

## FAQ's Regarding Promotion of Non-Tenure Track Faculty

- Will a candidate be allowed to go up for Associate in the Special Review period and get a pay bump, then go up for Full in the Fall and get another pay bump the next year?
  - If a candidate has served enough years to be eligible to go up for Full, they will be considered for Full. If they are not determined to be qualified for Full, they will be considered for Associate.
  
- If a candidate does not receive a promotion to Full, can they go up again the next year?
  - As with the tenure track policy, as long as a candidate has the requisite number of years in service, they can choose to go up as often as they want to reach the level of Full.
  
- Will there be pay raises with the promotions?
  - President Bardo says yes. He and the Provost will work out the financing. Amounts are still TBD.
  - It is anticipated that the pay for Full will be more than Associate, but the differential has yet to be determined.
  
- How long will it take to implement?
  - Pending approval by the Faculty Senate at the end of November, it will then go to PET. President Bardo says the administration has been looking forward to this policy proposal for some time. He expects one meeting of the PET will be needed. This would allow for the Special Review period to take place in the Spring 2018. Timeline:
    - Submission of files due by: March 2
    - Dept review deadline: March 30
    - Dean's Review deadline: April 27
    - Provost's Review deadline: May 25
    - Final notification with new appointment: June 10
  
- What will the composition of the special review committees be?
  - The only required committee for the special review is at the department level. Candidates for Associate should be evaluated by tenured faculty with rank of Associate Professor or Full Professor; candidates for Teaching Professor/Clinical Professor/Senior Educator should be evaluated by tenured faculty with rank of Full Professor. The Chair will also review the applications and make recommendations.
  - This will be followed by the Dean's review and recommendation, and a review by the Provost/Senior Vice President. In such cases where additional consultation is deemed desirable, the Dean or Provost/Senior Vice President may convene the college/school/University Libraries or University-level committee to effect an *ad hoc* promotion review panel.

- The Provost/Senior Vice President shall convey the recommendations to the President who shall review the recommendations and make the final decision and notify the individual in writing of the final decision.
- What will the composition of the non-tenure track promotion committees be during the normal cycle that follows the special review period?
  - Department level must have committee of at least 3 members with 1 non-tenure track, and 1 tenure track. This committee may consist of the same members as for a tenure-track review, with the addition of a non-tenure track member.
  - College level must have committee with at least 1 non-tenure track and 1 tenure track member. This committee may consist of the same members as for a tenure-track review, with the addition of a non-tenure track member.
  - University level will be the same membership as for the tenure-track review with the exception that the two *tenured* at-large members will be replaced with two *non-tenure track* at-large members.
- What guidelines will be used to determine if criteria are met for promotion?
  - Decisions will be based on role statement/contract responsibilities.
- What is a role statement?
  - This is a description of role responsibilities established by the Chair and faculty member.
- What will the primary dossier template look like?
  - It will be the same as the current one for tenure-track faculty except that the research section will note that this section should only apply if a candidate's role expectations include research. If there are research items to be included, these are allowed, but not required (unless included in role description/contract responsibilities).
- Will supporting material (secondary dossier) be required in the special review process?
  - Yes (with recognition that some materials may not be available)
- During the regular cycle of review?
  - Yes
- What counts for employment for 5 or 11 years?
  - Continual annual contracts, or previous semester contracts with a full time load as long as the employee is now on an annual contract.
- If you come in with some years of professional service, does that count toward your years to promotion?
  - It can. It will be considered as an exception with "careful documentation based upon an adequate rationale." This would need to be negotiated with the Chair and/or Dean. This is equivalent to the negotiations that take place for tenure-

track faculty when they are hired, except that this option was not available to negotiate upon the time of their hire for the non-tenure track faculty.

- What if I like my title as it is?
  - The university system allows for employees to have ‘vanity titles’, so if you prefer to keep the title of instructor or lecturer instead of educator, you could still do this. Your “level” (same as “rank” for tenured faculty) is determined by the promotion policy, but not your title label.
  
- How is the terminal degree determined for any given field?
  - This is a department / program level determination.
  
- How does UNISCOPE language, with reference to “Scholarship”, impact this proposal?
  - Uniscope refers to “scholarship” of teaching, research and service uniformly, with the explanation that activities in all three of these areas should be considered scholarship. This is not a traditional understanding that equates scholarship with research, but a broader understanding recognizing that teaching has both education and application functions that are valued in the model.
  - The annual FAR forms will maintain the traditional language, but include new boxes for each section (teaching, research, service) that allow faculty members to highlight the uniscope elements of their work.
  
- Will the current template for the primary dossier follow the Uniscope model?
  - There are steps being taken to align the dossier with the new model, but all candidates should be free to use Uniscope language in describing their work as it fits with the promotion guidelines of their departments/colleges. Education and Engineering have completed their Uniscope revisions, LAS and Fine Arts will be done by the end of the year, and Business and Health Professions will finish at the end of 2019.