

1 4.0 Non-Tenure-Track Faculty Appointments

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

9 NTTF may hold any of several titles according to their primary academic responsibilities such as
10 teaching, research, clinical, practice, and extension; or they may be designated as adjunct,
11 visiting, or joint faculty as further specified in this chapter. NTTF include full-time and part-time
12 faculty and may hold nine-month or twelve-month appointments. NTTF are appointed by the
13 chief academic officer upon request from an academic unit. NTTF may serve on graduate
14 committees, as program directors, supervise clinical experiences, or assume other responsibilities
15 as are consistent with university, college, and departmental policies. All NTTF enjoy the same
16 academic freedoms as tenured and tenure-track faculty.

17 The provision of clear guidelines and procedures around NTTF roles is necessary to maintain a
18 university culture where everyone is valued. Colleges and departments are expected to provide
19 clear guidelines and procedures around NTTF in their bylaws. It is recommended that colleges
20 and departments incorporate NTTF into the academic life of the unit and recognize the expertise
21 they bring to matters related to their primary job duties. The degree of such involvement and the
22 roles NTTF take in unit-level governance may vary from unit-to-unit and is a unit-level decision.
23 When possible, units are encouraged to provide NTTF opportunities to participate in
24 departmental, college, and/or university governance on all issues related to their assigned
25 responsibilities in accordance with departmental and college bylaws.

26 4.1 Non-Tenure-Track Faculty Titles and Ranks

28 4.1.1 Teaching Faculty

29 The primary responsibility of NTT teaching faculty is teaching. They generally are not expected
30 to conduct research or perform public, institutional, or disciplinary service as a condition of their
31 employment. However, research or service activities may be included as part of their effort
32 depending on the needs of the department and the skills and desires of the faculty member.

33 Departments should have consistent criteria for deciding teaching assignments. Departments
34 should consider the views of NTT faculty when making decisions that directly impact their role
35 (e.g., for teaching schedules, teaching assignments, and other issues that impact quality of
36 teaching and working conditions in various NTTF roles). The expected maximum teaching
37 responsibility of a full-time faculty member engaged only in classroom teaching is 12 credit
38 hours each semester. The precise teaching responsibility of individual will be based on such
39 things as class size and the number of examinations, papers, and other assignments that require
40 grading and evaluation. In addition, the number of different courses taught and other appropriate

41 considerations will be used to determine teaching responsibility. Classroom teaching
42 responsibility may be reduced by the department head for other justifiable reasons including,
43 without limitation, student advising, active involvement in research and/or creative activities
44 (with publications or other suitable outcomes), direction of graduate theses or dissertations,
45 teaching non-credit courses or workshops, administrative duties, and institutional and/or public
46 service.

47 The following ranks or titles may be assigned to teaching faculty: lecturer, senior lecturer, and
48 distinguished lecturer. Faculty appointed to this title series should hold a degree (or its
49 professional equivalent) appropriate to their disciplines.

- 50 • **Lecturer:** Individuals holding this rank have shown promise for excellence in areas of
51 responsibility assigned to them.
- 52 • **Senior lecturer:** Individuals holding this rank have demonstrated excellence in areas of
53 responsibility assigned to them.
- 54 • **Distinguished lecturer:** Individuals holding this rank have demonstrated and maintained
55 a consistent record of excellence in areas of responsibility assigned to them.

56
57 In addition, the instructor title is available for faculty members who are appointed through a
58 search for a tenure-track faculty position but do not hold the appropriate terminal degree at the
59 time of appointment.

60
61 **Instructor:** Instructors are expected to have all qualifications listed for appointment as a
62 tenure-track assistant professor, except for completion of the appropriate terminal degree.
63 Upon certification that the requirements for the terminal degree have been completed,
64 promotion to the rank of assistant professor will generally follow, at which time the
65 tenure-track probationary period, typically six years, begins. Clear expectations for
66 completion of the appropriate terminal degree shall be included in the letter of
67 appointment. Instructors who do not complete their degree requirements within 12
68 months of their appointment will be terminated.

69 4.1.2 Research Faculty

70 The primary responsibility of NTT research faculty is to conduct research. They generally are
71 not expected to engage in teaching or perform public, institutional, or disciplinary service as a
72 condition of their employment. However, teaching or service activities may be included as part
73 of their effort, depending on the needs of the department and the skills and desires of the faculty
74 member.

75 The following ranks or titles may be assigned to research faculty: research assistant professor,
76 research associate professor, and research professor. Faculty appointed to this title series should
77 have completed a doctoral degree or terminal degree appropriate to the field.

- 78 • **Research assistant professor:** Individuals holding this rank have shown promise for
79 excellence in areas of responsibility assigned to them.

- 80 • **Research associate professor:** Individuals holding this rank have demonstrated
81 excellence in areas of responsibility assigned to them.
- 82 • **Research professor:** Individuals holding this rank have demonstrated and maintained a
83 consistent record of excellence in areas of responsibility assigned to them.

84 4.1.3 Clinical Faculty

85 The primary responsibility of NTT clinical faculty is to provide instruction to students in a
86 clinical setting and provide professional services to the hiring unit. Research or service activities
87 may be included as part of their effort, depending on the needs of the department and the skills
88 and desires of the faculty member.

89 The following ranks or titles may be assigned to clinical faculty: clinical instructor, clinical
90 assistant professor, clinical associate professor, and clinical professor.

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

95 Each of the ranks below is for those who have completed a doctoral degree or terminal degree
96 appropriate to the field or who are licensed or certified to practice the profession where
97 appropriate.

- 98 • **Clinical assistant professor:** Individuals holding this rank have shown promise for
99 excellence in areas of responsibility assigned to them.
- 100 • **Clinical associate professor:** Individuals holding this rank have demonstrated excellence
101 in areas of responsibility assigned to them.
- 102 • **Clinical professor:** Individuals holding this rank have demonstrated a consistent record
103 of excellence in areas of responsibility assigned to them.

104 4.1.4 Faculty of Practice

105 NTT faculty of practice are typically appointed to meet instructional and research needs. Service
106 activities may be included as part of their effort, depending on the needs of the department and
107 the skills and desires of the faculty member. Appointment to the faculty of practice title series is
108 for those who have achieved distinction in their chosen field of practice, and who bring to the
109 university unique practical experiences and talents that will benefit students. Recommendations
110 for faculty of practice appointments must contain a description of the appointee's professional
111 experience, especially if it is to be used in lieu of typical academic credentials. The expectation is
112 that those appointed to a faculty of practice position have professional experience in the field.
113 Other faculty titles should be used for appointees without professional experience. The hiring
114 unit must also complete an alternative credentialing request based on the courses the appointee
115 will teach if they do not hold a terminal degree. As with all NTT, initial appointments are
116 typically made at the entry level rank within a faculty title series.

117 The following ranks or titles may be assigned to faculty of practice: assistant professor of
118 practice, associate professor of practice, and professor of practice. Faculty appointed to this title
119 series should hold the terminal degree in the field and/or have equivalent capabilities by virtue of
120 professional experience, professional licensure and/or certification.

- 121 • **Assistant professor of practice:** Individuals holding this rank have shown promise for
122 excellence in areas of responsibility assigned to them.
- 123 • **Associate professor of practice:** Individuals holding this rank have demonstrated
124 excellence in areas of responsibility assigned to them.
- 125 • **Professor of practice:** Individuals holding this rank have demonstrated and maintained a
126 consistent record of excellence in areas of responsibility assigned to them.

127 4.1.5 Extension Faculty

128 NTT extension faculty are appointed to meet outreach and engagement needs in UT Extension.
129 The primary responsibility of NTT extension faculty is to conduct outreach and engagement
130 assignments for UT Extension. They generally are not expected to conduct traditional academic
131 research or engage in for-credit, classroom teaching as a condition of their employment.
132 Extension faculty are expected to conduct externally funded work and to publish the results of
133 that work. Faculty appointed to this title series should have completed a doctoral degree or
134 terminal degree appropriate to the field.

135 The following ranks or titles may be assigned to NTT extension faculty: extension assistant
136 professor, extension associate professor, and extension professor.

- 137 • **Extension assistant professor:** Individuals holding this rank demonstrate an ability to
138 initiate and implement outreach and engagement programs or projects, publish, and
139 obtain external funding. They show promise for excellence in areas of responsibility
140 assigned to them.
- 141 • **Extension associate professor:** Individuals holding this rank have demonstrated
142 continuous improvement and contribution in Extension and outreach education supported
143 through grants and contracts over a period of years. Individuals holding this rank will
144 have demonstrated excellence in areas of responsibility assigned to them.
- 145 • **Extension professor:** Individuals holding this rank have a record of outstanding outreach
146 and engagement impacts with a strong record of publications as well as support by grants
147 and contracts over a period of years. Individuals holding this rank have demonstrated and
148 maintained excellence in areas of responsibility assigned to them.

149 4.1.6 Adjunct Faculty

150 Adjunct faculty provide intermittent service, compensated or volunteer, to a hiring unit,
151 depending on need and mutual agreement regarding the terms of the service. The qualification
152 “adjunct” is appropriate for faculty appointments of individuals whose career paths lie primarily
153 in another position or employment. That is, the appointment is “adjunct” or ancillary to the
154 career of the appointee and auxiliary to the faculty of the unit. Adjunct appointments, therefore,

155 are necessarily part-time and temporary, although it is acknowledged that some appointees teach
156 or provide service on a predictable, but intermittent or episodic basis.

157 Adjunct faculty originate from one of two sources. The first source is university staff exempt
158 employees with appropriate expertise who, on occasion, provide instruction or participate in
159 research. The second source is individuals external to the university who have special expertise
160 useful for the accomplishment of the unit's mission. Because an adjunct appointment is
161 necessarily part-time, adjunct faculty do not participate in faculty governance in the unit in
162 which the appointment is held.

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

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

- 178 • **Adjunct assistant professor:** Individuals holding this rank have shown promise for
179 excellence in areas of responsibility assigned to them.
- 180 • **Adjunct associate professor:** Individuals holding this rank have demonstrated
181 excellence in areas of responsibility assigned to them.
- 182 • **Adjunct professor:** Individuals holding this rank have demonstrated and maintained a
183 consistent record of excellence in areas of responsibility assigned to them.

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

191 4.1.7 Visiting Faculty

192 Visiting faculty carry out instructional and/or research responsibilities within an academic
193 department. Professional credentials and/or the terminal degree required for the university's

194 professorial ranks are also required for appointments as visiting faculty. Normally, the rank of
195 appointment will be the professorial rank that the individual holds at their home institution;
196 however, the standards of scholarship for holding visiting faculty rank will be the same as
197 required for the university's own faculty. Visiting faculty do not participate in the governance of
198 the department and are not subject to annual performance reviews. Typically, a visiting faculty
199 appointment is made for a maximum of 12 months. As with all other NTTF appointments, the
200 chief academic officer will issue letters of appointment to visiting faculty. The qualifier
201 "visiting" can be combined with other titles in this chapter.

202 4.1.8 Joint and Intercampus Appointments

203 Joint faculty appointments typically involve participation in the teaching or research of two or
204 more departments or research units within the university or under the terms of a Joint Faculty
205 Agreement between the university and another entity, such as Oak Ridge National Laboratory
206 (ORNL). The primary department with which the faculty member is affiliated, through which all
207 matters of promotion, salary, and review are processed, is the "home" department. On all
208 matters, the home department should consult with the department head and faculty of the other
209 unit. Where joint appointments involve equal time in two or more units or service primarily
210 within an interdisciplinary program, it is the shared responsibility of the heads, deans, or other
211 administrative officers to make appropriate recommendations; and in such cases, one of the two
212 units should be designated as the home department. The initial appointment letter must specify
213 the faculty member's home department, administrative reporting relationships, and the peer
214 group(s) to be consulted in promotion recommendations. The university recognizes that as the
215 shape of knowledge changes, new disciplinary and interdisciplinary needs may emerge which do
216 not precisely correspond to existing administrative or departmental lines.

217 Joint faculty appointments may also be authorized for faculty members in one department who
218 have expertise that qualifies them for participation in the work of another department on the
219 same or another campus, and when the department has need of their services. The nature and
220 extent of such interdepartmental or intercampus NTT joint faculty appointments is determined by
221 mutual agreement between the faculty member and the heads, directors, or chairpersons in
222 consultation with appropriate faculty of the academic units involved, and the respective deans,
223 vice chancellors, or other campus officers. In these cases, the following guidelines are observed:

- 224 1. The appointment may be with or without salary in the cooperating or second department
225 (i.e., the unit awarding the interdepartmental or intercampus joint faculty appointment);
226 salary, if any, continues to be linked with the home department;
227
- 228 2. The head of the home or primary department recommends the interdepartmental or
229 intercampus joint faculty appointment to the head of the cooperating department,
230 following informal discussion or negotiation;
231
- 232 3. The joint faculty appointment is made by the cooperating department with approvals by
233 the dean and chief academic officer;
234

235 4. The specific joint faculty title in the cooperating department is determined by mutual
236 agreement between the head and the faculty member, subject to approval by the dean and
237 chief academic officer.

238 4.1.9 Emeritus or Emerita

239 Upon the recommendation of the department head and dean, faculty members who are at the
240 rank of distinguished lecturer, research professor, clinical professor, professor of practice, or
241 extension professor at the time of retirement may be awarded the title of emeritus or emerita by
242 the chief academic officer on behalf of the chancellor.

243 4.2 Recruitment and Appointment

244 Units are expected to have formal descriptions of NTTF positions, including minimum job
245 qualifications, educational and degree requirements, and substantive knowledge and experience
246 required for position and rank. Such standards are necessary to ensure that NTTF will meet the
247 performance expectations, curricular needs, and/or research objectives of the unit and that NTTF
248 are assigned the appropriate rank when they are hired. Units are expected to establish processes
249 for recruiting, searching for, and hiring NTTF, which may include interviews, presentations, and
250 interactions with faculty, staff, and students. When possible, competitive search processes should
251 be used to ensure the best talent can be identified and hired.

252 All appointments to NTT faculty positions, including part-time appointments, will be made in
253 accordance with departmental and college bylaws and subject to the provisions of this handbook.
254 Except as otherwise provided in this chapter, in each hiring unit a representative body of tenured,
255 tenure-track, and/or NTT faculty will evaluate credentials and vote on full-time NTT
256 appointments in accordance with departmental and college bylaws. NTTF positions are filled as
257 required to meet university needs and may occur at any time during the year.

258 An appointment letter from the chief academic officer will be issued to the NTTF, detailing rank,
259 salary and related financial conditions, and duration of the appointment. For research faculty, the
260 appointment letter will also indicate if the appointment is contingent upon the continuation of
261 funding from an external agency, as in the case of a grant or sponsored project. This appointment
262 letter is accompanied by a statement of responsibilities and assigned workload (clearly stating
263 the percentage of effort the faculty member is expected to devote to teaching, service, research,
264 and/or other responsibilities), which is issued by the hiring unit. The statement of responsibility
265 and assigned workload may be changed from time-to-time by the hiring unit as business needs
266 require.

267 The faculty member's written acceptance of the letter of appointment, together with successful
268 completion of associated university employment forms and processes, completes the initial
269 appointment. The employment of NTT faculty is governed by the terms of the appointment
270 letter, the statement of responsibilities and assigned workload, applicable provisions of the
271 *Faculty Handbook*, and applicable provisions of university policies and procedures.

272 4.2.1 Workload

273 Full-time NTTF workload may consist of a combination of teaching, advising, research /
274 scholarship / creative activity, and institutional and/or public service depending on the needs of
275 the unit and the skills and desires of the faculty member. Because the individual mix of these
276 responsibilities may vary over time, annual responsibilities are determined by the department
277 head and faculty member, subject to review by the dean and chief academic officer, at the time
278 of the Annual Performance and Planning Review (APPR). Clear workload statements are
279 essential to ensuring a fair promotion review as they establish, along with departmental bylaws,
280 expectations for what an individual needs to accomplish to be promoted. The university requires
281 that each member of the faculty perform a reasonable and equitable amount of work each year.

282 4.2.2 Appointment Lengths

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

287 Appointment lengths for NTTF on regular academic-year appointments vary according to rank.
288 NTTF appointments at the rank of lecturer or assistant professor may be made for a term of up to
289 three years. NTTF appointments at the ranks of senior lecturer, distinguished lecturer, associate
290 professor, or professor may be made for a term of up to five years. Typically, a visiting faculty
291 appointment may be made for 12 months. Typically, as faculty are promoted to higher ranks,
292 appointment lengths may increase and faculty may be recognized by a base salary adjustment.
293 Colleges and departments are expected to develop policies around available appointment lengths.

294 Like all academic appointments, these multi-year appointments consist of annual appointments
295 that are automatically renewed for the specified term, unless terminated for cause, or by terms
296 defined in Board Policies Governing Academic Freedom, Responsibility, and Tenure and in this
297 handbook.

298 4.2.3 Salaries

299 Salaries for NTT faculty members are set by department heads in consultation with the dean and
300 are stated in their appointment letters. Faculty members who are reappointed may appeal salary
301 determinations using procedures found in Chapter 5. Colleges and departments are expected to
302 develop policies describing the process for salary increases.

303 4.2.4 Assignment of Initial Rank

304 Typically, initial NTTF appointments will be made at the entry level rank in a category. When
305 appropriate, the department head may recommend to the dean and chief academic officer an
306 initial appointment at a rank higher than the entry level rank for the NTT faculty title series.

307 Specific qualifications for rank are determined by the department and/or college, subject to
308 approval by the Office of the Provost. These qualifications should be made explicit in the unit's

309 bylaws and consistently applied during promotion considerations, as well as when initial
310 appointments are requested at ranks beyond the entry level.

311 4.3 Reappointment

312 Reappointment occurs when a faculty member continues in the position in which they were
313 initially appointed without a break in service. NTT faculty may be reappointed by college and
314 departmental administration in accordance with college and departmental bylaws.

315 Reappointment decisions will include consideration of the faculty member's performance and
316 the needs of the department. Reappointment should be discussed at the time of the Annual
317 Performance and Planning Review (APPR). Reappointments may occur at any time during the
318 current appointment, but the terms of service may not overlap. Hiring units are encouraged to
319 provide as much advance notice of reappointment as possible.

320

321 Reappointment requires a new offer letter from the department or college, and a written
322 acceptance from the candidate. Hiring units are expected to have clear processes and procedures
323 in place to manage and standardize the reappointment process and to steward records. When
324 reappointing a NTTF, hiring units issue an updated letter detailing: (a) rank, (b) salary and
325 related financial conditions, (c) duration, (d) responsibilities and assigned workload (clearly
326 stating the percentage of effort the faculty member is expected to devote to teaching, service,
327 research, and/or other responsibilities); and, if appropriate, (e) a statement indicating the
328 appointment is supported by a grant, contract, restricted donation, etc., and is by its nature
329 contingent upon funding.

330

331 When there are substantial changes to the scope of the faculty member's appointment (including
332 but not limited to: changes in FTE that result in changes in benefits eligibility, a change in title or
333 benefits, or transfer to a different unit), or there is a substantial break in continuous service at the
334 university, a new appointment letter from the chief academic officer is required.

335 While written notice is not required, it is recommended that NTTF who will not be reappointed
336 be provided written notice by the Dean or department head, as early as possible. Preferably,
337 those on one-year appointments should be notified at least three months in advance of the
338 appointment end date. Except for faculty whose salaries are funded in whole or part by grant-
339 dependent sources of revenue (as detailed in associated appointment letters), those holding
340 appointments that are for multiple years should be informed preferably at least six months in
341 advance of the appointment end date.

342 4.4 Annual Planning and Performance Review

343 The performance of all full-time NTTF members who are not on leave will be evaluated annually
344 according to the procedures found in the appendix to this handbook, with a written record of the
345 evaluation maintained in the online faculty review system. The criteria for evaluating NTTF for
346 purposes of review and consideration for reappointment must be accounted for in departmental
347 bylaws. Colleges and departments are encouraged to also create processes for evaluating the
348 performance of part-time NTTF.

349 The terms of the appointment letter, including percentages of effort faculty are expected to
350 devote to various responsibilities, should be used to evaluate performance. As needed throughout
351 their current appointment, faculty members will have the opportunity to discuss their
352 responsibilities and request adjustments in their assigned workloads. This annually updated
353 written record of responsibilities and assigned workload will become part of the faculty
354 member's evaluation records.

355 APPRs include a fair and honest assessment of the faculty member's performance, and may be
356 carried out by the department head, a designee, or a committee, as determined by the
357 departmental bylaws and other applicable documents. Each review should include the following:

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

364 4.4.1 Rating Scale to be Applied in Evaluating Faculty Performance

365 NTT faculty performance must be evaluated in a manner consistent with all applicable campus,
366 college, and/or departmental policies, procedures, and bylaws, and must apply the following
367 performance ratings:

- 368 Far exceeds expectations for rank
- 369 Exceeds expectations for rank
- 370 Meets expectations for rank
- 371 Falls short of meeting expectations for rank
- 372 Falls far short of meeting expectations for rank

373 NTT faculty with an overall performance rating of meets, exceeds, or far exceeds expectations
374 for rank are eligible for any merit pay or other performance-based salary increase that may be
375 authorized under campus, college, and/or departmental rules or guidelines. NTTF receiving these
376 ratings are also eligible for any across-the-board salary increase.

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

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

385 4.5 Promotion

386 The university is committed to supporting NTTF and investing in their professional growth.
387 Colleges and departments are expected to identify and develop promotional pathways for full-
388 time NTTF, provide opportunities for the development of long-term careers at the university, and
389 recognize the exceptional and essential contributions these faculty make to the mission of the
390 university. Annual performance reviews form the basis of a cumulative record that prepares
391 NTTF for consideration for promotion. A more detailed description of the promotion process can
392 be found in the appendix to this handbook.

393 4.5.1 Criteria

394 Criterion for promotion in rank is excellence in performing the primary responsibilities
395 established in the initial appointment letter and statement of responsibilities and workload, as
396 well as any changes made and recorded at the time of the annual performance and planning
397 reviews. It is the responsibility of departments and colleges to define excellence in terms of their
398 respective disciplines. The workload specified in the initial appointment letter, any
399 reappointment letters, as well as any workload modifications made at the time of the faculty
400 member's APPR, should be considered at the time of promotion. Promotion criteria are to be
401 weighted in relation to the faculty member's assigned responsibilities.

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

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

414 4.5.2 Eligibility

415 After serving at the rank of lecturer or assistant professor, typically for a minimum of five years,
416 a faculty member who has satisfied the criteria referenced in the preceding section, may apply
417 for promotion to the rank of senior lecturer or associate professor, respectively. After serving at
418 the rank of senior lecturer or associate professor, typically for a minimum of three to five years, a
419 faculty member who has satisfied the criteria referenced in the preceding section, may apply for
420 promotion to the rank of distinguished lecturer or professor, respectively.

421 4.5.3 Promotion Process

422 NTT faculty should consult with their department head before initiating promotion procedures.
423 The final decision on whether or not to proceed rests with the faculty member. However, if

424 denied promotion after completion of the process described in the next paragraphs, the faculty
425 member remains at rank and must forgo at least one full promotion cycle before again initiating
426 promotion procedures.

427 The NTTF promotion process begins when the candidate submits a dossier for consideration,
428 which may include departmental solicitation of external letters assessing the record of
429 scholarship and/or creative activity (if required by departmental bylaws). Review occurs in turn
430 at the departmental, college, and campus levels; the candidate shall be notified in writing of the
431 decision at each level, provided with a copy of the review at each level, and given the
432 opportunity to submit a response. For colleges without departments, the review begins at the
433 college level. Candidates denied promotion at the departmental level may appeal the decision to
434 the college. Candidates denied promotion at the college level may appeal the decision to the
435 chief academic officer.

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

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

450 4.5.4 Contents of the Dossier

451 "Appendix: Evaluation and Promotion of Non-Tenure-Track Faculty" to this handbook specifies
452 in detail the required contents of the dossier, which should not exceed 50 pages, excluding the
453 cover sheet and the candidate's *curriculum vitae*.

454 4.5.5 Right of Candidate to Review File

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

458 4.6 Appeals

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

461

462 4.7 Termination

463 NTTF appointments may be terminated for adequate cause (as defined in Sections 3.12.1 and
464 3.12.2 of this handbook) prior to the expiration of the appointment term. This process and other
465 related conditions are detailed in 5.6.

466 4.8 Professional Development and Support

467 The university is committed to supporting NTTF and investing in their professional growth.
468 Conditions necessary to perform assigned duties in a professional manner should be provided to
469 NTT faculty members. Colleges and departments are encouraged to support the ongoing
470 professional development of NTTF by, for example, allocating funds to support their
471 professional development activities and encouraging them to participate in university, college
472 and departmental events and workshops. It is recognized that the extent to which this is possible
473 will vary from unit-to-unit. Departments are encouraged to make NTTF aware of campus
474 resources that support their job responsibilities and recognize their participation in professional
475 development activities during the APPR and promotion processes.

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