

# **Non-Tenure Track (Temporary Faculty) Appointment Promotion Policies and Criteria**

New non-tenure track faculty titles were approved by the Regents in February 2000.

## **Clinical Faculty** (Approved 4/19/2001)

This category is intended to be used widely across the institution for those people who are teaching but do not fit in the Instructor category. This is NOT limited to those who work in clinical settings. Clinical Faculty guidelines were approved by the Faculty Senate on April 19, 2001 (exhibit F).

**Definition:** Faculty whose primary responsibilities are clinical supervision and/or clinical instruction are persons qualified by training, experience or education to direct or participate in specialized university functions as defined within the college and approved by the Provost. Appointments are as clinical assistant professor, clinical associate professor or clinical professor.

These appointments are non-tenured and non-tenure track appointment. The titles are considered "temporary" and subject to the conditions of temporary appointments. Appointments without terminal date carry no expectation of continuing appointment, and may be terminated or non-renewed in accordance with the provisions of the Faculty Manual (see pages 71 and 72). Fixed-term and renewable appointments will be considered temporary and subject to the conditions that govern temporary faculty.

The term "limited" refers to a renewable three-year term.

The term "rolling horizon" applies to a three-year term continuously renewable upon satisfactory annual review; this is available only in the ranks of Associate Clinical Professor and Clinical Professor.

## **Appointment Procedure**

*How do we get (current) faculty into the new categories?*

The chair will negotiate with the affected faculty member and then obtain the agreement of departmental faculty and the dean. The title change will be implemented with a personnel action form and justification signed by the chair and dean directed to Doug Baker, Vice Provost for Academic Affairs.

Affected departments will develop their own guidelines regarding the appropriate responsibilities and performance expectations for clinical faculty.

## **Promotion:**

Promotion of Clinical faculty requires submission of a notebook to take advantage of the regular promotional process following the guidelines released by the Office of the Provost (through the chair and dean, due to the Provost at the end of November). Affected departments must develop guidelines to include appropriate criteria for those promotions. Guidelines must address evaluation of teaching or comparable student contact,

preferably including student evaluations. The guidelines must be approved by the college dean and the Office of the Provost.

**Appointment - Clinical Assistant Professor (salary code 0267):**

Faculty at the rank of Clinical Assistant Professor are on fixed term appointments of up to three years contingent upon College/Department needs and may be reappointed upon satisfactory evaluation as measured by annual performance review; a one-year terminal appointment may be given prior to completion of a three-year term if the annual review is unsatisfactory.

Faculty members are typically not considered for promotion to Clinical Associate Professor prior to the sixth year of service at the rank of Clinical Assistant Professor. At the time the faculty member elects to seek promotion, the Department will conduct a comprehensive tenure style review that involves all clinical, tenure-track, and tenured faculty in the Department at the ranks of Associate and Full Professor.

Faculty may also remain at the rank of Clinical Assistant Professor and be reappointed to subsequent terms at that rank after their sixth year of service, provided satisfactory performance continues.

**Appointment - Clinical Associate Professor (salary code 0268):**

Faculty at the rank of Clinical Associate Professor are on fixed-term appointments of up to three years. Performance reviews will be conducted annually with the possibility of three year rolling horizon renewal based on College/Department needs; a one-year terminal appointment may be given if the review is unsatisfactory.

At the time the faculty member elects to seek promotion to the rank of Clinical Professor, the Department will conduct a comprehensive tenure style review that involves all clinical, tenure-track, and tenured faculty in the Department holding the Full Professor rank. An individual Department, at its discretion, may require external reviews in line with its specific mission.

If promotion to Clinical Professor is not pursued or is not granted, faculty may remain at the rank of Clinical Associate Professor, provided satisfactory performance continues.

**Appointment – Clinical Professor (salary code 0269):**

Faculty at the rank of Clinical Professor are on fixed-term appointments of up to 3 years. Performance reviews will be conducted annually with the possibility of renewal for an additional period designated by the Dean and/or Chair and senior faculty of the Department, but not to exceed three years (i.e., rolling horizon appointment).

**Instructor and Senior Instructor Appointments** (Approved 10/31/01)

**Instructor (Salary Code 0260)**

The title Instructor is used for short-term teaching contracts where no indication of rank is intended. The title Instructor implies the appointment is non-permanent and non-tenure track in nature. An Instructor's primary responsibility is teaching undergraduate or clinical courses as defined by the dean. Instructor appointments may be from one to three years and can be renewed indefinitely at the discretion of the University.

## **Senior Instructor (Salary code 0261)**

This rank has been approved beginning 2000/01. Instructors who have successfully completed six years of University service may request promotion to Senior Instructor. Expectations for such appointments must be defined by the college and approved by the Office of the Provost. Senior Instructor appointments are for one to five years and can be renewed indefinitely at the discretion of the University.

### **Promotion to Senior Instructor Criteria**

Instructors who have successfully completed six years of University service may request promotion to Senior Instructor. Since the primary responsibility of instructors is undergraduate teaching, the leading criterion of performance evaluation is sustained effectiveness in instruction and mentoring of students. Academic units of the College of Liberal Arts may develop specific performance expectations and additional criteria for this rank. The unit statement of criteria is to be submitted to the Dean and the Provost and Academic Vice President for review and approval.

### **Procedure**

The procedure of documentation and review for promotion of Instructor faculty to the rank of Senior Instructor requires submission of a notebook following the regular promotional calendar.

1. Nominations for promotion will be initiated by the chair. Documentation will include a cumulative record of annual reviews and teaching evaluations. The chair will forward the assembled documentation and his/her recommendation to the dean.
2. The dean reviews the chair's recommendation and the cumulative record of each candidate proposed for promotion; the dean then makes a recommendation and forwards it to the Provost. In the case of branch campus candidates, the branch campus dean also reviews the record, and the two deans make a joint recommendation to the Provost.
3. Recommendations are reviewed by the Provost who makes the final determinations.