

## CHAPTER FOUR

### Non-Tenure-Track Faculty

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#### 4.1 Appointment of Faculty to Non-Tenure-Track Positions

All appointments to non-tenure-track faculty positions, including part-time appointments, will be made in accordance with departmental and college bylaws and subject to the provisions of this chapter. Except as otherwise provided in this chapter, tenured and tenure-track faculty, or a committee of tenured and tenure-track faculty, will evaluate credentials and vote on non-tenure-track appointments in accordance with departmental and college 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 a prospective faculty member concerning these matters is unofficial and not binding on the University of Tennessee. The faculty member's written acceptance of the letter of appointment, together with execution of normal university employment forms, completes the initial appointment. The employment of non-tenure-track faculty is governed by the terms of the appointment letter, applicable provisions of the *Faculty Handbook*, and applicable provisions of university policies and procedures.

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 to non-tenure-track faculty members. 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 that 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 college by-laws, non-tenure-track faculty may have the opportunity to participate in departmental, college, and/or university governance. Non-tenure-track faculty enjoy the same academic freedom as tenured and tenure-track faculty.

##### 4.1.1 Non-Tenure-Track Teaching Positions

When the need for new non-tenure-track teaching faculty is identified, departments should initiate the hiring process as soon as possible by contacting the Office of Equity and Diversity. As soon as possible, but normally no later than May 1, a departmentally designated group of faculty will review applications in accordance with departmental and college bylaws. The department head will then recommend appointments to the Office of the Chancellor or Vice President, after obtaining approval of the dean and chief academic officer. In those cases where immediate replacements of faculty are required, the department head may recommend appointments without prior faculty review. However, in such cases, departmental faculty should be notified of the appointment as soon as possible.

After their initial appointment, non-tenure-track faculty must complete a reapplication process each year, preferably by March 1.

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All non-tenure-track teaching appointments will be made for a definite term of one year or less, except distinguished lecturer appointments, which may be made for a term of five years. Appointments are renewable subject to availability of funds and satisfactory performance.

The following ranks or titles may be assigned to non-tenure-track teaching faculty: instructor, lecturer, distinguished 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 college bylaws establish standards and procedures relating to searches for and promotion of research faculty.

All non-tenure-track research appointments will be made for a definite term of one year or less, subject to continued availability of external funding. Appointments are renewable subject to continued availability of external funding and satisfactory performance.

The following ranks or titles may be assigned to non-tenure-track research faculty: 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 college bylaws establish standards and procedures relating to searches for and promotion of clinical faculty.

All non-tenure-track clinical appointments will be made for a definite term of one year or less. Appointments are renewable subject to availability of funds and satisfactory performance.

The following ranks or titles may be assigned to non-tenure-track clinical faculty: 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**

### **4.2.1 Non-Tenure-Track Teaching Faculty**

Non-tenure-track teaching faculty are hired for specific teaching assignments. They generally 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.

Instructor: This rank is reserved for faculty members who are appointed through a search for a tenure-

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track faculty position but do not hold the terminal degree at the time of appointment. 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 the tenure-track probationary period, typically six years, 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 12 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.

**Distinguished lecturer:** This rank is 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. A departmentally designated group of faculty will review and evaluate appointments to the rank of distinguished lecturer, in accordance with departmental and college bylaws.

### 4.2.2 Non-Tenure-Track Research Faculty

Non-tenure-track research faculty are hired to conduct research. They generally are not expected to engage in 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.

**Research assistant professor:** This rank is for 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.

**Research associate professor:** This rank is for 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. A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

**Research professor:** This rank is for 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. A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

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### 4.2.3 Non-Tenure-Track Clinical Faculty

Non-tenure-track clinical faculty are hired to perform professional services and to provide instruction to students in a clinical setting. They generally 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.

**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 such positions demonstrate an ability to teach students in a clinical setting.

**Clinical assistant professor:** This rank 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. Individuals holding such positions demonstrate an ability to teach students in a clinical setting.

**Clinical associate professor:** This rank is for 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. A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

**Clinical professor:** This rank is for 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. A departmentally designated group of faculty will review and evaluate promotions to this rank in accordance with departmental and college bylaws.

### 4.2.4 Adjunct Faculty

Individuals who provide uncompensated or part-time compensated service to the instructional and/or research programs of the university may be given adjunct faculty appointments. As with all other non-tenure-track faculty appointments, the Office of the Chancellor or Vice President will issue letters of appointment to adjunct faculty members. Staff exempt employees with appropriate expertise who, on occasion, provide instruction or participate in research may be given adjunct faculty 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 faculty 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. Adjunct faculty appointments may be made at the rank of adjunct professor, adjunct associate professor, adjunct assistant professor, or adjunct lecturer. Tenured and tenure-track faculty will evaluate the recommended rank in accordance with departmental and college bylaws.

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.

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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).

### **4.2.5 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 or 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 performance reviews. Normally, a visiting appointment is for 12 months. As with all other non-tenure-track faculty appointments, the Office of the Chancellor or Vice President will issue letters of appointment to visiting faculty.

## **4.3 Evaluation**

As is the case for tenured and tenure-track 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 in accordance with departmental bylaws and made available to all faculty.

The annual performance 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 are subject to annual performance reviews appropriate to the positions and as outlined in departmental and college bylaws.

## **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**

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