier, which should not exceed 50 pages, excluding the cover sheet
492 and the candidate's *curriculum vitae*.

493 4.6 Right of Candidate to Review File

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

497 4.7 Appeals

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

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