Contract Faculty Titles and Promotions Calendar and Procedures

AY 2019-2020

Per the Faculty and Professional Personnel Handbook [FPPH], Contract faculty members have their titles assigned based on the criteria listed in the titles and promotions chart and may be eligible to apply for the appropriate promotion level based on demonstration of excellence in their area of specialization.

Contract faculty may be eligible to apply for a first promotion no earlier than the seventh (7th) year of full-time service. Contract faculty are eligible to apply for a second promotion no earlier than five (5) years of service after their first promotion. Years of full-time service do not need to be continuous.

- Salary increments may be awarded at each promotion along with a three-year contract and a five-year contract, respectively. At this time, these extended contracts are not offered beyond the initial multi-year contracts.
- Contract faculty who received the first promotion during the initiation year (2017-12/31/2018) and have served twelve (12) or more years may apply for second promotion after three (3) years.
- Departments determine their own policies, procedures, and expectations for excellence for promotion of contract faculty. The document is included in the department’s contract faculty merit document. The document must be approved by the University Faculty Salary and Benefits Committee.
- All promotion decisions are handled at the department level and approved by the College Dean, the Provost and Executive Vice President for Academic Affairs, Office of the President, and the Board of Trustees.
- Decisions on promotions are a separate process from and will have no bearing on the annual review of contract faculty performance and decisions about contract renewals.
- See the FPPH for guidelines for appeal of promotion/title decisions.
- Any appeals must be resolved by the deadline for second level promotions. No consideration will be given to candidates whose materials are received in the Provost’s Office after that date.
- Contract faculty who held the title of Assistant Professor prior to August 18, 2017 and have elected to maintain the title of Assistant Professor have negated their ability to be promoted.

CONTRACT FACULTY PROMOTIONS CALENDAR

The following are due to the Provost by the end of business:

- Contract Faculty Promotion documents (revisions for approval) No later than Oct. 1, 2019
- Revised Unit & College Contract Faculty Promotion Documents No later than Sept. 30, 2019
- Documents for first level promotion No later than Nov. 11, 2019
- Documents for second level promotion No later than Dec. 9, 2019
- No consideration will be given to candidates whose materials are received after Dec. 9, 2019
UNIT & COLLEGE RESPONSIBILITIES REGARDING DOCUMENTS

1. Units **WILL NOT** be considered to have an approved Contract Faculty and Promotion document unless their document was previously signed by the Provost. No promotions will be granted unless there is an approved document on file. Please check your records carefully. Questions should be directed to the Provost’s Office.

2. Units submitting revisions to a previously approved document should indicate changes in a cover memo.

3. Units with an approved document (see item #1) and no revisions to the document, must notify Angie Zahner via memo that there are no changes for the academic year.

RESPONSIBILITIES OF THE UNIT HEAD (DEPARTMENT, SCHOOL, OR CENTER)

1. The Unit Head is to provide a letter of recommendation **for each** contract faculty member going up for promotion. Letters MUST include the faculty member’s name, role in the unit, years of service, years at rank/title, and justification for promotion. Eligibility is based on years of service; however, promotions are based on demonstration of excellence beyond the regular performance expectations in the area of specialization.

2. Unit Head must include the Candidate’s CV.

3. Unit Head may include in the letter of recommendation any relevant information from promotion committees (per the unit’s process).

4. If a contract faculty member was denied promotion at the unit or college level, it is expected that the unit head will communicate verbally and in writing reasons for the denial to the contract faculty member.

5. Unit promotion decisions must be sent forward to the dean and Provost.

RESPONSIBILITIES OF THE COLLEGE DEAN

1. The College Dean sends forward a list of all recommended promotions within the college, per the calendar.

2. The College Dean must indicate support or lack thereof for each candidate in a cover letter. Individual letters of support for candidates are welcome, but not required.
### TITLES AND PROMOTION CHART

<table>
<thead>
<tr>
<th>Specialization/Timing</th>
<th>Rank/Title: Non-terminal Degree</th>
<th>Rank/Title: Terminal Degree with Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At hire</td>
<td>Assistant Lecturer</td>
<td>Assistant Teaching Professor</td>
</tr>
<tr>
<td>First promotion</td>
<td>Associate Lecturer</td>
<td>Associate Teaching Professor</td>
</tr>
<tr>
<td>Second promotion</td>
<td>Senior Lecturer</td>
<td>Teaching Professor</td>
</tr>
<tr>
<td><strong>Research</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At hire</td>
<td>Assistant Researcher</td>
<td>Assistant Research Professor</td>
</tr>
<tr>
<td>First promotion</td>
<td>Associate Researcher</td>
<td>Associate Research Professor</td>
</tr>
<tr>
<td>Second promotion</td>
<td>Senior Researcher</td>
<td>Research Professor</td>
</tr>
<tr>
<td><strong>Clinical</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At hire</td>
<td>Assistant Clinical Lecturer</td>
<td>Assistant Clinical Professor</td>
</tr>
<tr>
<td>First promotion</td>
<td>Associate Clinical Lecturer</td>
<td>Associate Clinical Professor</td>
</tr>
<tr>
<td>Second promotion</td>
<td>Senior Clinical Lecturer</td>
<td>Clinical Professor</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At hire</td>
<td>Assistant Lecturer of Practice</td>
<td>Assistant Professor of Practice</td>
</tr>
<tr>
<td>First promotion</td>
<td>Associate Lecturer of Practice</td>
<td>Associate Professor of Practice</td>
</tr>
<tr>
<td>Second promotion</td>
<td>Senior Lecturer of Practice</td>
<td>Professor of Practice</td>
</tr>
</tbody>
</table>

Revised May 7, 2019