

Policies of the University of North Texas	Chapter 6
06.005 Non-Tenure Track Faculty Reappointment, Promotion, and Reduced Appointments	Faculty Affairs

Policy Statement. UNT is committed to recognizing and rewarding faculty members in the non-tenure track ranks whose work demonstrates sustained excellence in teaching, research, and service through the reappointment and promotion process.

Application of Policy. UNT non-tenure track faculty members

1. **Faculty Member.** For the purposes of this policy, “faculty member” means a person employed by UNT as a member of the university's faculty, whose duties include teaching, research, or the performance of professional services, including professional librarians. The term does not include a person who holds faculty rank but who spends the majority of time engaged in managerial or supervisory activities (for example the provost, dean, unit administrator, or person in an associate or assistant academic administrator position), or a student who teaches as part of an educational program.
2. **Full-time Faculty Member.** A “full-time faculty member” is a faculty member that works a 100% workload in time and effort.
3. **Non-Tenure Track Faculty.** “Non-tenure track faculty” means faculty members with a non-tenure track appointment.
4. **Non-Tenure Track Appointment.** A non-tenure track appointment is an appointment of a fixed duration, in which the individual is part of the faculty of a unit. Such an appointment is not eligible for tenure and may be for a partial semester, a semester, an academic year, or for multiple years as fits the needs of the institution. Non-tenure track appointment titles are available on the provost’s office website.
5. **Part-time Faculty Member.** A “part-time faculty member” is a faculty member that works less than a 100% workload in time and effort.
6. **Unit.** “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.
7. **Unit Administrator.** “Unit administrator” means the person responsible for the unit.
8. **University Information Form.** “University information form” means the form used to request faculty promotions. This form is also known as the VPAA-174.

Procedures and Responsibilities.

- I. **General Guidelines for Review.** The guidelines for the reappointment and promotion of non-tenure track faculty apply to all academic units. This section serves as a guide for processing promotion documents. Promotion personnel actions are facilitated electronically through the university's faculty information system (FIS).
 - A. **Unit Criteria.** The unit administrator in collaboration with the full-time faculty of each unit, will develop clearly written criteria and procedures for reappointment and promotion of non-tenure track faculty. The unit's procedures must be consistent with those of the college and the university. The dean and provost must approve all performance criteria and procedures. The dean will make these criteria and procedures publicly available and provide them to each faculty member at the time of appointment. The unit administrator and dean are responsible for ensuring that these guidelines are followed.
 - B. **Annual Review.** Each unit must review annually all full-time non-tenure track faculty and provide a written evaluation on the areas of assigned workload. The review must be in accordance with UNT Policies 06.007, Annual Review; 06.035, Academic Freedom and Academic Responsibility; and 06.027, Academic Workload.
 - C. **Length of Appointment and Reappointment for Lecturers.** Lecturers may be appointed to an initial term of up to three (3) years, and senior and principal lecturers for up to five (5) years. Multi-year appointments are reviewed annually for continued employment and are subject to non-renewal at the sole discretion of the university at the end of each year. Notification of intention not to renew a multi-year appointment will be provided upon completion of the annual review process or no later than the first business day two (2) months prior to the completion of the contract term.
 - D. **Length of Appointment and Reappointment for Clinical Faculty and Professors of Practice.** Clinical assistant professors and assistant professors of practice may be appointed to an initial term of up to three (3) years, and clinical associate professors, clinical professors, associate professors of practice, and professors of practice up to five (5) years. Multi-year appointments are reviewed annually for continued employment and are subject to non-renewal at the sole discretion of the university at the end of each year. Notification of intention not to renew a multi-year appointment will be provided upon completion of the annual review process or no later than the first business day two (2) months prior to the completion of the contract term.
 - E. **Length of Appointment and Reappointment for Research Faculty.** Research faculty appointment percentages are based on grant support. The Office of Academic Resources will review research appointments annually to verify continued grant support.

F. Length of Appointment and Reappointment for Instructors. Appointment for faculty in instructor positions are one-year in duration to allow the candidate to complete all requirements for the terminal degree. Time in rank as instructor does not count toward the probationary period for tenure. The probationary period for tenure begins in the fall semester following completion of all requirements for the terminal degree.

1. Review of Faculty in the Instructor Rank.

- a. An instructor generally may have a maximum of two (2) years to complete all requirements for the doctorate or terminal degree.
- b. Time in rank as instructor does not count toward the probationary period. The probationary period begins in the fall semester following completion of all requirements for the doctorate or terminal degree.
- c. An instructor will undergo annual performance reviews using the same criteria and expectations for assistant professor.

Responsible Party: Unit administrator, dean, provost, Office of Academic Resources

II. Review Committees. Units will establish review committees for the purpose of considering the reappointment and promotion of non-tenure track faculty.

- A. Composition. The committee must consist of no fewer than five (5) and no more than all eligible faculty members within the unit. Tenure-track and non-tenure track faculty may serve on review committees. Non-tenured faculty must have a higher rank than the faculty member whose promotion action is being considered to participate in promotion deliberations. Non-tenured faculty of equal rank or above can participate in reappointment actions.
- B. Request for Committee Member Exclusion. Non-tenured promotion candidates have the right to request, in writing to the dean, that certain individuals be excluded from service as reviewers whom they believe are not able to provide a fair and unbiased assessment, along with the reasons for the requested exclusion. The dean, in consultation with the unit review committee chair and unit administrator, will make the final decision.

Responsible Party: Faculty, unit administrator, dean

III. Criteria for Promotion of Non-Tenure Track Faculty. Non-tenure track faculty members have primary responsibilities related to their workload assignment. Candidates must demonstrate a professional commitment to sustained productivity as appropriate to the particular appointment, as well as a commitment to the mission of UNT. Candidates may be reviewed early for promotion based on exceptional productivity in their assigned workload.

- G. Eligibility and Criteria for Promotion from Lecturer to Senior Lecturer. The candidate must have served at least three (3) consecutive years in the rank of lecturer or have equivalent prior teaching experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching and service. Promotion to the rank of senior lecturer requires evidence of excellence in the domain of teaching and sustained effectiveness in the domain of service. Excellence or extraordinary quality in any one domain does not compensate for lack of sustained effectiveness in other domains.
- H. Eligibility and Criteria for Promotion from Assistant Clinical Professor to Associate Clinical Professor, Assistant Professor of Practice to Associate Professor of Practice, or Assistant Research Professor to Associate Research Professor. The candidate must have served at least three (3) consecutive years in the rank of assistant clinical professor, assistant professor of practice, assistant research professor, or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for the domains of assigned workload. Promotion to the rank of associate clinical professor, associate professor of practice, or associate research professor requires evidence of excellence in the primary domain of responsibility and sustained effectiveness in other workload assignments (if applicable). Excellence or extraordinary quality in one domain does not compensate for lack of sustained effectiveness in other domains.
- I. Eligibility and Criteria for Promotion from Senior Lecturer to Principal Lecturer. The candidate must have at least five (5) consecutive years of college-level teaching experience including at least three (3) years at the senior lecturer rank and/or the equivalent professional teaching experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching and service. Promotion to the rank of principal lecturer requires evidence of sustained excellence in the domains of teaching and service. Excellence or extraordinary quality in any one domain does not compensate for lack of sustained excellence in the other domain.
- J. Eligibility and Criteria for Promotion from Associate Clinical Faculty to Clinical Professor, Associate Professor of Practice to Professor of Practice, or Associate Research Professor to Research Professor. The candidate must have served at least five (5) consecutive years in college-level clinical, professional, or practicum assignments, including at least three (3) years at the associate clinical professor, associate professor of practice, or associate research professor ranks, or have equivalent prior relevant experience. Promotion to the rank of clinical professor, professor of practice, or research professor requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments (if applicable). Excellence or extraordinary quality in any one domain does not compensate for lack of sustained excellence in the other domain.

Responsible Party: Faculty, unit administrator, dean

IV. Promotion Process. This policy section serves as a guide for the processing of promotion documents. The Office of Academic Administration oversees the FIS and sets the deadlines for the annual promotion cycle. The candidate and the unit administrator bear the primary responsibility for preparing the FIS dossier. All parties in the process share the responsibility of meeting specified promotion deadlines.

A. The Dossier. Consideration for promotion involves review of an official dossier. Units may require supplemental materials (above the university standard) be included in the dossier. The unit administrator and dean must identify these materials in writing and make them publicly available to the unit or college, as applicable. The Office of Academic Administration will inform candidates of the review timeline approximately six (6) months in advance of the deadline for submission deadline. The official dossier for promotion must contain:

1. Complete, current CV (provided by the candidate): The candidate provides a CV that is formatted as specified by the unit.
2. Self-evaluation, personal narrative (provided by the candidate): The candidate's opportunity to evaluate and put into context their contributions over the specified timeframe. This evaluation may include, but is not limited to: (a) goal/objective achievement, (b) course development/instruction, (c) scholarly activity, (d) community relations/service, and (e) future career direction. The self-evaluation, personal narrative is restricted to 750 words.
3. Unit tenure and promotion criteria (provided by the candidate).
4. Results of annual evaluations (provided by the candidate): The candidate provides their annual evaluations for the reporting timeframe.
5. Quantitative student evaluation of teaching results summary (provided by the Office of Academic Administration): The Office of Academic Administration provides a summary table of the candidate's quantitative, university-approved student evaluations of teaching scores for the specified timeframe. The table includes the overall summative rating and challenge and engagement index score mean, mode, median, and score range. For comparison purposes, aggregated student evaluations of teaching scores for the unit's full-time, non-tenured faculty are also provided.
6. External reviewer information (may be required at the discretion of the unit, provided by the unit administrator). External review letters shall be on the official letterhead of the reviewer.

7. External referee letters (may be required at the discretion of the unit, provided by the external reviewer).
8. Recommendation of the unit review committee and unit review committee vote (provided by the unit review committee chair): The recommendation shall include the names of the committee members. Committee member signatures on recommendation letters are not required.
9. Recommendation of the unit administrator (provided by the unit administrator).
10. Recommendation of college review committee and college review committee vote (provided by the college review committee chair): The recommendation shall include the names of the committee members. Committee member signatures on recommendation letters are not required.
11. Recommendation of dean (provided by the dean).
12. Dissenting opinion letters, if applicable (provided by the applicable party): Dissenting opinion letters must name the author of the dissenting opinion.

Responsible Party: Faculty, unit administrator, unit review committee, college review committee, dean

IV. Guidelines for Negative Decisions. The negative decision process for reappointment or promotion apply to all non-tenure-track faculty and all academic units.

A. Negative Decision for Reappointment Due Process. In the event of a decision by the unit administrator not to renew a non-tenured faculty member, the unit administrator must notify the faculty member in writing. The notice must state the reason(s) for the decision. The faculty member must submit the request to the unit administrator, in writing, no later than ten (10) business days after receipt of the written decision. The unit administrator's decision and the committee's recommendation will be forwarded to the dean for a final decision. The dean must notify the candidate of the final decision within thirty (30) days of receipt of the action from the department. This notice must be in writing with a copy to the unit administrator.

B. Negative Decision for Granting Promotion Due Process. In the event of a decision by the unit administrator not to promote a non-tenured faculty member, the unit administrator will inform the faculty member in writing and be advised of the reasons. The faculty member must submit the appeal to the unit administrator, in writing, no later than ten (10) business days after receipt of written decision. The unit

administrator's recommendation and the committee's recommendation will be forwarded to the dean for a final decision. The dean must notify the candidate in writing of the decision with a copy to the unit administrator, within thirty (30) days of the final decision.

Responsible Party: Faculty, unit administrator, dean

- V. Reduced Appointments. If a full-time faculty member desires a temporary or permanently reduced appointment (less than 100% but not less than 50%), the faculty member must obtain permission from their unit administrator and dean for the full-time equivalent (FTE) reduction. Faculty compensation will be reduced proportionate to the FTE reduction. If a faculty member reduces their appointment, an appointment increase back to 100% will be unit-need dependent.

A reduction in FTE will have a corresponding reduction in sick leave hours accrued each month (i.e. a 75% FTE appointment will accrue 6 hours of sick leave per month). In addition, a reduction in FTE below 75% will result in an increase in insurance premiums for those individuals enrolled in ERS health insurance. It is recommended that faculty consult with Human Resources to determine the increase amount. Faculty who have an FTE reduction below 50% will no longer be eligible for ERS health insurance, sick leave, or retirement.

Responsible Party: Faculty, unit administrator, dean

References and Cross-references.

[Academic Titles](#)

Forms and Tools.

[University Information Form \(VPAA-174\)](#)

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