

**College of Sciences and Humanities  
Non-Tenure Line Faculty Promotion Document**

2024-2025

College Approval Date: 9/1/2023

Provost Approval Date: 11/06/2023

**NON-TENURE LINE FACULTY PROMOTION DOCUMENT  
COLLEGE OF SCIENCE AND HUMANITIES**

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## 1. Guidelines for Promotion

1.1 The evaluation of a full-time non-tenure line faculty member's eligibility for promotion shall be based primarily on evidence of excellence in their area of specialization as described in section 1.3.

1.1.1 For specializations in teaching (teaching, clinical or other), promotion will be based on demonstrated excellent or meritorious teaching, beyond the standard expected for retention, during the evaluation period. Evidence of contributions to the discipline, department, college and university beyond teaching, for example, significant achievements in scholarship and/or service, will also be required but alone would not be sufficient to merit promotion since the primary responsibility of the non-tenure line faculty member is teaching.

1.1.2 For a non-tenure line faculty member whose primary specialization is research, the basis for promotion will be evidence of excellence in research, beyond the standard expected for retention, during the evaluation period. Evidence of contributions to the discipline, department, college and university beyond research, for example, significant achievements in teaching and/or service will also be required but alone would not be sufficient to merit promotion since the primary responsibility of the non-tenure line faculty member is research.

1.2 Departments shall review a full-time non-tenure line faculty member for promotion if requested provided that the faculty member meets the minimum time requirements for promotion. Requesting review for promotion is a choice for non-tenure line faculty members and is not a requirement for continued employment.

1.2.1 A minimum of 7 years of service at Ball State University (can be nonconsecutive) is required for the first promotion.

1.2.2 A minimum of 12 years of service at Ball State University and no less than 5 additional years of service beyond the first promotion (can be nonconsecutive) is required for the second promotion.

1.3 The categories for promotion shall be as follows:

<b>Specialization/Timing</b>	<b>Rank/Title: Non-terminal Degree</b>	<b>Rank/Title: Terminal Degree with Specialization</b>
<i>Teaching</i>		
At hire	Assistant Lecturer	Assistant Teaching Professor
First promotion	Associate Lecturer	Associate Teaching Professor
Second promotion	Senior Lecturer	Teaching Professor
<i>Research</i>		
At hire	Assistant Researcher	Assistant Research Professor
First promotion	Associate Researcher	Associate Research Professor

Second promotion	Senior Researcher	Research Professor
<i>Clinical</i>		
At hire	Assistant Clinical Lecturer	Assistant Clinical Professor
First promotion	Associate Clinical Lecturer	Associate Clinical Professor
Second promotion	Senior Clinical Lecturer	Clinical Professor
<i>Other</i>		
At hire	Assistant Lecturer of Practice	Assistant Professor of Practice
First promotion	Associate Lecturer of Practice	Associate Professor of Practice
Second promotion	Senior Lecturer of Practice	Professor of Practice

- 1.4 Promoted non-tenure line faculty who received a multi-year contract and are seeking to extend their multi-year contract should submit a request to their respective department in writing with documentation of continued achievement in compliance with the established departmental expectations of excellence.
- 1.5 Experiential learning in all its forms (internships, field trips, practica, student teaching, research supervision, study abroad, immersive learning projects etc.) is and has been a hallmark of a Ball State University education. Full time non-tenure line faculty who lead these types of activities should receive appropriate consideration for their involvement in these activities in teaching but also for contributions in scholarship and service as appropriate since these activities may apply to multiple areas.
- 1.6 The Dean will evaluate and recommend approval of non-tenure line faculty promotions and multi-year contract extensions at the college level. This decision is also subject to budget availability and curricular need.
- 1.7 Vote counts shall accompany any final recommendations for promotion and multi-year contract extensions from the department to the Dean.

2. Definitions

2.1 Full time non-tenure line faculty are:

- 2.1.1 Selected to serve in specified temporary assignments on at least a semester, academic, or fiscal one-year, two-year, or three-year contractual basis;
- 2.1.2 Eligible to receive, but not entitled to expect, renewal of appointments following the expiration of their current appointments;
- 2.1.3 Given assignments which are recommended by department chairpersons or supervisors and which are in accordance with policies found in the Faculty and Professional Personnel Handbook and with the following:
  - 2.1.3.1 Non-tenure line faculty who have previously held full-time temporary assignments during each semester of three consecutive academic years or who have previously received temporary appointments of three or more contractual twelve-month assignments, may be reviewed by the Vice President and General Counsel who shall

determine whether continued appointment on a temporary basis is consistent with Equal Opportunity and Affirmative Action regulations and goals.

2.1.3.2 The Provost and Executive Vice President for Academic Affairs will approve or disapprove all such appointments before they are forwarded for further action.

2.2 Department and Departmental refers to the seventeen departments within the College. .

2.3 College and Collegiate refers to the College of Sciences and Humanities.

2.4 Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department, Dean, or Provost be reexamined. Reconsideration provides an opportunity for the candidate to clarify content of materials.

2.5 Appeal refers to the action taken by the appellant when the outcome of the department, Dean, or Provost reconsideration is the same as the original recommendation. Appeals examine the process followed and not the content of materials. An appeal may be filed without following the reconsideration process.

2.6 Working days are those days when Ball State University administrative offices are open.

2.7 Calendar days are the days which appear on a calendar, including Saturday, Sunday, and holidays. They do not relate to the Ball State academic schedule or calendar.

2.8 Scholarship is the process of attaining new knowledge, creating a new work, or re-creating/interpreting existing works, and disseminating the results. Generally this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. Scholarship can occur in four areas: discovery, integration, application, and teaching.

2.8.1 The scholarship of discovery is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.

2.8.2 The scholarship of integration makes connections across disciplines bringing together isolated knowledge from two or more disciplines or fields to create new insights and understanding.

2.8.3 The scholarship of application applies knowledge to address significant societal issues.

2.8.4 The scholarship of teaching studies the development of knowledge, skill, mind, character, and/or ability of others.

### 3. Policy for the Evaluation of Teaching

3.1 Ball State University recognizes the importance of its teaching mission. Full time teaching non-tenure line faculty members in the College will be evaluated primarily in this area. Evaluation of teaching plays a primary role in providing students with the best possible educational experience and in allowing faculty to develop to their full potential as teachers. Therefore full time non-tenure line faculty must annually evaluate their teaching by a variety of means.

3.2 Each department shall devise procedures, to be approved by its college, for regularly conducted evaluation of teaching, including student ratings. Ratings by students shall be conducted each academic year on a regular schedule that meets

university and department approved standards, suitably administered, summarized, and available for review during promotion decisions.

3.3 In addition, each full-time non-tenure line faculty member's teaching shall be evaluated annually by at least one of the following means, and all of the following means shall be available to the individual faculty member:

3.3.1 Peer review of teaching, such as classroom visitation, evaluation of syllabi, examinations and other classroom materials;

3.3.1.1 Peer review should include periodic review by tenured and tenure-track faculty and not exclusively other non-tenure line faculty members.

3.3.2 Chairperson review of teaching, such as classroom visitation, evaluation of syllabi, or evaluation of examinations;

3.3.3 Peer and/or chairperson review of the teaching portfolio.

3.4 Departments are encouraged to use as many other means of evaluation as they see fit. Examples may include evidence of significant involvement in curriculum development; significant contribution to the pedagogy of the field; personal statements describing teaching goals; extensive work with students on an arranged basis.

3.5 Annually, each department chairperson must make each full-time non-tenure line faculty member aware of the departmentally approved methods that will be used for the evaluation of teaching.

#### 4. Policy for Evaluation of Scholarship

4.1 Ball State University recognizes the importance of providing a climate in which full time non-tenure line faculty members may choose to pursue independent or collaborative scholarly activities or creative endeavors beyond their normal teaching load. This is not required of teaching non-tenure line faculty members in the College but would contribute to demonstration of excellent performance. For those non-tenure line faculty specializing in research, this would be the primary area of evaluation.

4.1.1 Departments will consider the four areas of scholarship: discovery, integration, application, and teaching in evaluation for promotion.

4.1.2 Each department shall define its own emphases and consider the appropriateness of each non-tenure line faculty member's scholarly productivity and creative endeavors.

4.1.3.1 If a non-tenure line faculty member participates in scholarship, they shall NOT be required to participate in each of the four areas of scholarship.

4.1.3 Each non-tenure line faculty member shall communicate clearly to the chairperson his or her scholarship goals and accomplishments if any, which contribute to the departmental goals and emphases.

4.1.4 Each non-tenure line faculty member shall communicate clearly to the chairperson the appropriateness of his or her means of disseminating results of scholarly productivity. The traditional methods of dissemination through refereed publications, presentations, funded grants, and other recognized professional formats currently evolving will be considered.

5. Policy for the Evaluation of Service

5.1 Ball State University recognizes the importance of providing a climate in which full time non-tenure line faculty can remain active in their professional activities and organizations and can provide service to the University, community and state. Such activities can include consulting; officer of/membership in professional organizations; officer of/membership in departmental, college, or University committees; and advising, etc.

5.1.1 Each department shall define its own emphases and the appropriateness of each full-time non-tenure line faculty member's professional citizenship and outreach activities.

5.1.2 Each full-time non-tenure line faculty member shall communicate clearly to the chairperson his or her goals and accomplishments which support the departmental goals and emphases.

5.1.3 Each full-time non-tenure line faculty member shall communicate clearly to the chairperson the appropriateness of the service and how it enhances his or her teacher/scholar role.

6. Approval of College and Department Documents

6.1 The college procedures for the promotion of full-time non-tenure line Faculty Members will be reviewed and modified as needed and reapproved by the Dean or the Dean's Designee (Associate Dean). This approved document will be forwarded to the Provost and Executive Vice-President for Academic Affairs for approval and subsequent distribution to departments.

6.2 Annually, the Chairperson of each Department should forward a copy of the department's current non-tenure line faculty promotion document to the Dean for review regarding compliance with College and University policies and approval by the College. Any department approved changes to the document for use in the following academic year should be noted in a memo. The Chairperson of the department will be consulted when additional clarification of the department document is needed. Upon College approval, department documents will be submitted by the College to the Provost and Executive Vice-President for Academic Affairs for final approval.

7. Department Non-tenure line Faculty Promotion Committee

7.1 The Department will determine the committee that will review full time non-tenure line faculty for promotion and multi-year contract extensions. Examples include: Department Promotion and Tenure Committee, Department Salary/Merit Committee, Non-tenure line Faculty Committee.

7.1.1 The committee must consist of at least 3 members which must include at least one tenured or tenure track faculty but must also include non-tenure line faculty.

7.1.2 The Department Chairperson, or designee, is an ex-officio non-voting member of the committee.

7.1.3 No full-time non-tenure line faculty member may serve as a member of the Review committee if they have requested consideration for promotion or

a multi-year contract extension.

7.1.3.1 Once an individual submits a written statement to the department chair indicating the intent to apply for promotion or multi-year contract extension, that person is considered to be a candidate and can no longer serve on the committee.

7.1.3.2 Each department shall establish a date by which the written statement must be submitted. The date must occur prior to review and prior to the election/appointment of the department review committee.

7.1.4 The departmental committee shall elect its own Chairperson, but no faculty member who has served as a regular or non-tenure line faculty member for less than one academic year at Ball State University shall be eligible to become chairperson.

## 8. Promotion and Multi-Year Contract Extension Procedures

8.1 Each Department will review those full-time non-tenure line faculty who have requested consideration for promotion or multi-year contract extension.

8.2 If the candidate is recommended for promotion or a multi-year contract extension, the Chair of the department committee and the Department Chairperson will provide the Dean with a letter of recommendation for the candidate, a copy of the candidate's vita form, and all student, peer, and chair teaching evaluations by the date established each academic year by the College. In the case of multi-year contract extensions only, the candidate's vita form may be substituted with a detailed listing of accomplishments since the last promotion or contract extension.

8.2.1 The letter of recommendation will be supported by documented and specific evidence pertinent to criteria adopted by the department, college and university including accomplishments in teaching and if appropriate, scholarship and service.

8.2.2 The letter can be signed by both the Chair of the department committee and the department Chairperson if in agreement. If the department Chairperson disagrees with the committee recommendation they will provide a separate letter.

8.2.3 The candidate should be informed of the department decision and receive a copy of the letter(s) to the Dean.

8.2.4 The department Chairperson and Chair of the Non-tenure line Faculty Promotion Committee shall meet with the candidate if requested.

8.3 If the candidate is not recommended for promotion or a multi-year contract extension, the chair of the department committee and the department Chairperson will provide the candidate with a letter describing strengths, weaknesses and suggested areas for improvement.

8.4 The Dean will review all recommendations forwarded by departments for promotion of full-time non-tenure line faculty candidates and multi-year contract extensions and make recommendations to the Provost and Executive Vice President for Academic Affairs. The Dean will also inform the candidate of the recommendation that was forwarded.

8.5 The Provost and Executive Vice President for Academic Affairs will review all



recommendations for promotion and multi-year contract extensions from the Dean. If the recommendations are not acceptable, the Provost and Executive Vice President for Academic Affairs will consult with the Dean of the College about the differences. The Provost and Executive Vice President for Academic Affairs will make recommendations to the President for all full-time non-tenure line faculty promotions and multi-year contract extensions.

## 9. Right of Reconsideration

9.1 Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department, Dean, or Provost be reexamined. Reconsideration can take place before an appeal. Reconsideration provides an opportunity for a candidate to clarify content of material. Refer to the University P&T document in the Faculty and Professional Personnel Handbook for procedures if the initial adverse recommendation has been made by the Provost.

9.2 If the initial adverse recommendation has been made by the Department Non-tenure line Faculty Promotion Committee, then the candidate may ask in writing for a reconsideration of that recommendation by the Department Committee before they proceed further. Requests must be made within ten (10) calendar days of the receipt of notification of the adverse department decision affecting them. However, an appeal may be filed without following the reconsideration process. (See section 10 of this document)

9.3 If the initial adverse recommendation has been made by the College Dean, then the candidate may ask for reconsideration at the Dean's level.

9.3.1 In the case of reconsideration, the candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the Dean's written recommendation adversely affecting them. For example, if the academic dean advises a faculty member in writing that they are recommending against promotion, the period to request reconsideration would run from the date of receipt of that communication, rather than from the date on which the Board of Trustees subsequently announces the names of non-tenure line faculty members who have been promoted. Any request for reconsideration not filed within this time limit will be denied automatically, unless the academic dean determines that good cause has existed for the delay.

9.3.2 The written request for reconsideration shall be filed in the office of the college dean.

9.3.3 After receiving a request for reconsideration, the Dean must reconsider the initial adverse recommendation. The Dean must meet with the candidate if they request. The candidate may provide an oral presentation of the request for promotion. No additional materials may be introduced or added to the documents or the process.

9.3.4 After reconsidering the candidate's request for reconsideration, the Dean will inform the candidate of their decision.

9.3.5 The candidate's materials for promotion shall be held in the collegiate office and shall not be forwarded to the Provost and Executive Vice-President for Academic Affairs until all requests for reconsideration have been exhausted.

10. College Appeals Policies and Procedures
  - 10.1 Full-time non-tenure line faculty may appeal promotion and multi-year contract extension decisions at the department level that adversely affect them to the academic dean in writing within ten (10) calendar days of the notification of the adverse decision. Appeal refers to actions taken by the appellant when the outcome of the department, Dean or Provost reconsideration is the same as the original recommendation. Appeals examine the process not the content. An appeal may be filed without following the reconsideration process. Please contact the Dean's Office if you have questions related to the College Appeal Process. Refer to the University P&T document in the Faculty and Professional Personnel Handbook for procedures if the initial adverse recommendation has been made by the Dean or the Provost.
  - 10.2 Appeals of department decisions regarding promotion and multi-year contract extensions will be based upon
    - 10.2.1 Allegation of violation of approved departmental, collegiate, and/or University Policies;
    - 10.2.2 Allegation of unfair treatment on the part of the decision makers;
    - 10.2.3 Allegation of discriminatory treatment on the part of the decision makers.
  - 10.3 In all cases, the appellant has the burden of proving his or her allegations.
  - 10.4 The academic dean is responsible for preparing an appeal file that will consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the response and any other materials submitted by the Department Committee or Department Chair. The appeal file will be forwarded to the chairperson of the hearing panel who will make certain that it is made available to all parties to the hearing.
    - 10.4.1 The academic dean will assist the chairperson on the hearing panel in arranging the hearing at the collegiate level.
    - 10.4.2 The College Committee must hold the hearing within thirty (30) calendar days of its receipt of the request for the hearing. Days outside the regular academic year will not be counted in the thirty-day computation. The chairperson of the College Appeal Committee may, with good cause, extend the thirty-day deadline.
  - 10.5 The Appeals Committee Chairperson will review the appeals documents and those that fail to specify any of these criteria will be returned immediately to the appellant for review and resubmission. The appellant must resubmit or withdraw the appeal within five (5) working days from the date of notification by the Appeals Committee Chairperson. Upon resubmission the Appeals Committee Chairperson will form an appeal panel to hear the appeal.
  - 10.6 Persons who will be involved in an appeal hearing:
    - 10.6.1 The appellant who has the prerogative of being accompanied by a full-time regular or non-tenure line Ball State faculty or professional personnel member to serve as faculty colleague for the appellant and/or a recording secretary;

- 10.6.2 The Department Chairperson and the Department Non-tenure line Faculty Promotion Committee Chairperson (unless the Chairperson of the Appeals Committee appoints a different individual or individuals to represent the department) who would present the case for the department including such material as minutes of promotion meetings involving the appellant;
- 10.6.3 Witnesses who may be called by the appellant, the department and/or the chairperson of the appeal panel. Each witness will be present at the appeal hearing only during his or her testimony;
- 10.6.4 The Dean or the Dean's designee who will be an ex-officio non-voting attendant at the hearing;
- 10.6.5 The appeal panel who will hear the appeal.
- 10.7 Persons who will serve on the appeal panel:
  - 10.7.1 The Chairperson of the Appeals Committee, a non-tenure line faculty member selected by the Dean or the Dean's designee (Associate Dean), who will chair the appeal panel;
  - 10.7.2 Four additional non-tenure line faculty members who will be appointed by the chairperson of the Appeals Committee. Appointed members must be from four departments other than that of the appellant. The chairperson of the appeal panel will appoint one member of the appeal panel as the panel's recording secretary.
- 10.8 Appeals will be conducted only when all members of an appeal panel are present.
- 10.9 Preparation for and conduct of the appeal hearing:
  - 10.9.1 At least five (5) working days prior to the date of the hearing, the appellant must submit a written statement clearly detailing the basis (bases) of the appeal along with copies of all pertinent related documents to the chairperson of the appeal panel;
  - 10.9.2 At least five (5) working days prior to the date of the hearing, the appellant's department (department chairperson and/or chairperson of the Non-tenure line Faculty Promotion Committee) must submit a written statement clearly detailing responses by previous committees that have reviewed the request/reconsideration for promotion along with copies of all pertinent related documents to the chairperson of the appeal panel;
  - 10.9.3 At least (5) working days prior to the date of the hearing, both the appellant and the departmental representatives must submit a list of witnesses (if applicable) to the chairperson of the appeal panel;
  - 10.9.4 The materials listed above in Sections 10.9.1, 10.9.2 and 10.9.3 will be distributed for review to all parties participating in the hearing, excluding witnesses, at least three working days prior to the hearing;
  - 10.9.5 The Chairperson of the appeal panel will open the hearing by outlining the procedure to all participants;
  - 10.9.6 The procedure will include the following steps:
    - 10.9.6.1 The appeal panel and the academic dean or a designee (Associate Dean) will have reviewed all materials previously submitted;

- 10.9.6.2 The appellant and faculty colleague will make a presentation not to exceed thirty (30) minutes (the time used by witnesses will be included within the thirty (30) minutes);
  - 10.9.6.3 At the close of the appellant's time period, members of the appeal panel may question the appellant and witnesses;
  - 10.9.6.4 After the panel's questions have been answered, the departmental representatives may give a rebuttal not to exceed five (5) minutes;
  - 10.9.6.5 Following the rebuttal, members of the appeal panel may ask questions;
  - 10.9.6.6 The departmental representatives will make a presentation not to exceed thirty (30) minutes (the time used by witnesses will be included within the thirty (30) minutes);
  - 10.9.6.7 At the close of the department's time period, members of the appeal panel may question the departmental representatives and witnesses;
  - 10.9.6.8 After the panel's questions have been answered, the appellant may give a rebuttal not to exceed five (5) minutes;
  - 10.9.6.9 Following the rebuttal, members of the appeal panel may ask questions;
  - 10.9.6.10 The Chairperson of the appeal panel will ask both parties if they believe the hearing was conducted fairly (responses will be recorded in the minutes of the hearing);
  - 10.9.6.11 The Chairperson of the appeal panel may extend the time limitations with the approval of the majority of the panel.
- 10.10 The Chairperson of the appeal panel shall call a separate meeting of the appeal panel only to deliberate the appeal. Before the final decision, both the appeal panel and the Dean, or the Dean's designee, may request a meeting with each other. Decisions will be made by anonymous written ballot and will require a simple majority. The chairperson of the appeal panel will orally notify the appellant, the department, and the Dean's Office of the decision and within 20 days of the hearing will provide written confirmation to the parties with copies provided to the proper College and University officials for appropriate action. When the appeal panel upholds an appeal, it must specify a remedy for the situation or specify a recommended course of action to the appropriate parties.