CHAPTER FOUR
Appointment, Evaluation, and Appeals for All Non-tenure-track Faculty

4.1. APPOINTMENT OF FACULTY TO NON-TENURE-TRACK POSITIONS
All appointments to non-tenure-track positions, including part-time appointments, will be made in accordance with departmental and college bylaws. Except as provided below, tenure-line faculty or a committee of tenure-line faculty will evaluate credentials and vote on non-tenure-track appointments, in accordance with departmental bylaws.

Notification of appointment is made by letter from the Office of the Chancellor or Vice-President. This appointment letter specifies (a) rank, (b) salary and related financial conditions, (c) general duties and expectations, and (d) duration. Previous correspondence between the Department Head, Dean or Director, and prospective faculty member concerning these matters is unofficial and not binding on the University.

Written acceptance of the letter of appointment, together with execution of normal University employment forms, completes the initial agreement of employment between the University and the new faculty member.

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. Departments should have consistent criteria for deciding teaching assignments. Departments should consider the views of non-tenure-track faculty in setting schedules and other issues which impact quality of teaching and working conditions. Opportunities for faculty development, including travel to scholarly meetings, should be provided whenever possible. Depending on stipulations of departmental and collegiate by-laws, non-tenure-track faculty may have the opportunity to participate in departmental, college, and/or university governance. Non-tenure-track faculty have academic freedom, as defined in chapter 2, and rights of appeal and due process, as defined in chapter 5.

4.1.1 Non-tenure-track teaching positions.
Departments should initiate the hiring process as soon as possible and contact the Office of Equity and Diversity [link]. Non-tenure-track faculty who hold appointments should complete a reapplication process by March 1. As soon as possible, but normally no later than May 1, a departmentally designated group of faculty will review applications in accord with departmental bylaws. The department head will then make appointments with approval of the dean and chief academic officer. In those cases where immediate replacements of faculty are required, the
department head may make appointments without prior faculty review. However, in such cases, departmental faculty should be notified of the appointment as soon as possible.

The ranks of non-tenure-track teaching faculty include those holding the following titles: Instructor, and Lecturer, Adjunct Faculty, and Visiting Faculty.

4.1.2 Non-tenure-track research positions.
Non-tenure-track research positions are filled as required to meet research needs and may occur at any time during the year. Department and collegiate bylaws establish standards and procedures relating to searches for and promotion of research faculty. The ranks of non-tenure-track research faculty include those holding the following titles: Research Assistant Professor, Research Associate Professor, Research Professor, Adjunct Research Faculty, and Visiting Research Faculty.

4.1.3 Non-tenure-track clinical positions.
Non-tenure-track clinical faculty are appointed to meet instructional needs and provide professional services. Department and collegiate bylaws establish standards and procedures relating to searches for and promotion of clinical faculty. The ranks of non-tenure-track clinical faculty include those holding the following titles: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Visiting Clinical Faculty, and Adjunct Clinical Faculty.

4.2. CRITERIA FOR APPOINTMENT TO FACULTY RANK

Non-tenure-track Teaching Faculty. These non-tenure-track faculty members are hired for specific teaching assignments. Normally, they are not expected to do research or perform public 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. Their conditions of employment are governed by the terms of their appointment letters.

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 normally follow, at which time in usual cases the six-year tenure-track position begins [link to Chapter 3]. 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 twelve 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 for a stated term, which is renewable contingent on available funds and satisfactory performance.

Distinguished Lecturer: This rank is used for those who hold a degree appropriate to their disciplines (or its professional equivalent) and who have demonstrated excellence in teaching at the rank of Lecturer or above. Distinguished lecturer appointments are renewable and normally made for a five-year term. A departmentally designated group of faculty will review and evaluate appointments to the rank of distinguished lecturer, in accordance with departmental bylaws.

Non-tenure-track Research Faculty. These faculty members are hired to conduct research. Normally, research faculty are not expected to do teaching or perform public 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. Their conditions of employment are governed by the terms of their appointment letters.

Research Assistant Professor: Those who have completed a doctoral degree or terminal degree appropriate to the field. Individuals holding such positions demonstrate an ability to initiate independent research and obtain external funding. Appointment to this rank is contingent upon external funding and is made for a stated period of time, which is renewable.

Research Associate Professor: Those who have completed a doctoral degree or terminal degree appropriate to the field and have demonstrated continuous improvement and contribution in research or creative activity supported through grants and contracts over a period of years. Research Associate Professors have research qualifications and accomplishments consistent with those for appointment at the rank of Associate Professor. Appointment to this rank is contingent upon external funding and is made for a stated period of time which is renewable. Faculty will review and evaluate promotions to this rank in accordance with departmental bylaws.

Research Professor: Those who have completed a doctoral degree or terminal degree appropriate to the field and have a record of outstanding research or creative activity (supported by grants and contracts over a period of years) that is affirmed by national and/or international recognition in the discipline. Research professors have demonstrated research accomplishments and qualifications consistent with those for appointment at the rank of Professor. Appointment to this rank is contingent upon external funding and is made for a stated period of time that is renewable. Faculty will review and evaluate promotions to this rank in accordance with departmental bylaws.
Non-tenure-track Clinical Faculty. These faculty members are hired to perform professional services and to provide instruction to students in a clinical setting. Normally, Clinical Faculty are not expected to conduct research or perform public 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. Their appointments are governed by the terms of their appointment letters.

Clinical Instructor: 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 demonstrate an ability to teach students in a clinical setting.

Clinical Assistant Professor: 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 such positions demonstrate an ability to teach students in a clinical setting.

Clinical Associate Professor: 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 such positions have demonstrated clinical and teaching abilities consistent with those for appointment at the rank of Associate Professor. Faculty will review and evaluate promotions to this rank in accordance with departmental bylaws.

Clinical Professor: 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 such positions have demonstrated clinical and teaching accomplishments consistent with those for appointment at the rank of professor. Faculty will review and evaluate promotions to this rank in accordance with departmental bylaws.

Adjunct Faculty. Experts who provide uncompensated or part-time compensated service to the instructional and/or research programs of the university may be given adjunct appointments. The term of appointment may be specified either in departmental bylaws or in an individual letter of appointment. Staff exempt employees with appropriate expertise who, on occasion, provide instruction or participate in research may be given adjunct appointments in a department other than that in which their budget line resides. Professional credentials and/or the terminal degree required for appointment to professorial ranks are required for adjunct appointments. Adjunct faculty 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. The performance of compensated adjunct faculty is evaluated annually. Adjunct faculty appointments may be made at the rank of Adjunct Professor, Adjunct Associate
Professor, Adjunct Assistant Professor, or Adjunct Lecturer. Tenure-line faculty will evaluate the recommended rank in accordance with departmental bylaws.

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/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 reviews. Normally, a visiting appointment is for twelve months.

4.3 EVALUATION
As is the case for tenure-line faculty, the performance of all non-tenure-track faculty members will be evaluated annually, with a written record of the evaluation maintained in departmental and Human Resources files. The criteria for evaluating non-tenure-track faculty for purposes of hiring and retention must be adopted by a vote based on departmental bylaws and made available to all faculty.

The annual review for retention should be based on the best practices guidelines for evaluating instruction which are outlined in the Manual for Faculty Evaluation (probationary faculty section). In the case of non-retention, every effort should be made to notify the faculty member as soon as possible.

Research and clinical faculty appointments are subject to annual review appropriate to the positions and as outlined in Departmental and College Bylaws. The length of a research faculty appointment is contingent upon the availability of designated funding.

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

4.5 APPEALS
Appeals are described in Chapter 5.