

## CHAPTER FIFTEEN

### THE NON-TENURE TRACK ~~EXTRAORDINARY~~ FACULTY

~~Extraordinary Faculty are those whose time in rank does not accrue to tenure.~~

#### ~~A. Assistant~~

~~An Assistant is a member of the Extraordinary Faculty, not qualified for the rank of Instructor or the status of Lecturer, who serves the University by instructing (Teaching Assistant) or by assisting in research (Research Assistant). The Assistant, while primarily rendering academic service, may or may not be an applicant or candidate for an advanced degree at this or another institution.~~

~~Assistants are approved and appointed by the Dean of the College in which they serve. The Dean reports appointments to the Provost and Vice President for Academic Affairs.~~

#### ~~B. Lecturer~~

~~A Lecturer is a member of the Extraordinary Faculty, serving the University in an academic capacity, whose academic qualifications would have otherwise admitted him or her for an Ordinary Faculty position.~~

~~Part-time Lecturers may serve the University on a continuing basis; full-time Lecturers have special appointments intended to be of limited duration.~~

~~Equivalent ranks may be assigned to the Lecturer, e.g., "Lecturer in English with equivalent rank of Instructor," or "Lecturer in Sociology with equivalent rank of Associate Professor." Applications for advancement in equivalent rank may be made through the departmental chairperson and the Dean of the College to the College Rank and Tenure Committee which officially determines the equivalent rank.~~

#### ~~C. Visiting Professor~~

~~A Visiting Professor is one who either does hold or is qualified to hold professorial rank at an institution of higher education and is temporarily serving full-time as a faculty member at this University.~~

~~**D. *Writer, Artist, or Composer in Residence***~~

~~The *Writer, Artist, or Composer in Residence* may be employed on a part-time or full-time basis. While he or she is entitled to conduct classes, the main duty is the pursuit of creative art. Responsibilities are detailed in the letter of appointment.~~

~~**E. *Adjunct Professor***~~

~~An *Adjunct Professor* is one who holds or is qualified to hold a professional position at an institution of higher education and is temporarily serving part-time as a faculty member at this University.~~

**A. *Members of the Non-Tenure Track Faculty***

Non-tenure track faculty hold teaching appointments that are not tenured or tenure track or are not governed by other chapters of this Handbook. The non-tenure track faculty are divided into four broad categories: faculty on short-term or part-time contracts (I.A); full-time faculty with fixed-term appointments (I.B); full-time faculty with renewable-term or continuing appointments (I.C); and faculty with other kinds of appointments, including for a project for which continued financial and salary support is not assured (I.D). The conditions of each appointment, including salary, rank, term of appointment, including service expectations, shall be stated and confirmed to the faculty member in writing by the dean of the college. Any special understandings shall be stated and confirmed in writing by the dean of the college.

All full-time non-tenure track faculty are entitled to the rights, academic freedom, and grievance procedures as provided in Chapter 8, sections A, C, and D. Non-tenure track faculty positions are not intended to replace tenure or tenure track faculty, but are primarily designed to fill short-term teaching needs, or long-term teaching needs for which special circumstances exist that render it appropriate to use non-tenure track rather than tenure track faculty. Non-tenure track faculty who hold fixed-term appointments for three continuous years or who hold continuing appointments, and whose contract(s) includes service obligations, enjoy governance rights, as appropriate, as described in Chapter 8, section B-2, except as to rank and tenure matters. Each college may develop and implement additional policies and practices for non-tenure track appointments, but such policies must be consistent with the provisions of the Faculty Handbook, in particular, Chapters 4 and 5. Such college-level decisions would include the title, ranks, and other identification given to non-tenure track appointments. Generally, colleges may not assign the titles “Professor,” “Associate Professor,” and “Assistant Professor,” as defined in Chapters 4 and 5, to non-tenure track faculty, unless those titles and ranks are customary for non-tenure track faculty in that discipline. The type of appointment is clearly specified in the initial and subsequent appointment contract or letter of appointment.

Non-tenure track faculty appointments, reappointments, and evaluative processes should be made in consultation with college or department tenured and tenure-track faculty, and similar considerations that guide tenure-track appointments should be used in non-tenure-track appointments, as appropriate, including the need to ensure a diverse faculty institutionally and in colleges.

All non-tenure track faculty enjoy the same right of access to on-campus or on-line materials, on-campus resources, and support services that are provided to tenured and tenure-track faculty. This includes copies of required textbooks, email accounts, ID cards for affiliation and discounts, library privileges, parking, computers, photocopiers or basic office supplies.

All non-tenure track faculty enjoy access to on-campus professional development opportunities that are provided to tenured and tenure-track faculty.

Non-tenure track appointments may vary in duration according to the rules of each college. A performance review shall be conducted to determine every reappointment to a regular full-time non-tenure track faculty position. This reappointment process shall be subject to the rules and practices of each college and, where appropriate, the approval of the Office of Academic Affairs. Unless special circumstances dictate, if the contract appointment is for three years or more, the faculty member will be notified no later than December 15 of the last contract year before her or his employment is terminated. All other terms of appointment and reappointment are subject to the rules and practices of each college and, where appropriate, the approval of the Office of Academic Affairs. Decisions concerning evaluation and termination of non-tenure track appointments are made by the respective colleges with the approval of the Office of Academic Affairs.

Although student teaching evaluations may be considered in evaluating non-tenure track faculty, student teaching evaluations may never be the sole basis on which evaluations of non-tenure track faculty rest. College and departments reviewing non-tenure track faculty appointments must engage in a holistic consideration of teaching effectiveness resting minimally on student evaluations.

Non-tenure track faculty shall not be retaliated against or denied reappointment on the basis of that faculty member's refusal to engage in activities or duties not specifically required by contract or outlined in the letter of appointment, unless those activities or duties are inherent or essential to their instructional duties, or generally apply to most employees, such as trainings.

Generally, no more than 35% of the institution's full-time faculty will consist of non-tenure track faculty in any one academic year.

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### **1. Short-term Appointments**

Short-term or Adjunct faculty are part-time instructors, appointed to teach for one

academic semester, usually for not more than six credit hours. Advising, research and service are not expected of these faculty, unless specified by contract. Adjunct appointments may be continued indefinitely, provided that the nature of the appointment is bona fide part-time. Adjuncts do not enjoy a guarantee that their part-time contracts will be renewed.

## **2. Fixed-term Appointments**

Fixed-term appointments are full-time, typically for a fixed period of one semester or one academic year whose primary duties are instructional. These appointments may be renewed at the discretion of the department chair and dean. Non-tenured faculty with fixed-term appointments for three continuous years who have earned consistently good performance evaluations enjoy a presumption that their fixed-term appointment will be renewed for one year, subject to the University's budgetary constraints. If the University determines that budgetary constraints make it unfeasible to grant fixed-term appointments another year, that determination is final and should be communicated to the faculty member as soon as possible.

Evaluations of non-tenure track faculty on fixed-term appointments should be comprehensive. Non-tenure track faculty with fixed-term appointments usually teach a maximum of 12 credit (or its equivalent) hours per semester. Additional non-teaching duties are not expected of these faculty, unless specified by contract or the letter of appointment. If the contract does not contain the terms, then the contract incorporates the terms provided in the letter of appointment.

Fixed-term faculty ranks include visiting professors, lecturers and senior lecturers.

## **3. Continuing Appointments**

Faculty on continuing appointment are appointed primarily to teach in an area of persistent programmatic need. Continuing faculty appointments are full-time, on the basis of a fixed contract for a term of three to five years, presumptively renewable annually based on good evaluation of the yearly performance. Continuing faculty usually teach a maximum of 12 credit hours (or its equivalent) per semester. Teaching must be the continuing faculty member's primary duty, though they may perform additional duties as specified by contract or the letter of appointment. If the contract does not contain the terms, then the contract incorporates the terms provided in the letter of appointment.

Continuing faculty are eligible for salary adjustments and may be eligible for other University support for their professional development and contractual work, including support for travel to conferences and research, to the extent practicable. Provisions for appointment, evaluation, and renewal of continuing appointments may be specified in each college handbook but have to be consistent with the

relevant provisions of this Chapter and the Handbook in general. Continuing faculty ranks include lecturer, senior lecturer and professor of the practice.

#### **4. Non-Tenure Faculty with other kinds of Appointments**

Non-tenure faculty may also include faculty or professionals invited to visit, teach or work on scholarly interests for a fixed period of time. This category of appointment includes artists in residence, post-doctoral fellows, or research fellows. These positions are temporary in nature and are subject to the terms of their contract.

##### **B. Non-Tenured Track Faculty Ranks**

Visiting Professors: A visiting professor is one who may or may not hold professorial rank at an institution of higher education, and is temporarily serving full-time as a faculty member at this University. Their full title should correspond to their rank at their home institution (i.e. Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor). Visiting professors normally serve one-year terms and may be considered for a tenure or tenure track position while visiting at Loyola. Normally, visiting professors may serve two years at Loyola as visiting professors.

Professors of the Practice, Lecturers, and Senior Lecturers: These categories of full-time faculty membership refer to faculty whose primary assignment is instruction and activities related to instruction. The choice of titles for these appointments follows prevailing practices and traditions in the schools and disciplines.

Professor of the Practice: A member of the faculty whose primary assignment is instruction and activities related to instruction. Professors of the Practice have terminal degrees or equivalent professional experience. Professors of the Practice do not receive and are not eligible for tenure.

The performance reviews that must be conducted in connection with all reappointment determinations for Professors of the Practice shall be conducted by the college's promotion and tenure committee, the school's faculty (where appropriate), the college's Dean, and the Office of Academic Affairs.

Lecturer: A member of the faculty whose primary assignment is instruction and activities related to instruction. Lecturers hold terminal degrees or have equivalent professional experience. Lecturers do not receive and are not eligible for tenure. Initial appointments can be made at the rank of either Lecturer or Senior Lecturer.

The performance reviews that must be conducted in connection with all reappointment determinations for Lecturers and Senior Lecturers shall be conducted by the school's promotion and tenure committee, the school's faculty (where appropriate), the school's Dean, and the Office of Academic Affairs. Similarly, any promotion to Senior Lecturer

shall be preceded by a performance review conducted by the school's promotion and tenure committee, the school's faculty (where appropriate), the school's Dean, and the Office of Academic Affairs.

**C. Contractual Status of Non-tenured Faculty**

Employment of all members of the non-tenured faculty shall be by formal contract, signed by the faculty member and the Provost and Senior Vice President for Academic Affairs, that incorporates the particular terms provided in the letter of appointment. The University will give notice to the faculty member of the appointment terms and salary to be offered for the subsequent year, ordinarily on or before May 15.