

Contract Faculty and Regular Faculty Designation Change Proposal

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PREAMBLE

Ball State University is committed to all faculty that aspire to teach and prepare the next generation of the workforce. Ball State University faculty are currently designated in the Faculty and Professional Handbook as Regular, Contract, Lecturer, Lecturer Emeritus, Visiting, Adjunct, Endowed Chair, and Distinguished. We will demonstrate below that these some of names do not properly reflect the nature of the relationship of the faculty with Ball State. In particular, using the term “regular” to describe faculty on the tenure-line implies that the other faculty in the list are “irregular” in some fashion.

Many contract faculty are specialized in specific areas within the university and it is common for contract faculty to work at Ball State University for many years. Therefore, the name “contract” does not fully describe the range of responsibilities of these faculty members nor reflect the often “non-temporary” nature of their employment with the university. Some data that support this contention include:

- in the 2015-2016 academic year, Ball State employed 1,017 faculty with 351 being talented and committed contract faculty.
- Forty percent (40%) of Ball State University’s contract faculty have worked for the university for seven (7) or more years; nine percent (9%) have dedicated 20 plus years of service.

We propose that the designations of the types of “regular” and “contract” faculty in the Faculty and Professional Handbook be changed to “tenure-line” faculty and “non-tenure-line” faculty to better reflect the characteristics of the relationship of non-tenure-line faculty to the Ball State community.

FACULTY DESIGNATION CHANGE RECOMMENDATION

First, the designation of “regular” faculty shall be changed in the Faculty and Professional Handbook to “tenure-line” faculty. This will better describe the group of faculty covered by this designation. It will also eliminate the implication that other faculty at Ball State are irregular. Second, the designation of “contract” faculty shall be changed in the Faculty and Professional Handbook to “non-tenure-line” faculty. Third, the remaining faculty designations in the handbook will remain unchanged as they currently do a reasonable job in describing the faculty in these positions.

We have provided an edited section of the current Faculty and Professional Handbook below to illustrate what we have in mind.

16. APPOINTMENT CLASSIFICATION STATUS

Ball State University classifies those employees who are non-staff or non-service personnel as follows:

16.1. FACULTY

16.1.1. TENURE-LINE FACULTY

Full-time tenure-line faculty appointed to serve in full-time assignments are:

16.1.1.1. Tenured or eligible for tenure upon the completion of all general requirements as stated in approved departmental, collegiate, and University policies and all specific requirements as stated in letter of appointment;

16.1.1.2. Eligible for all privileges extended by the University to tenure-line full-time faculty, including employee benefit programs as described in the Benefits Handbook;

16.1.1.3. Eligible for full participation in the affairs of the total University, of its component institutions (e.g., University Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;

16.1.1.4. Eligible for academic promotion in accordance with departmental, collegiate, and University policies;

16.1.1.5. 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.

16.1.2. NON-TENURE-LINE FACULTY

non-tenure-line faculty are²:

16.1.2.1. Selected to serve in specified temporary assignments on at least a semester, academic, or fiscal one-year, two-year, or three-year contractual basis;

16.1.2.2. Eligible to receive, but not entitled to expect, renewal of appointments following the expiration of their current appointments;

16.1.2.3. 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:

16.1.2.3.1. 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.

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

16.1.2.4. Non-tenure-line faculty may be appointed to:

16.1.2.4.1. Hold teaching or other assignments which are deemed necessary but which cannot be staffed by tenure-line faculty. Such assignments could result from unexpected or fluctuating enrollments, experimental projects or classes, or similar assignments occasioned by the exigencies of normal operation;

16.1.2.4.2. Replace tenure-line faculty on leave or for reasons of resignation, dismissal, illness, or death;

16.1.2.4.3. Teach workshops, practica, and similar special courses and serve staffing needs in new programs which are experimental in nature;

16.1.2.4.4. Teach, engage, or assist in research, or perform other duties in special short-term programs supported by special funding (programs extending beyond one academic year would require appointments to be extended);

16.1.2.4.5. Serve in special assignments approved by the Provost and Executive Vice President for Academic Affairs;

16.1.2.5. Non-tenure-line Faculty may

16.1.2.5.1. Be recommended for higher salary and/or rank when new contracts are arranged;

16.1.2.5.2. Be recommended for tenure-line full-time appointments if qualified and if such vacancies exist;

16.1.2.5.3. Participate in the departmental or area governance system with voting rights, by invitation of a majority of the tenure-line members of the unit, with the exception of the promotion and tenure committees.³

16.1.2.5.4. Participate in University travel assistance for professional meetings (eligibility as defined in 16.1.2.6.1.1).

16.1.2.6. Non-tenure-line full-time faculty appointed to serve in full-time assignments are:

16.1.2.6.1. Eligible to participate in the employee benefit programs of the University as stated in the Benefits Handbook.⁴

16.1.2.6.1.1. For purposes of participating in the programs as stated in the Benefits Handbook, non-tenure-line full-time faculty must be employed for a full academic year or a full fiscal year;

16.1.2.6.1.2. Non-tenure-line full-time faculty who do not meet the criteria in Paragraph 16.1.2.6.1.1 are not eligible for employee benefit programs as stated in the Benefits Handbook, except sick leave as described in the Faculty and Professional Personnel Handbook.

16.1.2.6.2. Eligible for full participation in the affairs of the total University, of its component institutions (e.g., University Senate and its councils and committees), and of its departments and administrative units in accordance with University Policy; In case of conflict between this section and 16.1.2.5.3, section 16.1.2.5.3 shall control.⁵

16.1.2.7. Non-tenure-line part-time faculty assigned for at least half-time for a full academic year or assigned for at least half-time for a full fiscal year are:⁶

16.1.2.7.1. Eligible to participate in the employee benefit programs as described in the Benefits Handbook.⁷

16.1.2.7.2. Non-tenure-line part-time faculty who do not meet the criteria in Paragraph 16.1.2.6.1.1 are not eligible for employee benefit programs.

16.1.2.8. Each department employing non-tenure-line faculty members shall evaluate them annually, using a policy approved by the department which has been submitted to and approved by the dean and by the Provost and Executive Vice President for Academic Affairs and kept on file in the Office of the Provost and Executive Vice President for Academic Affairs. A copy of the evaluation policy and procedures shall be given to each non-tenure-line faculty member at the time he or she is appointed.⁸

16.1.2.8.1. The policy shall outline the purpose(s) of the evaluation (renewal, merit, status, etc.).

16.1.2.8.2. The policy shall outline a process by which the non-tenure-line faculty member may appeal the evaluation.

16.1.3. NON-TENURE-LINE FACULTY TITLES AND PROMOTIONS

16.1.3.1. Non-tenure-line faculty members currently employed by Ball State may have their titles reassigned 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.

16.1.3.1.1. Non-tenure-line faculty may be eligible to apply for a first promotion no earlier than the seventh (7th) year of full-time service.

16.1.3.1.2. Non-tenure-line faculty are eligible to apply for a second promotion no earlier than five (5) years of service after their first promotion.

16.1.3.1.3. Years of full-time service do not need to be continuous.

16.1.3.1.4. Salary increments may be awarded at each promotion along with a three-year contract and a five-year contract, respectively.

16.1.3.2. Documentation of excellence may vary depending on the area of specialization.

16.1.3.2.1. Departments will create their own policies, procedures, and expectations for excellence for promotion of non-tenure-line faculty.

16.1.3.2.2. The document will be included in the department's non-tenure-line faculty merit document.

16.1.3.2.3. The document must be approved by the University Faculty Salary and Benefits Committee.

16.1.3.3. All promotion decisions will be 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.

16.1.3.3.1. Decisions on promotions are a separate process from and will have no bearing on the annual review of non-tenure-line faculty performance and decisions about contract renewals.

16.1.3.4. Appeals

16.1.3.4.1. The first line of appeal for a negative promotion decision should be heard by an ad hoc committee comprised of non-tenure-line faculty members from that college and a representative of the dean's office.

16.1.3.4.2. The second line of appeal should be heard by the University Non-Tenure-Line Faculty Affairs Committee and a representative of the Provost's Office.

16.1.3.5. Implementation

16.1.3.5.1. The policy begins Fall Semester 2017.

16.1.3.5.2. Non-tenure-line faculty currently employed by Ball State University will have their titles reassigned based on the criteria of the Titles and Promotion chart.

16.1.3.5.3. Non-tenure-line faculty will be eligible to apply for the appropriate promotion level based on the faculty member's documented demonstration of excellence and requisite number of years of service.

16.1.3.5.4. During the initiation year for titles and promotion, a department committee holds the discretion of awarding titles to non-tenure-line faculty who have shown excellence with meritorious ratings and have been employed by Ball State University a minimum of seven (7) years to the first promotion according to the Titles and Promotion Chart.

16.1.3.5.5. During the initiation year for titles and promotion, a department committee holds the discretion of awarding titles to non-tenure-line faculty who have shown excellence with meritorious ratings and have been employed by Ball State University for a minimum of twelve (12) years to the second promotion according to the Titles and Promotion Chart.

16.1.3.5.6. Non-tenure-line faculty who received the first promotion during the initiation year and have served twelve (12) or more years may apply for the second promotion after three (3) years.

16.1.3.5.7. Non-tenure-line faculty who hold the title of Assistant Professor prior to August 18, 2017, may elect to maintain the title of Assistant Professor but will negate their ability to be promoted.

16.1.3.5.7.1. Final decisions on maintaining the title or moving to the promotable titles must be made within the 2017-2018 Academic Year.

16.1.4. OTHER RANKS

16.1.4.1. LECTURER

The title Lecturer may be used for persons employed as non-tenure-line full-time or part-time faculty who are uniquely qualified to serve the University. The person recommended to be a lecturer must be approved by the academic department and

recommended through the usual channels. Lecturers are not eligible for tenure or for membership in the Senate. This title should not be used for persons who qualify for employment as tenure-line faculty personnel as defined in 16.1.1.

16.1.4.2. LECTURER EMERITUS⁹

A department may recommend that the designation of Lecturer Emeritus be awarded to an outstanding person who has served the University for an extended period of time as a non-tenure-line faculty member when that individual reaches the end of his or her assignment to Ball State University.

Such recommendation will proceed as follows: departmental committee and chairperson of the department; college committee and dean of the college; Provost and Executive Vice President for Academic Affairs; President; and Board of Trustees.

16.1.4.3. VISITING PROFESSOR

The title Visiting Professor may be used for persons holding rank in another institution who are temporarily employed at this University. The person recommended to be a visiting professor must be approved by the academic department and recommended through the usual channels. Visiting professors are not eligible for tenure or for membership in the Senate.

16.1.4.4. ADJUNCT PROFESSOR

The title Adjunct Professor is used for persons who by their professional cooperation significantly assist the University in its academic programs, regardless of the fraction of load assigned and, in most cases, without remuneration. The person recommended to be an Adjunct Professor must be approved by the academic department and recommended through the usual channels. Adjunct faculty are not eligible for tenure or for membership in the University Senate.

16.1.4.5. ENDOWED CHAIR

The appointee to an endowed chair will be selected by observing the regular procedures of "unusual appointment" of faculty personnel. In addition, the appointee will be approved by a majority of the tenure-line faculty on tenure of the

department which will be served. The usual rules on tenure will apply to the individual.

16.1.4.6. DISTINGUISHED PROFESSORSHIP

16.1.4.6.1. To merit appointment as a distinguished professor, a person shall be one whose accomplishments are extraordinary in that area of competence; one who is generally recognized by members of the same discipline to be outstanding for teaching, writing, research, or meritorious achievement in appropriate fields of service. In any event, the individual shall have attained the distinguished reputation prior to appointment rather than simply to have shown promise of unusual success.

16.1.4.6.2. Current members of the University faculty may be eligible for appointment to the position of distinguished professor. Former distinguished professors may be eligible for tenure-line faculty appointments.

16.1.4.6.3. The candidate for a distinguished professorship must be approved by a majority of the tenure-line faculty on tenure of the department which will be served. Following such approval, the regular procedures for appointment of faculty personnel shall be observed, i.e., recommendations are channeled through the department chairperson, college dean, the Provost and Executive Vice President for Academic Affairs, appropriate promotion and tenure committees, and the President of the University before being submitted to the Board of Trustees for action. The usual rules for tenure will apply to the individual.

16.1.4.6.4. Salary

16.1.4.6.4.1. The salary of a distinguished professor is to be no more than 50% above the salary of the highest paid tenure-line faculty member.

16.1.4.6.4.2. Funds and/or accumulation of income from funds donated for the establishment and maintenance of a distinguished professorship shall normally pay at least one-third of the salary of the appointee to that position.