

**Procedural Guidelines for the Appointment, Reappointment and  
Promotion of Non-Tenure Track Faculty  
[Approved June 12, 2008; Updated January 18, 2016]**

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## **Appointment and Reappointment of Non-Tenure Track Faculty**

### **I. Initial Appointment**

#### **A. The Search**

- Department Chairs complete a “Faculty Position Authorization” form available in the Office of the Vice Provost for Faculty Affairs section of the TUportal Forms Channel. (Under exceptional circumstances, a waiver for last-minute hiring may be granted.)
- A search must be approved by the Dean of the School/College. After approval, the search for qualified individuals will be advertised in media specific to the discipline and/or diverse national media.
- The search may be conducted at the local, regional or national levels.

#### **B. Documents to be Provided for Review**

- Candidates must provide to the Chair for review:
  1. A current curriculum vitae (CV)
  2. A professional portfolio, presented and maintained in accordance with collegial requirements
  3. Appropriate references regarding professional qualifications from outside Temple University (originals, signed on letterhead)
- The Department Chair will prepare the following for the Dean:
  1. An Affirmative Action form (or waiver in exceptional circumstances)
  2. A copy of the hiring advertisement
  3. Official transcripts and/or licenses, as applicable
  4. 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 of the School/College.**

#### **D. Length of the Initial Appointment: NTT Faculty may be hired initially on a series of single-year contracts for three years and are eligible for appointments for terms of up to 5 years.**

#### **E. Letter of Appointment**

- Every NTT faculty member should have a current appointment letter with a specified term and title.
- Individual’s appointment to the faculty will end at the time specified in the letter of appointment, unless written notification of reappointment is provided.
- For full-time non-tenure track faculty employed for three (3) consecutive years or less in one of the classifications on pages eight through 15 of this document, whose letters of appointment include a termination date, the appointment shall end at the termination date without further notice. Full-time non-tenure track faculty employed for more than three (3) consecutive years shall be given written notice of renewal at least two (2) months prior to the expiration of his/her contract.

- If a faculty member has been on the non-tenure track for five (5) consecutive years or more and is not being renewed, he/she shall receive a separate termination notice at least four (4) months prior to the termination date in his/her letter of appointment.
- Temple shall have the option of substituting equivalent severance salary for the period of advance notice. In making this determination, Temple will take into consideration the faculty member's expressed preference.
- 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 Chair or a designee at least once yearly for the purpose of discussing the faculty member's performance. NTT faculty members who have appointments continuing into the next academic year shall meet with the Dean or the Dean's designee to discuss the faculty member's performance in meeting his/her responsibilities in the current year. Such performance evaluation meetings shall take place no later than March 15.
- 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 Chair and faculty member so that realistic expectations can be met and his/her ability to be reappointed or promoted is facilitated.

## III. Reappointment

- A. Each School/College will provide deadlines as to when the reappointment process should begin.
- B. Documents to be Provided for Review for Reappointment
  - Candidates will provide to the Department Chair:
    1. A current CV
    2. A professional portfolio of work in accordance with collegial or departmental requirements. Schools/Colleges may provide discipline-specific examples of appropriate documents for inclusion as a guideline for faculty
- C. The Department Chair may consult, as appropriate, with others within the Department.
- D. The Department Chair's recommendation will specify the term and classification of the requested consecutive appointment; evaluate the

candidate's performance; and 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

- NTT faculty may be hired initially on a series of single year contracts for three (3) years. Faculty members who receive a satisfactory evaluation following completion of their third year will receive multi-year appointments. Faculty members who satisfactorily complete three (3) single year appointments and are subsequently appointed only for a single year will receive a letter of explanation from the chair with a copy to the Dean and the Office of the Provost.

## **Uniform Guidelines for the Promotion Process of Non-Tenure Track Faculty**

### IV. NTT Promotion

#### A. Initiation of and Nomination

- At no level of appointment is there a mandatory time at which a person must be considered for promotion to a higher level.
- Nomination for promotion may be made by the Department Chair, by any other member of the department faculty, or by the candidate.
- The candidate must agree to the nomination, in writing, for the promotion review process to begin, and assist in providing any materials necessary for the review to occur.
- Recognizing that NTT faculty are appointed by Deans on several different tracks, and that their assigned duties may differ by track and from one school/college to another, each school/college has developed more detailed and specific criteria for promotion best suited to their school/college.

#### B. Criteria

- The overarching criteria for promotion for NTT faculty should be governed by the principles of a) achieving the qualifications/credentials specified in pages 5 to 15 of this document for each rank within each track for the proposed level for which promotion is being sought, and b) having achieved a sustained level of excellence in their assigned duties. Therefore, promotion will not be based upon duration in rank alone but on excellent performance, sustained professional growth and improvement.
- Schools/colleges may issue specific criteria that are discipline specific and that takes into account accreditation standards.

#### C. Promotion Process and Timelines

- The candidate's application for promotion will be reviewed by the Department Chair, and will be forwarded to the Dean.
- Candidates will provide to the Department Chair:
  1. A current CV
  2. A professional portfolio of work in accordance with collegial requirements
  3. Schools/Colleges will provide discipline-specific examples of appropriate documents for inclusion, as a guideline for faculty
- The Department Chair will review the documents presented and will provide a recommendation, along with the supporting documents, to the Dean.
- The Dean will review the Department Chair's recommendation and the documents provided. The Dean will provide a decision regarding promotion, which will be communicated in writing to the candidate and the Department Chair. The Dean may use a committee for recommendation/advice on promotion.

- In cases where a department committee or school or other collegial body performs a level of review, all relevant materials for review and the reviewing body's evaluation and recommendation will be forwarded to the Dean. Final promotion decisions will be made by the Dean, preferably by May 15<sup>th</sup> but in no event later than May 30<sup>th</sup> of a given academic year.
- Schools/Colleges will set specific deadlines for nomination and levels of review specified in the school/college promotion guidelines for NTT faculty. **Candidates for promotion should consult their school/college NTT promotion guidelines for specific due dates for materials.**
- As a general rule, the NTT promotion process should begin no later than November 1<sup>st</sup> of each academic year. Department materials, including a chair recommendation, should be due to the dean no later than March 30<sup>th</sup> and a final promotion decision made by the Dean no later than May 30<sup>th</sup>.
- Schools and colleges are free to act earlier than the timelines/dates suggested here. Therefore, it is critical that all faculty considering a promotion application consult their school/college guidelines. Candidates will receive timely notification as her/his application proceeds through the levels of review.
- School/college promotion guidelines will be made available to all eligible faculty.

### **QUALIFICATIONS SPECIFIED BY EACH RANK AND TRACK**

**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.

## **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:
- Research Assistant Professor in “Department”
  - Research Associate Professor in “Department”
  - Research Professor in “Department”

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

III. **Qualifications**

A. *Research Assistant Professor in “Department”* - 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. *Research Associate Professor in “Department”* - Individuals who are recommended for an appointment at or promotion 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. *Research Professor in “Department”* – Individuals who are recommended for an appointment at or promotion 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.

## **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”
- Assistant Professor of Instruction in “Department”
- Associate Professor of Instruction in “Department”
- Professor of Instruction in “Department”

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”** - 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 of Instruction in “Department”** - Individuals who are recommended for appointment at or promotion 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 of Instruction in “Department”*- Individuals who are recommended for appointment at or promotion 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 of Instruction in “Department”*– Individuals recommended for appointment at 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.

## **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 the practice track:

- Instructor of Practice in “Department”
- Assistant Professor of Practice in “Department”
- Associate Professor of Practice in “Department”
- Professor of Practice in “Department”

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 of Practice in “Department”** - 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 of Practice in “Department”** - Individuals recommended for appointment at or promotion 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 of Practice in “Department”** - Individuals recommended for appointment at 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 of Practice in “Department”* - Individuals recommended for appointment at 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.

## 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:

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

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

III. **Qualifications**

- A. ***Clinical Instructor in “Department”*** - Individuals 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. ***Clinical Assistant Professor in “Department”*** - Individuals who are recommended for appointment at or promotion 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. ***Clinical Associate Professor in “Department”*** - Individuals recommended for appointment at 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.** *Clinical Professor in "Department"* - Individuals recommended for appointment at 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.

## APPOINTMENT ON THE VISITING TRACK

- I. **Introduction** - Appointment on the visiting track is 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.

- IV. **Procedures for Promotion** – In general, individuals on the Visiting Track will be appointed for a limited duration and will not be eligible for promotion.