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 for one or two semesters, 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 may hold any of several titles according to their primary academic responsibilities such as teaching, research, clinical, practice, and extension; or they may be designated as adjunct, visiting, or joint faculty as further specified in this chapter. NTTF include full-time and part-time faculty and may hold nine-month or twelve-month appointments. NTTF are appointed by the chief academic officer upon request from an academic unit. NTTF may serve on graduate committees, 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 maintain a university culture where everyone is valued. Colleges and departments are expected to provide clear guidelines and procedures around NTTF in their bylaws. It is recommended that colleges and departments incorporate NTTF into the academic life of the unit and 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 and is a unit-level decision. When possible, units are encouraged to provide NTTF opportunities to participate in departmental, college, and/or university governance on all issues related to their assigned responsibilities in accordance with departmental and college bylaws.

4.1 Non-Tenure-Track Faculty Titles and Ranks

4.1.1 Teaching Faculty

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 depending on the needs of the department and the skills and desires of the faculty member.

Departments should have consistent criteria for deciding teaching assignments. Departments should consider the views of NTT 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). The expected 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 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 may be reduced by the department head for other justifiable reasons including, without limitation, student advising, active involvement in research and/or creative activities (with publications or other suitable outcomes), direction of graduate theses or dissertations, teaching non-credit courses or workshops, administrative duties, and institutional and/or public service.

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

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

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

- **Instructor**: 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 appropriate terminal 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.

4.1.2 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.

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

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

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

### 4.1.3 Clinical Faculty

The primary responsibility of NTT clinical faculty is to provide instruction to students in a clinical setting and provide professional services to the hiring unit. 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.

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

- **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.

Each of the ranks below 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.

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

- **Clinical associate professor**: Individuals holding this rank have demonstrated excellence in areas of responsibility assigned to them.

- **Clinical professor**: Individuals holding this rank have demonstrated a consistent record of excellence in areas of responsibility assigned to them.

### 4.1.4 Faculty of Practice

NTT faculty of practice are typically appointed to meet instructional and research needs. 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. Appointment to the faculty of practice title series is for those who have achieved distinction in their chosen field of practice, and who bring to the university unique practical experiences and talents that will benefit students. Recommendations for faculty of practice 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 expectation is that those appointed to a faculty of practice position have professional experience in the field. Other faculty titles should be used for appointees without professional experience. 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.
The following ranks or titles may be assigned to faculty of practice: assistant professor of practice, associate professor of practice, and professor of practice. Faculty appointed to this title series should hold the terminal degree in the field and/or have equivalent capabilities by virtue of professional experience, professional licensure and/or certification.

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

### 4.1.5 Extension Faculty

NTT extension faculty are appointed to meet outreach and engagement needs in UT Extension. The primary responsibility of NTT extension faculty is to conduct outreach and engagement assignments for UT Extension. 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. Faculty appointed to this title series should have completed a doctoral degree or terminal degree appropriate to the field.

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

- **Extension assistant professor**: Individuals holding this rank demonstrate an ability to initiate and implement outreach and engagement programs or projects, publish, and obtain external funding. They show promise for excellence in areas of responsibility assigned to them.
- **Extension associate professor**: Individuals holding this rank 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 areas of responsibility assigned to them.
- **Extension professor**: Individuals holding this rank 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 areas of responsibility assigned to them.

### 4.1.6 Adjunct Faculty

Adjunct faculty provide intermittent service, compensated or volunteer, to a hiring unit, depending on need and mutual agreement regarding the terms of the service. The qualification “adjunct” is appropriate for faculty appointments of individuals whose career paths lie primarily in another position or employment. That is, the appointment is “adjunct” or ancillary to the career of the appointee and auxiliary 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. The second source is individuals external to the university who have special expertise useful for the accomplishment of the unit’s mission. 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 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 periodically review and continue all 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, and adjunct professor. In addition, the “adjunct” qualifier can be combined with other titles in this chapter, especially to designate part-time, temporary, and/or intermittent appointments.

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

- **Adjunct associate professor**: Individuals holding this rank have demonstrated excellence in areas of responsibility assigned to them.

- **Adjunct professor**: Individuals holding this rank have demonstrated and maintained a consistent record of excellence in areas of responsibility assigned to them.

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 their 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 a maximum of 12 months. As with all other NTTF appointments, the chief academic officer will issue letters of appointment to visiting faculty. The qualifier “visiting” can be combined with other titles in this chapter.

4.1.8 Joint and Intercampus Appointments

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

Joint faculty appointments may also be authorized for faculty members in one department who have expertise that qualifies them for participation in the work of another department on the same or another campus, and when the department has need of their services. The nature and extent of such interdepartmental or intercampus NTT 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.

4.1.9 Emeritus or Emerita

Upon the recommendation of the department head and dean, 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 title of emeritus or emerita by the chief academic officer on behalf of the chancellor.

4.2 Recruitment and Appointment

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

All appointments to NTTF 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 of tenured, tenure-track, and/or NTTF faculty will evaluate credentials and vote on full-time NTTF 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.

An appointment letter from the chief academic officer will be issued to the NTTF, detailing rank, salary and related financial conditions, and duration of the appointment. For research faculty, the appointment letter will also indicate if the appointment is contingent upon the continuation of funding from an external agency, as in the case of a grant or sponsored project. This appointment letter is accompanied by a statement of 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), which is issued by the hiring unit. The statement of responsibility and assigned workload may be changed from time-to-time by the hiring unit as business needs require.

The faculty member’s written acceptance of the letter of appointment, together with successful completion of associated university employment forms and processes, completes the initial appointment. The employment of NTTF is governed by the terms of the appointment letter, the statement of responsibilities and assigned workload, applicable provisions of the Faculty Handbook, and applicable provisions of university policies and procedures.

4.2.1 Workload
Full-time NTTF workload 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 may vary over time, annual responsibilities are determined by the department head and faculty member, subject to review by the dean and chief academic officer, at the time of the Annual Performance and Planning Review (APPR). Clear workload statements are essential to ensuring a fair promotion review as they establish, along with departmental bylaws, 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.

4.2.2 Appointment Lengths

Generally, regular nine-month faculty are expected to be on campus a week before the beginning of fall semester classes 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 may be made for a term of up to three years. NTTF appointments at the ranks of senior lecturer, distinguished lecturer, associate professor, or professor may be made for a term of up to five years. Typically, a visiting faculty appointment may be made for 12 months. Typically, as faculty are promoted to higher ranks, appointment lengths may increase and faculty may be recognized by a base salary adjustment. Colleges and departments are expected to develop policies around available appointment lengths.

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

4.2.4 Assignment of Initial Rank

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 the NTT faculty title series. Specific qualifications for rank are determined by the department and/or college, subject to 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.

4.3 Reappointment

Reappointment occurs when a faculty member continues in the position in which they were initially appointed without a break in service. NTT faculty may be reappointed by college and departmental administration in accordance with college and departmental bylaws. Reappointment decisions will include consideration of the faculty member’s performance and the needs of the department. Reappointment should be discussed at the time of the Annual Performance and Planning Review (APPR). Reappointments may occur at any time during the current appointment, but the terms of service may not overlap. Hiring units are encouraged to provide as much advance notice of reappointment as possible.

Reappointment requires a new 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 the reappointment process and to steward records. When reappointing a NTTF, 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.

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, a new appointment letter from the chief academic officer is required.

While written notice is not required, it is recommended that NTTF who will not be reappointed be provided written notice by the Dean or department head, as early as possible. Preferably, those on one-year appointments should be notified 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), those holding appointments that are for multiple years should be informed preferably at least six months in advance of the appointment end date.

4.4 Annual Planning and Performance Review

The performance of all full-time NTTF members who are not on leave will be evaluated annually according to the procedures found in the appendix to this handbook, with a written record of the evaluation maintained in the online faculty review system. The criteria for evaluating NTTF for purposes of review and consideration for reappointment must be accounted for in departmental bylaws. Colleges and departments are encouraged to also create processes for evaluating the performance of part-time NTTF.
The terms of the appointment letter, including percentages of effort faculty are expected to devote to various responsibilities, should be used to evaluate performance. As needed throughout their current appointment, faculty members will have the opportunity to discuss their responsibilities and request adjustments in their assigned workloads. This annually updated written record of responsibilities and assigned workload will become part of the faculty member’s evaluation records.

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

1. Review accomplishments against specific objectives set at the previous APPR, 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; and,
4. Recognize and reward outstanding achievement.

4.4.1 Rating Scale to be Applied in Evaluating Faculty Performance

NTT 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

NTT 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. NTTF receiving these ratings are also eligible for any across-the-board salary increase.

NTT 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.

NTT 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.

4.5 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 full-time 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. Annual performance reviews form the basis of a cumulative record that prepares NTTF for consideration for promotion. A more detailed description of the promotion process can be found in the appendix to this handbook.

4.5.1 Criteria

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

Each college may establish a statement of criteria and expectations for rank, which elaborates on the general criteria found earlier in this chapter 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 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 when published in the bylaws of the college. Departmental criteria for promotion shall be effective upon approval by the dean and chief academic officer and when published in the bylaws of the department.

4.5.2 Eligibility

After serving at the rank of lecturer or assistant professor, typically for a minimum of five years, a faculty member who has satisfied the criteria referenced in the preceding section, 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 to five years, a faculty member who has satisfied the criteria referenced in the preceding section, may apply for promotion to the rank of distinguished lecturer or professor, respectively.

4.5.3 Promotion Process

NTT faculty should consult with their department head before initiating promotion procedures. The final decision on whether or not to proceed 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 NTTF 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 reappointment 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.

4.5.4 Contents of the Dossier

“Appendix: Evaluation and Promotion of Non-Tenure-Track Faculty” to 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.

4.5.5 Right of Candidate to Review File

The candidate has a right to review their 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 Appeals

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

NTTF appointments 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.

4.8 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 should be provided to NTT faculty members. Colleges and departments are encouraged to support 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. It is recognized that the extent to which this is possible will vary from unit-to-unit. Departments are encouraged to make NTTF aware of campus resources that support their job responsibilities and recognize their participation in professional development activities during the APPR and promotion processes.

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