

College of Education and Human Development

Non-Tenure Track Faculty Titles, Performance, and Rolling Appointments

APPROVED BY DEAN'S COUNCIL, MAY 6, 2014

I. Non- Tenure Track Faculty Titles in the CEHD

In accordance with *Texas A&M University Guidelines to Faculty Titles*, (Sections 3.4 - 3.5.2)

- A Faculty members appointed to Clinical Professor, Instructional Professor, Clinical Associate Professor, Instructional Associate Professor, and Senior Lecturer (exclusive of the adjectives research, visiting, or adjunct) will have annual appointments for at least the first three years, but will always receive 12-months' notice if they are not to be reappointed. These appointments do not need to be full-time appointments, but intent to change the percent effort of the appointment should either be by mutual agreement of the faculty member and the Department, or after 12 months' notice to the faculty member. (Section 3.4)
- B. Faculty members in these ranks will normally be considered for promotion after five years. However, unless 'time in rank' is one of the criteria for promotion, nothing shall prevent a faculty member from seeking promotion at an earlier time. All requests for promotion from eligible candidates must be considered. Each annual faculty-performance evaluation must address the extent to which their performance is in line with the level of expectation for their current rank, and, if it applies, the extent to which they are making progress towards their next promotion. (Senior Lecturers can be promoted to an [Adjective] professorial title if their appointment responsibilities are expanded beyond solely teaching). Failure to receive promotion does not affect reappointment consideration. (Section 3.4.1)
- C. Faculty members appointed to Clinical Assistant Professor, Instructional Assistant Professor, and Lecturer (excluding the adjectives research, visiting, and adjunct), will normally have annual appointments for their first five years of service. Notification of non-reappointment should be made as soon as possible, but in all cases they should be notified no later than one month after the Board of Regents has approved the next fiscal year TAMU budget. Faculty members who have continuously been in one of these ranks for five full-time-equivalent years during a continuous seven year period are entitled to 12-months' notice if they will not be reappointed. (Section 3.5)
- D. Faculty members in these ranks will normally be considered for promotion from these ranks after five years. However, unless 'time in rank' is one of the criteria for promotion, nothing shall prevent a faculty member from seeking promotion at an earlier time. All requests for promotion from eligible candidates must be considered. Each annual faculty-performance evaluation must address the extent to which their performance is in line with the level of expectation for their current rank, and, if it applies, the extent to which they are making progress towards their next promotion. (Section 3.5.1)

II. Annual Performance Review of Non-Tenure Track Associate and Full Faculty

- A. In each department, stated criteria for categories of performance to be assessed in the annual review will be established by departmental faculty and approved by department head, dean, and Dean of Faculties and Associate Provost. The categories to be established may range from “most meritorious, meritorious, satisfactory, unsatisfactory” by departmental standards. Criteria for each of the four categories must be established for teaching, scholarship/creative activities, service, and other assigned responsibilities. A rating of “unsatisfactory” must have a written plan for improvement.
- B. If the department uses peer evaluations of performance, the department process will clearly state how these evaluations are incorporated in the annual review. For example, departments may have peer committees to advise the department head in the annual review process.
- C. The annual review letters will also include faculty member's progress towards promotion (where applicable).
- D. An annual review in which an unsatisfactory performance in any of the areas of review is determined shall state the basis for the ranking in accordance with the departmental criteria.
- E. A report to the dean of unsatisfactory performance in any of the areas of review will be accompanied by a written plan for improvement established by the faculty and the department head.
- F. Although each professional development plan is tailored to individual circumstances, the plan will include the following:
 - 1. specific deficiencies to be addressed;
 - 2. specific goals or outcomes necessary to remedy the deficiencies;
 - 3. an outline of the activities to be undertaken to achieve the necessary outcomes;
 - 4. timelines for accomplishing the activities and achieving intermediate and ultimate outcomes;
 - 5. specific criteria for assessment in annual reviews of progress in the plan;
 - 6. resources to be committed by the department in support of the plan.
- G. When the objectives of the plan have been met or the agreed timeline exceeded, the department head shall make a final report to the faculty member and dean. The successful completion of the development plan is the positive outcome to which all faculty and administrators involved in the process must be committed.
- H. If within a five-year period, a faculty member receives two annual reviews with an unsatisfactory rating (does not meet expectations) after being placed on an improvement plan, the faculty member will be notified that her/his appointment will not be renewed and will be given a notice of non-reappointment, following TAMU established guidelines which state:

Notification of non-reappointment should be made as soon as possible, but in all cases they should be notified no later than one month after the Board of Regents has approved the next fiscal year TAMU budget. Faculty members who have continuously been in one of these ranks for five full-time-equivalent years during a continuous seven year period are entitled to 12-months' notice if they will not be reappointed. (TAMU Guidelines to Faculty Titles, Section, 3.5, May 2013, p. 6)

III. Rolling Appointments for Non-Tenure Track Faculty at the Professor Rank

- A. Hiring and promotion procedures will follow the established TAMU and CEHD processes. A non-tenure track faculty at the professor rank will be rewarded with a three-year rolling contract, in accordance with established guidelines and with the concurrence of the faculty member and designated administrators.
- B. Each faculty member's multi-year, rolling contract is evaluated at the time of the annual review. A satisfactory (meet expectations) annual review will result in validation of the multi-year term of the rolling contract. In the event of an unsatisfactory (does not meet expectations) annual review, the rolling contract stops and the faculty is placed on an improvement plan as outlined in Section II, Paragraphs D, E, and F above. The rolling nature of the contract will be restored only after obtaining two successive years of satisfactory (meet expectations) annual reviews.
- C. If within a five-year period, a faculty member receives two annual reviews with an unsatisfactory rating (does not meet expectations) after being placed on an improvement plan, then the rolling contract stops and the faculty member becomes ineligible for a rolling contract. In all such cases, the faculty member will be notified that her/his appointment will not be renewed and the faculty member will be given a notice of non-reappointment, following TAMU established guidelines as noted in Section II, Paragraph G above.

Annual review letters for non-tenure track faculty with multi-year rolling appointments will have a statement that clearly specifies the status of their rolling contract and its end date. With each successful annual review, the contract is extended by one year.

In the event of a bona fide financial exigency or the reduction or discontinuance of institutional programs at the CEHD, faculty rolling contract terminations will be carried out in accordance with TAMU rule 12.01.99.M2, Section 7 "Reduction or Discontinuance of Institutional Programs."