

Non-tenure track Faculty appointments and career paths

The aim of this document is to outline best practices for hiring and supporting non-tenure track (NTT) faculty. Its recommendations are not absolute, recognizing there may be situations where these suggestions may not be the best solutions. In general, teachers should be hired as non-tenure track instructors. Occasionally, persons with teaching responsibilities may also have academic professional duties, such as serving as advisors or academic support coordinators. In such cases, the employee could be hired as academic professionals with a percentage of their effort assigned to instruction.

The appointments outlined here also represent a career path for NTT faculty. One can imagine moving from open-ended special appointments to Senior Teaching Appointments and multi-year contracts. Moreover, for those also engaged in scholarly publications on research or educational topics, promotion to special appointments as Assistant, Associate and full Professors could be appropriate.

To be eligible for benefits, NTT faculty must be appointed with at least 50% effort. Temporary appointments should be used when NTT instructors are not expected to contribute more than one or two semesters of teaching. Special and temporary appointment instructors at 50% or greater effort are eligible immediately for benefits.

One time, NTT faculty hires:

It is recommend persons hired to teach a single class or classes without expectations that they will be hired again in the foreseeable future should be appointed non-tenure track instructors with temporary status. As stated in the Faculty manual, temporary appointments "are distinguished from other types of appointments by the expectation that the appointment is for a specified period of time, at the end of which, it is anticipated that employment at the University will not be renewed in the foreseeable future."

Long-term NTT faculty hires:

Persons hired to teach when the academic unit has a long-term, multi-year need should be hired as non-tenure track instructor, special appointment. Special faculty may also be appointed, when appropriate, as non-tenure track Assistant Professor, Associate Professor or Professor. As stated in the faculty manual (E.2.1.4.b), "Special appointments need not carry specified ending dates, but an ending date indicating the point in the future when the funding and/or appointment is expected to terminate should be included when known. The inclusion of a specified ending date on an appointment form or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment." Generally, these are open ended appointments without an ending date.

Senior Teaching Appointments:

Instructors and other special, non-tenure track educators (such as special assistant professors with their primary responsibility in teaching) are eligible for consideration as Senior Teaching Appointments as defined in E. 11 of the Faculty Manual. Successful applicants move from at will special appointments to Senior Teaching Appointments. Senior Teaching Appointments do not carry specified end dates, and are logical targets for multi-year contracts.

Employment contracts for non-tenure track faculty:

Non-tenure track faculty are eligible for multi-year contracts for research or teaching, in which case the terms of the contract shall stipulate its ending date (up to 3 years long for teaching). Upon the expiration date of the contract, the multi-year contract may be renewed by written agreement of both parties. If it is not renewed, one of the following outcomes occurs: 1) For special appointment faculty and Senior Teaching Appointments who were originally at-will and entered into a multi-year contract, employment as a special appointment faculty member reverts to at-will. 2) For special appointment faculty who were originally hired with a multi-year contract, the appointment may be converted to an at-will appointment upon agreement of both parties. Otherwise, employment is terminated upon expiration date of the contract.

A standard offer letter for NTT faculty that includes language as special appointment or for multi-year contracts is attached with this message and can be found on the Provost web site under "Resources and Information", topic area "Faculty and Administrative Professionals".¹