

Procedural Guidelines for the Appointment, Reappointment and Promotion of Non-Tenure Track Faculty in the College of Science and Technology

- I. Initial Appointment
 - A. The Search
 - i. Departmental Chairpersons complete a “Faculty Position Authorization - Request to Search” available on the website of the Office of the Vice Provost for Faculty Affairs. (Under exceptional circumstances, the College may request from the Office of Multicultural Affairs a waiver of the search for last-minute hiring.)
 - ii. A search must be approved by the Dean.
 - iii. After approval, the search for qualified individuals will be advertised in media specific to the discipline and/or diverse national media.
 - iv. The search may be conducted at the local, regional or national levels as determined by the Dean.
 - B. Documents to be Provided for Review:
 - i. Candidates must provide to the Chair for review:
 - a) A current CV
 - b) A professional portfolio, presented and maintained in accordance with collegial requirements
 - c) Appropriate references regarding professional qualifications from outside Temple University (originals, signed on letterhead)
 - d) Verification of the highest degree earned
 - ii. The Department Chairperson will prepare the following for the Dean:
 - a) An Affirmative Action form and a copy of the hiring advertisement (unless a waiver has been approved)
 - b) A completed English Fluency Form for Faculty and Instructional Staff
 - C. Recommendation: The Chair of the department will submit a written recommendation to the Dean, addressing the need for the appointment, the specific duties to be assigned, the candidate’s qualifications, and the proposed rank, length of term, and salary.
 - D. Length of Appointment

NTT Faculty are eligible for appointments for terms of up to 5 years
Letter of Appointment

- i. Every NTT faculty member must have a current appointment letter with a specified term.

- ii. Individual's appointment to the faculty will end on the date specified in the letter of appointment, unless written notification of reappointment is provided.
 - iii. Information related to expiration of the appointment will be clearly stated in each letter of appointment so that it can be easily understood by the faculty member.
- II. Performance Reviews for Multi-Year Appointments
 - A. NTT Faculty will meet with the Department Chairperson or a designee at least once yearly for the purpose of discussing the faculty member's performance.
 - B. Relevant information to be discussed in this review includes all formal evaluations by students and peers, where applicable, as well as the faculty member's ability to meet specific responsibilities set forth in his/her contract.
 - C. A brief written summary of the meeting, as well as any changes in expectation or responsibilities, will be sent to the faculty member, signed and returned for permanent filing in his/her departmental folder.
 - D. These meetings are intended to provide open communication between the Department Chairperson and faculty member so that realistic expectations can be met and his/her ability to be reappointed or promoted is facilitated.
- III. Reappointment
 - A. Reviews of candidates on the Teaching/Instructional Track for possible reappointment for the upcoming academic year will usually begin in the Spring semester after the results of teaching evaluations for the previous Fall semester are available to the College and the departments. Reviews of candidates on the Research Track for possible reappointment will usually begin no later than two months before the expiration of the current appointment.
 - B. The faculty member will provide to the Department Chairperson:
 - i. A current CV
 - ii. A professional portfolio of work in accordance with collegial or departmental requirements. For candidates on the Teaching/Instructional Track, the portfolio will include any teaching evaluations by students or peers that are mandated by university or collegial policy. It may also include documentation of (i) student outcomes, such as performance on common final exams, or student publications, honors, or awards arising from coursework; (ii) maintenance of acceptable standards, such as comparative grade distributions; (iii) self-improvement, such as participation in teaching workshops or other forums; (iv) contributions to the educational mission, such as pedagogical articles or books, development of teaching materials, participation in undergraduate student research, textbooks, software, service on curricular committees; and (v) professional recognition, such as awards or honors for teaching or other contributions. For candidates on the Research Track, the portfolio may contain (i) a self-assessment of the candidate's development as a researcher, (ii) copies of SPAFs/proposals and/or grant

award letters, (iii) journal impact and citation analyses of the candidate's publications, and (iv) any other information relevant to evaluation of the candidate's research. For those candidates on the Research Track who also have instructional duties, the portfolio should also contain appropriate materials described above in the portfolio for candidates on the Teaching/Instructional Track.

- C. The Department Chairperson may consult, as appropriate, with others within the Department.
- D. The Department Chairperson's recommendation will:
 - i. Specify the term and classification of the requested appointment
 - ii. Evaluate the candidate's performance
 - iii. Address the candidate's responsibilities for the period of the requested appointment in the context of future departmental needs.
- E. The Dean will review the recommendations of the Chair and make a determination about reappointment.
- F. Length of appointment: options for length of reappointment are identical to those for initial appointment.

IV. Promotion

A. Initiation of and Nomination for Promotional Process

- i. At no level of appointment is there a mandatory time at which a person must be considered for promotion to a higher level.
- ii. Nomination for promotion may be made by the Department Chairperson, by any other member of the department faculty, or by the candidate.
- iii. If the nomination is made by another faculty member, the candidate must agree to the nomination, in writing, for the promotion review process to begin.
- iv. Promotion will be based upon experience, high quality of performance, sustained development, improvement, and professional growth in the class of duties assigned to the candidate.

B. Promotion Process

1. The candidate for promotion will submit to the Department Chairperson the following materials:

- a) A current CV
- b) A professional portfolio of work in accordance with collegial requirements, as described above in section III.B.ii.
- c) Letters of recommendation from colleagues and/or external referees who are familiar with the candidate's qualifications for promotion.

2. The Department Chairperson will provide these and all other relevant materials for review to the departmental committee. The committee's

recommendation to the Department Chairperson will evaluate the faculty member's performance in accordance with departmental norms and expectations.

3. The Department Chairperson will review the documents presented, and the evaluation and recommendation of the committee, will write his/her recommendation, and forward all materials to the Dean.

4. The Dean will review the recommendations of the departmental committee and the Department Chairperson. The Dean will provide a decision regarding promotion, which will be communicated in writing to the candidate and the Department Chairperson. Promotion, if approved, will be effective as of July 1 of the following academic year.

Approximate dates for the promotion process are:

November 15: Candidates for promotion notify their department chairs of their intention to apply for promotion

January 15: Candidates submit to the department chair the materials listed in IV.B.1 above

March 1: Departmental review is completed. Chair's recommendation and supporting materials are sent to Dean's Office

May 1: Dean notifies candidate of promotion decision

GUIDELINES FOR THE APPOINTMENT AND PROMOTION OF NON-TENURE TRACK FACULTY

Background – The following guidelines are intended to facilitate the appointment and promotion of non-tenure track faculty at Temple University. They are issued pursuant to the following principles:

1. The Provost, as the chief academic officer of the University, is responsible for leading, managing and administering all academic programs at the University.
2. The Temple-TAUP contract contains specific provisions regarding non-tenure track faculty classifications and states that “[t]he University may create classifications of faculty who are not on the tenure track.” The contract also provides that except as expressly limited by its language, the University has an unfettered right to manage all of its programs and activities. Accordingly, these guidelines are intended to supplement the provisions of the Temple-TAUP contract for those schools and colleges whose faculty are in the TAUP bargaining unit, and are an exercise of management rights vested in the University.
3. The Faculty Handbook, as approved and amended from time to time by the Board of Trustees, also sets forth certain policies regarding non-tenure track appointments in schools and colleges not covered by the Temple-TAUP contract. These guidelines are intended to supplement and provide administrative guidance for the applicable provisions of the Faculty Handbook.

GUIDELINES FOR THE APPOINTMENT AND PROMOTION ON THE RESEARCH TRACK

- I. Introduction** - Appointment and promotion on the Research Track are reserved for full-time members of the faculty active at the University. Individuals holding appointments on the research track are not eligible for tenure.

Duties - Individuals on the research track will be primarily, but not exclusively, engaged in research, scholarship and/or creative activity and may participate in the educational program, particularly as it relates to training students in research. Their specific duties are determined by the dean in consultation with the chair as/he she deems appropriate and set forth in writing to the faculty member.

- II. Titles** The following titles represent the ranks available on the research track:
- Assistant Professor in “Department” (Research)
 - Associate Professor in “Department” (Research)
 - Professor in “Department”(Research)

The prefix modifiers “visiting” and “courtesy” may also be used with these titles to indicate the employment status of the individual.

III. Qualifications

- A. Assistant Professor in “Department” (Research)** - Individuals who are recommended for an initial appointment to the rank of assistant professor on the research track must have an appropriate terminal professional degree or its equivalent qualifications. Exceptions to this degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended study. In general, individuals appointed to the research track are expected to be primarily, although not exclusively, engaged in research or creative scholarship. They may be expected to participate in the educational program of the department particularly as it relates to the training of students in research and take part in graduate education.

Individuals may also be recommended for appointment as assistant professors on the research track who have held tenure track appointments at Temple University at the Assistant Professor level and have made a unique contribution to research and creative scholarship, but do not meet the qualifications for promotion to the rank of associate professor on the tenure track.

- B. Associate Professor in “Department” (Research)** - Individuals who are recommended for an appointment to the rank of Associate Professor on the research track must have the qualifications necessary for Research Assistant Professor and, in addition, have substantial experience in the intended field of appointment that is pertinent to the duties that he/she will perform as a member of the research faculty. Leadership or management experience may be relevant for persons whose appointment include a substantial component of management or leadership of research and/or creative scholarship activities.

- C. *Professor in “Department”(Research)* – Individuals who are recommended for an appointment to the rank of Professor on the research track should have the qualifications necessary for appointment as Research Associate Professor and, in addition, have substantial reputations in their fields as evidenced, for example, by significant records of funded research, publications, presentations, and/or creative works in their intended fields of appointment and/or receipt of significant honors, recognition from institutions, organizations or associations in their fields.
- IV. **Procedures for Promotion** - Criteria for promotion will be developed in accordance with the TAUP Collective Bargaining Agreement Article 15.A.6. Criteria for promotion in non-bargaining units will be developed in accordance with the Faculty Handbook.

GUIDELINES FOR APPOINTMENT AND PROMOTION ON THE TEACHING/INSTRUCTIONAL TRACK

- I. Introduction** - Appointment and promotion on the teaching/instructional track are reserved for full-time members of the faculty active at the University. Individuals holding appointments on the teaching/instructional track are not eligible for tenure.

Duties - Individuals holding appointments on the teaching/instructional track will assume major duties in educational activities and may or may not assume obligations in research or professional/clinical services. Their specific duties are determined by the dean in consultation with the chair as/he she deems appropriate and set forth in writing to the faculty member.

- II. Titles** - The following titles represent the ranks available on instructional track:

- Instructor in “Department” (Teaching/Instructional)
- Assistant Professor in “Department” (Teaching/Instructional)
- Associate Professor in “Department” (Teaching/Instructional)
- Professor in “Department” (Teaching/Instructional)

The prefix modifiers “visiting” and “courtesy” may also be used with these titles to indicate the employment status of the individual.

III. Qualifications

A. Instructor in “Department” (Teaching/Instructional) - Individuals who exhibit promise primarily as educators contributing to the teaching mission and for whom an appointment to a professorial rank is not yet appropriate may be recommended for an initial appointment as Instructor on the teaching/instructional track. Such individuals will in most instances, have an appropriate terminal professional degree, or equivalent qualifications, appropriate to their specialty or discipline, but may still be completing professional training. Exceptions to this degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended appointment.

B. Assistant Professor in “Department” (Teaching/Instructional) - *Individuals* who are recommended for an initial appointment or for promotion from instructor to the rank of assistant professor on the teaching/instructional track will in most instances, have completed a terminal professional degree and a period of post-doctoral education appropriate to their specialty or discipline. It is intended for persons who will primarily, although not exclusively, engage in teaching and who are expected to participate in the educational program(s) of the school or college. They must have demonstrated ability or potential to provide excellent contributions to the educational mission of the university. (Exceptions to the degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended appointment.) Individuals may also be recommended for appointment as assistant professors on the teaching/instructional track who have held tenure track appointments at the assistant professor level, make a unique contribution to the educational mission, but do not meet the qualifications for promotion to the rank of associate professor on the tenure rack.

Associate Professor in “Department” (Teaching/Instructional Track)- Individuals who are recommended for an appointment to the rank of associate professor on the teaching/instructional track must have the qualifications necessary for instructional assistant professor and, in addition have documented outstanding performance in teaching/instruction, and significant participation in management or leadership of instructional activities. A commitment to education and educational effectiveness requires active and effective participation in student education as evidenced by student and peer evaluations, teaching awards, development of new courses, or special teaching materials, etc. In some instances, the aggregate achievement in these areas rather than the level of achievement in each area will provide sufficient grounds for considering an individual for appointment or promotion to this rank.

C. *Professor in “Department” (Teaching/Instructional Track)* – Individuals recommended for appointment or promotion to the rank of professor on the instructional track will ordinarily fulfill the qualifications for appointment to the rank of associate professor on this track and, in addition, must have a substantial reputation for excellence beyond the immediate site of their activities in their fields as evidenced, for example, by a record of publications, presentations, and/or creative works in the intended fields of appointment, or receipt of substantial honors or recognitions from institutions, organizations, or professional associations in their fields.

IV. **Procedures for Promotion** - Criteria for promotion will be developed in accordance with the TAUP Collective Bargaining Agreement Article 15.A.6. . Criteria for promotion in non-bargaining units will be developed in accordance with the Faculty Handbook.

GUIDELINES FOR APPOINTMENT AND PROMOTION ON THE PRACTICE TRACK

- I. Introduction** - Appointment and promotion on the practice track are reserved for full-time who are involved primarily in teaching in applied fields. Individuals holding appointments on the practice track are not eligible for tenure.

Duties - Individuals holding appointments on the practice track will assume major duties in educational activities in applied fields and may or may not assume obligations in research or professional/clinical services and field work. Their specific duties are determined by the dean in consultation with the chair as/he she deems appropriate and set forth in writing to the faculty member.

- II. Titles** - The following titles represent the ranks available on instructional track:
- Instructor in “Department” (Practice Track)
 - Assistant Professor in “Department” (Practice Track)
 - Associate Professor in “Department” (Practice Track)
 - Professor in “Department” (Practice Track)

The prefix modifiers “visiting” and “courtesy” may also be used with these titles to indicate the employment status of the individual.

III. Qualifications

- A. Instructor in “Department” (Practice)** - Individuals recommended for whom an appointment to a professorial rank is not yet appropriate may be recommended for an initial appointment as Instructor on the practice track. Such individuals must have an appropriate terminal professional degree, or equivalent qualifications, appropriate to their specialty or discipline, but may still be completing professional training. Exceptions to this degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended appointment. It is intended for faculty having primary responsibilities in teaching in applied disciplines (e.g., architecture; music).
- B. Assistant Professor in “Department” (Practice)** - Individuals recommended for appointment to the rank of assistant professor on the practice track should have an appropriate terminal professional degree, or equivalent qualifications. Exceptions to this degree requirement may be made for persons who otherwise have experience and expertise in the field of intended appointment. It is intended for faculty having primary responsibilities in teaching in applied disciplines.

In the arts disciplines it is intended for individuals who continue to carry on distinguished practices in their field, and whose skills and knowledge are essential to the educational process. In other applied fields, it is intended for individuals who have substantial professional skill-based experience and who will teach those courses with a skills-oriented subject matter. Such faculty members impart real-world knowledge to students and serve as role models and advisors.

- C. Associate Professor in “Department” (Practice)** - Individuals recommended for initial appointment or promotion to the rank of associate professor on the practice track must have all the qualifications necessary for appointment at the rank of

assistant professor and, in addition, have substantial experience in the intended field of appointment which is pertinent to the duties he/she will perform as a member of the practice faculty. Leadership or management experience may be important qualifications.

- D. *Professor in "Department" (Practice)* - Individuals recommended for initial appointment or promotion to the rank of professor on the practice track must have all the qualifications necessary for appointment at the rank of associate professor plus a substantial reputation in their fields as evidenced, for example, by a significant record of publications, presentations, and/or creative works in the intended fields of appointment and receipt of substantial honors or recognition from institutions, organizations, or associations in their fields.
- IV. **Procedures for Promotion** - Criteria for promotion will be developed in accordance with the TAUP Collective Bargaining Agreement Article 15.A.6. . Criteria for promotion in non-bargaining units will be developed in accordance with the Faculty Handbook.

GUIDELINES FOR APPOINTMENT AND PROMOTION ON THE CLINICAL TRACK

- I. Introduction** - Appointment and promotion on the clinical track are reserved for full-time and regular part-time members of the faculty active at the University. Individuals holding appointments on the clinical track are not eligible for tenure.

Duties - In general, individuals appointed to the clinical track will devote the large majority of time to clinically-related activities, with their specific duties determined by the dean in consultation with the chair as/he she deems appropriate and set forth in writing to the faculty member.

- II. Titles** - The following titles represent the ranks available on the clinical track:

- Instructor in “Department”(Clinical)
- Assistant Professor in “Department”(Clinical)
- Associate Professor in “Department”(Clinical)
- Professor in “Department”(Clinical)

The prefix modifiers “visiting” and “courtesy” may also be used with these titles to indicate the employment status of the individual

III. Qualifications

- A. Instructor in “Department”(Clinical)**- Individual who exhibit promise in areas of clinical service, teaching and, if applicable, clinical research and/or administration for whom an appointment to a professorial rank is not yet appropriate may be recommended for an initial appointment as instructor on the clinical track. Such individuals must have an appropriate terminal professional degree or equivalent qualifications, appropriate to their specialties or disciplines, but may still be completing professional training. Exceptions to this degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended appointment.
- B. Assistant Professor in “Department” (Clinical)** - Individuals who are recommended for an initial appointment or for promotion from instructor to the rank of assistant professor on the clinical track must have completed a terminal professional degree and a period of post-doctoral education appropriate to their specialty or discipline, must have demonstrated ability or potential to provide excellent contributions to clinical service and teaching, or clinical research or administration. Individuals may also be recommended for appointment as assistant professors on the clinical track who have held tenure track appointments at the assistant professor level and make unique contributions to clinical service by performing essential clinical services but do not meet the qualifications for promotion to the rank of associate professor on the tenure track.
- C. Associate Professor in “Department”(Clinical)** - Individuals recommended for initial appointment or promotion to the rank of associate professor on the clinical track must have all the qualifications necessary for appointment at the rank of assistant professor and, in addition, have documentation of outstanding clinical teaching qualities and clinical excellence, contributions to and achievements in clinical research, significant participation in clinical management or leadership of clinical activities. Excellence in

clinical care or service as demonstrated by local and/or regional peer recognition. Active participation and substantial administrative effort may be documented by contributions to departmental programs and activities, membership on standing and *ad hoc* committees, and or the nature and breadth of the candidate's supervisory responsibilities. In some instances, the aggregate achievement in these areas rather than the level of achievement in each area will provide sufficient grounds for considering an individual for appointment or promotion to this rank.

- D. *Professor in "Department" (Clinical)* - Individuals recommended for appointment or promotion to the rank of professor on the clinical track will ordinarily fulfill the qualifications for appointment to the rank of associate professor on this track and, in addition, must have a substantial reputation for excellence beyond the immediate site of their activities in their fields as evidenced, for example, by a significant record of publications and presentations or receipt of substantial honors or recognitions from institutions, organizations, or professional associations in their fields.

- IV. **Procedures for Promotion** - Criteria for promotion will be developed in accordance with the TAUP Collective Bargaining Agreement Article 15.A.6. Criteria for promotion in non-bargaining units will be developed in accordance with the Faculty Handbook.

GUIDELINES FOR APPOINTMENT ON THE VISITING TRACK

- I. Introduction** - Appointment and promotion on the visiting track are reserved for individuals who are temporarily appointed to the University, but have continuing academic appointments in another institution of higher education, or have continuing associations with business or nonprofit organizations, or with government agencies. Appointments are made while the individual is on leave from the institution, organization, or agency with which he/she is affiliated. In general, appointments are for one year or less.

Duties - Individuals holding appointments on the Visiting track may assume duties in educational activities, research or professional/clinical services. Their specific duties are determined by the dean in consultation with the chair as/he she deems appropriate and set forth in writing to the faculty member.

- II. Titles** - The following titles represent the ranks available on the visiting track:

- Visiting Assistant Professor in (Department)
- Visiting Associate Professor in (Department)
- Visiting Professor in (Department)

III. Qualifications

- A. Visiting Assistant Professor in (Department)** - Individuals who are recommended for an initial appointment to the rank of visiting Assistant Professor must have completed a terminal professional degree appropriate to their specialty. Exceptions to the degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended appointment.
- B. Visiting Associate Professor in (Department)** - Individuals who are recommended for an appointment to the rank of Visiting Associate Professor must have the qualifications necessary for Visiting Assistant Professor and have substantial experience in teaching, scholarship or creative work, or service in the intended field of appointment, and such experience is pertinent to the duties they will perform as a member of the faculty.
- C. Visiting Professor in (Department)** – Individuals recommended for appointment to the rank of Visiting professor will ordinarily fulfill the qualifications for appointment to the rank of associate professor on this track and, in addition, must have a substantial reputation for excellence beyond the immediate site of their activities in their fields as evidenced, for example, by a significant record of publications, presentations, and/or creative works in the intended fields of appointment, or receipt of substantial honors or recognitions from institutions, organizations, or professional associations in their fields.
- V. Procedures for Promotion** – In general, individuals on the Visiting Track will be appointed for no longer than one year and will not be eligible for promotion.