Background on Proposed policy change 4.4.9 Initial Appointment and Promotion for Non-Tenure Track Faculty

Dear Colleagues, in our Executive Committee meeting of the Faculty Senate we asked Provost Wiebe for a brief background and context for understanding the proposed change in policy. Please take a few minutes to review his memo emailed to me. I am attaching the memo along with the policy for us to discuss and vote upon in the Faculty Senate meeting at 3 pm 10/13/2020 via Zoom- see your agenda for zoom link. Join us at 2:50 pm to make sure we make quorum and start on time. Thank you. Gina NM

Wiebe, John

Wed 10/7/2020 3:32 PM

Inbox

**To:**

Nunez-Mchiri, Guillermina Gina;

**Cc:**

Gates, Ann;

Keating, Tami L;

You replied on 10/7/2020 3:41 PM.

Dear Dr. Nuñez-Mchiri:

I write to provide some background for faculty senators on the faculty titles proposal that they will consider in the next meeting of the Faculty Senate.

As many of you know, we’ve been engaged for some time in an effort to bring UTEP’s policies around faculty titles into line with our practices and with policies of other major research universities.  Until recently, our Handbook of Operating Procedures (HoOP) did not contain any provision for the budgeted non-tenure-track faculty who make up a significant number of our ranks. A faculty workgroup has been spearheading this policy development effort, with representatives of all the colleges and schools.  Additionally, the workgroup included ex-officio members from the Office of the Provost, HR, and the Budget Office.

As important context for the current proposal, last fall the workgroup proposed, and the Senate adopted, new faculty titles defining the roles of various types of faculty, now located in [Section 3, Chapter 4 of the HoOP](https://www.utep.edu/hoop/section-3/academic-policies-and-faculty-personnel-matter.html) (4.1.2.2).  The current proposal is meant to codify processes and criteria for the appointment and promotion of budgeted non-tenure-track faculty, as well as to provide for multi-year contracts for those faculty who have demonstrated a commitment to excellence in their work at UTEP.  Process and criteria for appointment and promotion have been designed, like the corresponding University-wide process and criteria for faculty on the tenure track, to provide structure, while being flexible enough for each college and/or department to add appropriate specificity if desired.

Length of appointments is defined in 4.4.9.5.  Faculty would start with a one-year renewable appointment.  Those who achieve initial promotion would be eligible for a two-year “rolling” appointment as outlined by the notice requirements in 4.4.9.5.2.  Those who attain full promotion would be eligible for a three-year rolling appointment, as outlined by the notice requirements in 4.4.9.5.3.  Regrettably, multi-year appointments are not available to research faculty, who are typically funded by “soft” money and whose appointments are generally limited by the availability of funding from a grant or contract.

Growth and development of the tenured faculty is essential to furthering UTEP’s mission as an R1 university.  Also essential to that mission is the ability to assign workload differentially, permitting some faculty to focus more on teaching, some on clinical work, and others on research.  This policy will help provide a professional trajectory for budgeted non-tenure-track faculty who play a vital role in the life and work of the institution.

This policy has been preliminarily reviewed by Chairs, Deans, the Office of the Provost, Legal Affairs, and the Faculty Senate Executive Council and is ready for review and vote by the Faculty Senate.

Sincerely,

John

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|  | **John Wiebe, Ph.D.** Provost and Vice President for Academic Affairs    Office of the Provost The University of Texas at El Paso 500 W. University Ave. El Paso, TX 79968 Office: 915-747-5725 Fax: 915-747-7522 [www.utep.edu/provost](http://www.utep.edu/provost) |

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4.4.9 Initial Appointment and Promotion for Non-Tenure Track Faculty

Initial Appointments: All initial appointments will generally be for a period of up to one year. Appointments will be eligible for renewal based upon satisfactory performance, University needs and funding, and the terms and rank of the appointment.

**4.4.9.1 Clinical/Research/Instruction Faculty**

4.4.9.1.1 The following are minimum qualifications for initial appointments to and promotions within lines for **clinical faculty, research faculty, and faculty of instruction (C/R/I)**. Refer to 4.1.2.2 for the definitions of each title, including the primary domains of responsibility (i.e., teaching, service, research, creative activity, clinical practice, or administration). Individual colleges, schools, and departments may impose additional or more specific standards, as long as such standards do not conflict with those contained herein, are approved by the Dean and the Provost, and are applied consistently within the academic unit.

4.4.9.1.2 Clinical Instructor: The Clinical Instructor will generally possess the education necessary to meet the respective certification requirements as required by the discipline and/or regional accrediting bodies, and the potential for developing excellence in each domain of responsibility assigned.

4.4.9.1.3 C/R/I Assistant Professor: The C/R/I Assistant Professor will generally possess a terminal degree appropriate for the discipline and the potential for developing excellence in each domain of responsibility assigned.

4.4.9.1.4 C/R/I Associate Professor: The C/R/I Associate Professor will generally possess:

1. A terminal degree appropriate for the discipline.
2. Five years of time at the level of C/R/I assistant professor or equivalent experience.
3. A demonstrated record of excellence in each major domain of responsibility assigned.
4. Evidence of significant impact in the discipline beyond the University.

4.4.9.1.5 C/R/I Professor: The C/R/I Professor will generally possess:

1. A terminal degree appropriate for the discipline.
2. Five years of time at the level of C/R/I associate professor or equivalent experience.
3. A demonstrated record of leadership.
4. A demonstrated record of excellence in each major domain of responsibility assigned.
5. Evidence of significant impact in the discipline beyond the University and the region.

**4.4.9.2 Lecturers**

4.4.9.2.1 The following are minimum qualifications for initial appointments to and promotions within lines for Lecturers. Individual colleges, schools, and departments may impose additional or more specific standards, as long as such standards do not conflict with those contained herein, are approved by the Dean and the Provost, and are applied consistently within the academic unit.

4.4.9.2.2 Lecturer: The Lecturer will generally possess the experience or education necessary to meet the respective certification requirements as required by the discipline and/or regional accrediting bodies, and the potential for developing excellence in each major domain of responsibility assigned.

4.4.9.2.3 Senior Lecturer: The Senior Lecturer will generally possess:

1. Five years of time at the level of Lecturer or equivalent experience.
2. A demonstrated record of excellence in each major domain of responsibility assigned.
3. Evidence of significant impact in the discipline beyond their own classroom.

4.4.9.2.4 Distinguished Senior Lecturer: The Distinguished Senior Lecturer will generally possess:

1. Five years of time at the level of Senior Lecturer or equivalent experience.
2. A demonstrated record of leadership.
3. A demonstrated record of excellence in each major domain of responsibility assigned.
4. Evidence of significant impact in the discipline beyond the University.

**4.4.9.3 Faculty of Practice**

4.4.9.3.1 The following are minimum qualifications for initial appointments to and promotions within lines for faculty of practice. Individual colleges, schools, and departments may impose additional or more specific standards, as long as such standards do not conflict with those contained herein, are approved by the Dean and the Provost, and are applied consistently within the academic unit. The Chair or Program Director in consultation with the Dean will consider teaching or instructional experience in the determination of rank.

4.4.9.3.2 Assistant Professor of Practice: The Assistant Professor of Practice will generally possess:

(1) At least ten years of significant relevant professional experience that qualifies

him or her to teach within the field, or five years of professional experience in the field and a terminal degree; and

(2) The potential for developing excellence in each major domain of responsibility

assigned.

4.4.9.3.3 Associate Professor of Practice: The Associate Professor of Practice will generally possess:

(1) Significant relevant professional experience within the field; or five years as

an Assistant Professor of Practice and a demonstrated record of excellence

in each major domain of responsibility assigned, and

(2) Evidence of significant impact in the discipline beyond the University.

4.4.9.3.4 Professor of Practice: The Professor of Practice will generally possess:

(1) Significant relevant professional experience within the field; or five years as

an Associate Professor of Practice and a demonstrated record of excellence

in each major domain of responsibility assigned;

(2) A demonstrated record of leadership; and

(3) Evidence of significant impact beyond the University and the region.

**4.4.9.4 Promotion**

Deans have the option of filling higher-level Non-Tenure-Track positions through a promotion process. The promotion process for Faculty of Instruction, Lecturers, Clinical Faculty, and Faculty of Practice is as follows:

1. The promotion process is initiated by the faculty member in consultation with the Chair.
2. Promotion to a higher rank position requires satisfactorily meeting the requirements for the position as evaluated by:
   1. A statement by the candidate regarding accomplishments within each major domain of responsibility assigned and evidence of achievement.
   2. A written assessment by a faculty committee to the Chair or Dean of each major domain of responsibility assigned .
   3. Other appropriate criteria as established at the discretion of the unit.
   4. Chair or Program Director’s written recommendation to the Dean.
   5. Approval by the Dean.
   6. Review of the recommendation by the Provost and Vice President for Academic Affairs.

3. The candidate for promotion will be informed by the Department Chair of all recommendations at the departmental level upon transmittal to the Dean, though individuals who do not receive a promotion are not entitled to a statement of the reasons upon which the decision is based.

* + - 1. **Length of Appointments**

4.4.9.5.1 For Lecturers, Assistant Professors of Instruction, Assistant Clinical

Professors, and Assistant Professors of Practice, an appointment may be for

a period of up to one academic year.

* + - * 1. For Senior Lecturers, Associate Professors of Instruction, Associate Clinical Professors, and Associate Professors of Practice, with a faculty appointment greater than 0%, in the event of a decision not to reappoint a faculty member outlined within this section, written notice will be given no later than August 1st that the subsequent year will be the terminal academic year of appointment, except in cases where termination is for good cause.
        2. For Distinguished Senior Lecturers, Professors of Instruction, Clinical Professors, and Professors of Practice, with a faculty appointment greater than 0%, in the event of a decision not to reappoint a faculty member outlined within this section, written notice will be given no later than August 1st that the appointment will end after two subsequent years, except in cases where termination is for good cause.