

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

Non-tenure-track faculty (NTTF) are an integral and significant part of the university community. Some NTTF expect their employment to be temporary, while others dedicate their careers to the university. NTTF are appointed to address specific needs related to each hiring unit's particular mission and to the mission of the university. These needs vary from unit to unit and from year to year. Units are expected to engage in strategic and long-term planning around the hiring of NTTF, including careful assessment of unit needs and the role these faculty will play in meeting immediate and long-term unit-level goals.

NTTF can be categorized by their primary academic responsibilities such as teaching, research, clinical, practice, and extension, or as adjunct, visiting, or joint appointments (as described further in 4.1). NTTF include full-time and part-time faculty and may hold nine-month or twelve-month appointments. NTTF can be appointed by departments, colleges, and other academic units, such as centers. NTTF 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. All NTTF enjoy the same academic freedoms as tenured and tenure-track faculty.

The provision of clear guidelines and procedures around NTTF roles is necessary to create a university culture where everyone is valued. The university is committed to the academic citizenship and professional growth of NTTF and to providing the stability and support necessary for them to contribute in significant and meaningful ways to the institution. Provisions in this chapter include the responsibilities held by the institution and by faculty to assure this. At the same time, the university recognizes the needs of units change over time and that adjunct faculty, or those providing services on a part-time and/or limited basis, are needed to provide supplemental support and that these faculty bring unique expertise to their assignments.

### **4.0.1 Appointment Types**

All faculty appointments must be made in accordance with UT System policy HR0105. This policy defines employee groups, employee subgroups, employment percentage, employment status, and other employment issues, which specify employment conditions and applicability of human resources policies to each University of Tennessee employee or affiliate.

Each UT employee or affiliate is assigned to one of four employee groups: regular, temporary, student, and friend of the university. The regular and temporary groups and conditions are described below as they are the most common type for faculty appointments.

To account for these varied needs of the university and to afford faculty distinct stability and support, UT employees are assigned as regular or temporary. Regular faculty appointments are associated with employment periods expected to be 12 months or more. This includes academic year (9 months) and flex-year appointments paid over a 12-month period to satisfy the 12-month requirement. Regular academic year appointments are made with anticipated ongoing renewal.

Temporary faculty appointments are associated with employment periods expected to be less than 12 consecutive months. This employee group includes faculty who are paid for performing a one-time service and other special appointments. Temporary employees are not eligible to participate in a retirement plan.

Temporary faculty appointments are for specific situations such as a temporary need to fill the place of a faculty member who is on leave, where there is an increased need for academic personnel in

circumstances where there is uncertainty the need will continue, or where a position has become available or open with insufficient lead time to conduct an appointment search. Temporary positions should not be used for faculty who are performing ongoing, regular, and continual service for multiple, consecutive semesters, unless the faculty member is a UT retiree (see next paragraph) or the person is a professional or a retiree who provides special expertise to the program by, for example, teaching one course per academic year. In no case should temporary faculty be used as solutions to long-range faculty staffing needs.

After a temporary employee (excluding a state or University of Tennessee retiree<sup>1</sup>) has been in an active pay status and has earned a paycheck for 12 consecutive monthly or 26 consecutive biweekly pay periods, the employee must be considered for reclassification in a regular employee designation. At that time, a decision must be made to terminate the employee, to reclassify the employee, or to retain the employee in the temporary classification. If a decision is made to retain the employee in the temporary classification, the reason must be documented and approved in writing by the campus human resources office (in the case of faculty appointments, the request should be submitted to the Office of the Provost). The status of each employee designated as temporary will be monitored to determine if the designation is appropriate.

UT employees are also identified as either full-time or part-time. Full-time employees are scheduled to work 40 hours per workweek and are assigned a full-time percentage (i.e., 100%). Part-time employees are scheduled to work less than 40 hours per workweek and are assigned the equivalent part-time percentage (e.g., employees scheduled to work 30 hours per workweek are assigned a part-time percentage of 75%). 4.2.1 of this handbook describes the assigned workload for full-time NTTF. While some NTTF appointments, including regular appointments, are part-time, in no case should part-time faculty substitute for full-time faculty staffing needs.

Department and college bylaws establish standards and procedures relating to searches for and promotion of NTTF. A departmentally designated group of faculty will review and evaluate appointments, including title and rank, in accordance with departmental and college bylaws.

## **4.1 Non-Tenure Track Faculty Titles and Ranks**

### **4.1.1 Teaching Faculty**

Non-tenure-track teaching faculty are appointed to meet teaching needs and these appointments may occur at any time during the year.

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

The primary responsibility of NTT teaching faculty is teaching. 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 (and detailed in the appointment letter) depending on the needs of the department and the skills and desires of the faculty member. As described in Sections 4.2 and 4.5, a complete and thorough documentation of the

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<sup>1</sup> Employees who have retired from service with the University of Tennessee, the Tennessee Board of Regents institutions, or the State of Tennessee (including all TCRS participating employees) must remain in the temporary employee group regardless of the length of their post-retirement service due to requirements imposed by state retirement statutes.

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 renewed or 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.

**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.

#### 4.1.2 Research Faculty

Non-tenure-track research faculty are appointed to meet research needs and may occur at any time during the year.

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

The primary responsibility of NTT research faculty is 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 4.2 and 4.5, a complete and thorough documentation of the 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 renewed or 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.

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.

#### 4.1.3 Clinical Faculty

Non-tenure-track clinical faculty are appointed to meet instructional needs and provide professional services.

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

The primary responsibility of NTT clinical faculty is 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 Sections 4.2 and 4.5, a complete and thorough documentation of the 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 renewed or 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.

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 consistent record of excellence in areas of responsibility recorded in the hiring unit's annual documentation of the NTTF's workload distribution and responsibilities.

#### 4.1.4 Faculty of Practice

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.

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.

The primary responsibility of NTT faculty of practice is to provide instruction to students. 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 Sections 4.2 and 4.5, a complete and thorough documentation of the responsibilities and workload distribution of the faculty's 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 renewed or 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 a 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.

**Professor of practice:** 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 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.

#### 4.1.5 Extension Faculty

Non-tenure-track extension faculty are appointed to meet outreach and engagement needs and may occur at any time during the year.

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

The primary responsibility of NTT extension faculty is to conduct 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 Sections 4.2 and 4.5, 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 renewed or 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.

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

#### 4.1.6 Adjunct Faculty

The qualification "adjunct" is appropriate for faculty appointments of individuals, whether compensated or volunteer, whose career paths lie primarily in another position or employment. That is, the appointment is "adjunct" or auxiliary to the career of the appointee as well as to the faculty of the unit. Adjunct appointments, therefore, are necessarily part-time and temporary, although it is acknowledged that some appointees teach or provide service on a predictable, but intermittent or episodic basis.

Adjunct faculty originate from one of two sources. The first source is university staff exempt employees with appropriate expertise who, on occasion, provide instruction or participate in research may be given adjunct faculty appointments. The second source is individuals external to the University who have special expertise useful for the accomplishment of the unit's mission where that expertise is not available in the unit's regular faculty. Because an adjunct appointment is necessarily part-time, adjunct faculty do not participate in faculty governance in the unit in which the appointment is held.

As with all other NTTF appointments, the chief academic officer will issue letters of appointment to adjunct faculty members. Appointees should hold the terminal professional degree in the field and/or have equivalent capabilities by virtue of professional experience. Recommendations for adjunct faculty appointments must contain a description of the appointee's professional experience, especially if it is to be used in lieu of typical academic credentials. The hiring unit must also complete an alternative credentialing request based on the courses the appointee will teach if they do not hold a terminal degree. As with all NTTF, initial appointments are typically made at the entry level rank within a faculty title series. Departments and colleges are expected to have processes in place to review, reaffirm, and continue adjunct faculty appointments, including for those who hold the title as a courtesy, those who have little to no service responsibilities, and those who have infrequent interactions with the unit.

The following ranks or titles may be assigned to adjunct faculty: adjunct assistant professor, adjunct associate professor, adjunct professor. In addition, the "adjunct" qualifier can be combined with all other titles in this chapter, especially to designate part-time, temporary, and/or intermittent appointments.

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).

#### 4.1.7 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. Typically, a visiting faculty appointment is made for 12 months. As with all other NTTF appointments, the Chief Academic Officer will issue letters of appointment to visiting faculty.

#### 4.1.8 Joint Faculty

Non-tenure track joint faculty appointments typically involve participation in the teaching and research of 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. The definition and extent of such interdepartmental or intercampus non-tenure-track joint faculty appointments 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 may be with or without salary in the cooperating or second department (i.e. the unit awarding the interdepartmental or intercampus Joint Faculty appointment); salary, if any, continues to be linked with the home department;
2. The head of the home or primary department recommends the interdepartmental or intercampus joint faculty appointment to the head of the cooperating department, following informal discussion or negotiation;
3. The joint faculty appointment is made by the cooperating department with approvals by the dean and chief academic officer;
4. 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 may 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 pursuant to the Joint Faculty Agreement.

#### 4.1.9 Emeritus or Emerita

At the discretion of the chancellor and upon the recommendation of the department head, dean, and chief academic officer, faculty members who are at the rank of distinguished lecturer, research professor, clinical professor, professor of practice, or extension professor at the time of retirement may be awarded the rank of emeritus or emerita.

### 4.2 Recruitment and Appointment

The academic community is strongest when the best faculty are recruited, evaluated, and retained using fair employment practices and procedures. Units are expected to establish processes for recruiting, searching for, and hiring NTTF, which may include interviews and presentations, and interactions with, and input from faculty, staff, and students. Units are expected to anticipate their needs for faculty in future years and plan their recruitment of faculty accordingly.

Units are expected to have established criteria and hiring standards for NTTF positions, including the identification of minimum job qualifications, educational and degree requirements, and substantive knowledge and experience required for each position. Such standards are necessary to ensure that NTTF will meet the performance expectations, curricular needs, and/or research objectives of the unit.

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 handbook. Except as otherwise provided in this chapter in each hiring unit, a representative body including tenured, tenure-track faculty, and non-tenure-track faculty will evaluate credentials and vote on non-tenure-track appointments in accordance with departmental and college bylaws. NTTF positions are filled as required to meet university needs and may occur at any time during the year.

The initial appointment is made by letter from the Chief Academic Officer. The appointment letter is the primary mechanism binding the faculty to the university. This appointment letter is accompanied by a letter from the appropriate dean or unit head, which details (a) rank, (b) salary and related financial conditions, (c) duration, (d) responsibilities and assigned workload (clearly stating the percentage of effort the faculty member is expected to devote to teaching, service, research, and/or other responsibilities); and, if appropriate, (e) a statement indicating the appointment is supported by a grant, contract, restricted donation, etc., and is by its nature contingent upon funding.

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.

#### 4.2.1 Workload

The assigned workload for full-time NTTF 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 and the skills and desires of the faculty member. 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 at the time of the



APPR. Clear workload statements are essential to ensuring a fair promotion review as they establish expectations for what an individual needs to accomplish to be promoted.

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 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.

#### 4.2.2 Appointment Length

Generally, regular nine-month academic year faculty are expected to be on campus a week before the beginning of fall semester classes and through commencement in the spring. Generally, regular 12-month appointments run July 1 through June 30, although 12-month NTTF appointments can have other start and end dates.

Appointment lengths for NTTF on regular academic-year appointments vary according to rank. NTTF appointments at the rank of lecturer or assistant professor are made for a term of up to three years. NTTF appointments at the rank of senior lecturer or associate professor are made for a term of up to five years. NTTF appointments at the rank of distinguished lecturer or full professor are made for a term of up to seven years. Typically, a visiting faculty appointment (detailed in 4.1.7) is made for 12 months.

Typically, as faculty are promoted to higher ranks (as detailed in 4.6), appointment lengths increase and faculty are recognized by a base salary adjustment. NTTF who are promoted to the associate professor level are eligible for 3-5 year appointments. NTTF promoted to the full professor level are eligible for 5-7 year appointments. Colleges and departments are expected to develop policies around multi-year appointments and salary increases so that all faculty have the same opportunities and enjoy the same promotion benefits.

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 terms defined in Board Policies Governing Academic Freedom, Responsibility, and Tenure and in this handbook.

#### 4.2.3 Salaries

Salaries for non-tenure-track faculty members are set by terms of their appointment letters. Returning faculty members may appeal salary determinations using procedures found in Chapter 5.

#### 4.2.4 Assignment of Initial Rank

Specific qualifications for rank should be determined by the department and/or college with approval by the Office of the Provost. These qualifications should be made explicit in the unit's bylaws and consistently applied during promotion considerations, as well as when initial appointments are requested at ranks beyond the entry level.

Typically, initial NTTF appointments will be made at the entry level rank in a category. When appropriate, the department head may recommend to the dean and chief academic officer an initial appointment at a rank higher than the entry level rank for a non-tenure-track category. Such recommendations need support from the representative body of faculty voting on the NTTF appointment and should be accompanied by a detailed rationale that references departmental criteria for each rank in the appropriate title series and promotional standards. If the administrator making the request is a department head or director, the dean will also need to make an independent recommendation that considers any college-level standards and expectations

### **4.3 Continuation and Reappointment**

Continuation occurs when a faculty member continues in the position in which they were initially appointed without a break in service. In such situations, the faculty member's initial appointment is renewed. A non-tenure-track faculty appointment (whatever its duration) may be renewed by college and departmental administration in accordance with college and departmental bylaws. Renewal decisions will include consideration of the faculty member's performance and the needs of the department.

Renewal of appointment is discussed in the Annual Performance and Planning Review (APPR). Regular NTTF appointments are made with anticipated ongoing renewal. If notice of non-renewal is not provided to faculty (as detailed in 4.4), an appointment automatically renews. Appointments may be renewed by colleges at any time during the current appointment. Hiring units are encouraged to provide as much advance notice of renewal as possible.

Each renewal requires an offer letter from the department or college, and a written acceptance from the candidate. Hiring units are expected to have clear processes and procedures in place to manage and standardize continuations and to steward records. When renewing an appointment, hiring units issue an updated letter detailing: (a) rank, (b) salary and related financial conditions, (c) duration, (d) responsibilities and assigned workload (clearly stating the percentage of effort the faculty member is expected to devote to teaching, service, research, and/or other responsibilities); and, if appropriate, (e) a statement indicating the appointment is supported by a grant, contract, restricted donation, etc., and is by its nature contingent upon funding. The workload specified in the initial appointment letter, any continuation letters, as well as any workload modifications made at the time of the faculty member's APPR, should be considered during all review and promotion actions.

Reappointment occurs when there are substantial changes to the scope of the faculty member's appointment (including but not limited to: changes in FTE that result in changes in benefits eligibility, a change in title or benefits, or transfer to a different unit), or there is a substantial break in continuous service at the university. In these cases, a new appointment letter should be issued by the Office of the Provost, constituting a reappointment. Reappointment (and by extension, a new appointment letter from the Office of the Provost) are not needed when adjusting workload, unless these adjustments are permanent and deviate significantly from that specified in the initial appointment.

### **4.4 Non-Renewal and Termination**

Notice that a NTTF member's appointment will not be renewed for the next year will be made in writing by the Dean or equivalent, upon the recommendation of the department head, according to the following schedule:

NTTF on one-year appointments whose appointments will not be renewed should be informed in writing at least three months in advance of the appointment end date. Except for faculty whose salaries are funded

in whole or part by grant-dependent sources of revenue (as detailed in associated appointment letters), NTTF holding multi-year appointments, with three or more years of full-time consecutive service should be informed of non-renewal in writing at least six months in advance of the appointment end date.

NTTF may be terminated for adequate cause (as defined in Sections 3.12.1 and 3.12.2 of this handbook) prior to the expiration of the appointment term. This process and other related conditions are detailed in 5.6.

#### **4.5 Annual Planning and Performance Review**

All faculty should receive appropriate feedback and guidance regarding job performance, including those who serve on a part-time basis. This section describes the annual planning and performance review (APPR) process for full-time NTTF. Colleges and departments are expected to have policies and procedures, accounted for in bylaws, governing how NTTF will be evaluated. Colleges and departments are encouraged to also create processes for evaluating part-time NTTF.

Clear documentation of responsibilities and assigned workload is critical to the evaluation, reappointment, and promotion process for NTTF members. The performance of all full-time NTTF members on regular academic-year appointments will be evaluated annually, with a written record of the evaluation maintained in the online faculty review system. The criteria for evaluating NTTF for purposes of review and retention must be accounted for in departmental bylaws.

The terms of the appointment letter (detailed in 4.2), including percentages of effort faculty are expected to devote to various responsibilities, are used to evaluate performance. As needed throughout their terms of appointment, faculty members will have the opportunity to discuss their responsibilities and request adjustments in their assigned workloads. This annually updated written record of workload distribution and responsibilities will become part of the faculty member's evaluation records.

All full-time NTTF on regular academic-year appointments 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. 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 do the following:

1. Review accomplishments against specific objectives set at the previous APPR and consistent with this handbook and departmental bylaws;
2. Establish appropriate objectives for the coming year, using clearly understood expectations that are consistent with this handbook and departmental bylaws;
3. Provide the necessary support to achieve these objectives;
4. Recognize and reward outstanding achievement.

##### **4.5.1 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.

## **4.6 Promotion**

The University is committed to supporting NTTF and investing in their professional growth. Colleges and departments are expected to identify and develop promotional pathways for NTTF, provide opportunities for the development of long-term careers at the university, and recognize the exceptional and essential contributions these faculty make to the mission of the university.

The criteria for appointment to a rank are detailed for each non-tenure-track appointment in Section 4.1. Annual performance reviews form the basis of a cumulative record that prepares NTTF for promotion.

### **4.6.1 NTT Promotion Criteria**

The criterion for promotion is excellence in performing the primary responsibilities established in the initial appointment document and recorded in the annual performance and planning reviews. Promotion criteria are to be weighted in relation to the faculty member's assigned responsibilities. It is the responsibility of departments and colleges to define excellence in terms of their respective disciplines.

Each college may establish a statement of criteria and expectations, which elaborates on the general criteria found in this handbook and is consistent with the mission of the college and the professional responsibilities normally carried out by NTTF members in the college. Each department shall establish more detailed criteria for promotion in that unit that are consistent with but may be more specific than the criteria stated in this handbook and any criteria established by the college and campus. Departmental criteria for promotion shall not be required if more specific criteria have been established by the applicable college, and the dean and chief academic officer have approved application of the college criteria in lieu of departmental criteria.

College criteria for promotion shall be effective upon approval by the chief academic officer and will be published in the bylaws of the college. Departmental criteria for promotion shall be effective upon approval by the dean and chief academic officer and will be published in the bylaws of the department.

Typically, as faculty are promoted to higher ranks, appointment lengths increase and faculty are recognized by a base salary adjustment. Term lengths are described and detailed 4.2.2.

#### 4.6.2 Eligibility

After serving at the rank of lecturer or assistant professor, typically for a minimum of three years, a faculty member who has satisfied the criteria detailed in 4.6.1, may apply for promotion to the rank of senior lecturer or associate professor, respectively. After serving at the rank of senior lecturer or associate professor, typically for a minimum of three years, a faculty member who has satisfied the criteria detailed in 4.6.1, may apply for promotion to the rank of distinguished lecturer or professor, respectively.

#### 4.6.3-Promotion Process

Departments are expected to establish written criteria and procedures for NTTF promotions in bylaws, policies, and procedural documents, aligned with this handbook and with college- and university-level policies and procedures. These governing documents should set the unit schedule for preparation and review of NTTF promotions, aligned with the annual evaluation calendar established by the Office of the Provost.

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 paragraphs, the faculty member remains at rank and must forgo at least one full promotion cycle before again initiating promotion procedures.

The NTT promotion process begins when the candidate submits a dossier for consideration, which may include departmental solicitation of external letters assessing the record of scholarship and/or creative activity (if required by departmental bylaws). Review occurs in turn at the departmental, college, and campus levels; the candidate shall be notified in writing of the decision at each level, provided with a copy of the review at each level, and given the opportunity to submit a response. For colleges without departments, the review begins at the college level. 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.

Faculty committees review and make recommendations regarding promotion at each administrative level, in accordance with college and departmental bylaws. The composition of faculty promotion committees is defined in the unit's bylaws. Departmental faculty at or above the rank to which promotion is sought review these materials and vote on promotion. Colleges and departments are expected to appoint NTTF to these committees (when NTTF at or above the rank sought exist) and ensure that evaluations are independent at each level of review (i.e., someone who votes at the department level cannot vote at the college level). Recommendation for promotion to higher rank is based on departmental/college bylaws.

In the promotion review of NTTF, particular consideration should be given to performance in the main area of the candidate's job duties as set forth in the appointment paperwork and job description. Any changes to these duties in subsequent APPR or continuation paperwork should also be considered. One or more statements of the candidate's job duties and expectations, including percentage effort in each area, is a required part of a NTTF member's promotion package.

#### 4.6.4 Contents of the dossier

“Appendix: Evaluation and Promotion of Non-Tenure-Track Faculty” in this handbook 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*.

#### 4.6.5 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 their file after submitting it and be given an opportunity to review and respond to the addition at any stage of the process.

#### 4.6.6 Appeals

NTTF have rights of appeal, detailed in Chapter 5.

### 4.7 Unit Governance

NTTF should have the opportunity to participate in departmental, college, and/or university governance on all issues related to their assigned responsibilities in accordance with departmental and college bylaws.

Colleges and departments are expected to incorporate NTTF into the academic life of the unit and to recognize the expertise they bring to matters related to their primary job duties. The degree of such involvement and the roles NTTF take in unit-level governance may vary from unit to unit.

Departments should have consistent criteria for deciding teaching assignments. Departments should consider the views of non-tenure-track faculty when making decisions that directly impact their role (e.g., for teaching schedules, teaching assignments, and other issues that impact quality of teaching and working conditions in various NTTF roles).

### 4.8 Professional Development and Support

The University is committed to supporting NTTF and investing in their professional growth. 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. Colleges and departments should consider the ongoing professional development of NTTF by, for example, allocating funds to support their professional development activities and encouraging them to participate in university, college and departmental events and workshops. Departments should ensure that NTTF are aware of campus resources that support their job responsibilities and recognize their participation in professional development activities during the APPR and promotion processes. Opportunities for faculty development, including travel to scholarly meetings, internal grant funding opportunities, etc. should be provided to support NTTF.

Recognition of the contributions NTTF make to the campus is an important part of creating an inclusive campus culture. Colleges and departments are expected to include NTTF in faculty awards that relate to their job responsibilities. If the requirements for existing awards inherently preclude NTTF from being nominated, departments and colleges are encouraged to create appropriate awards to recognize excellence among NTTF.