The purpose of this document is to provide context and FAQs regarding the Non-Tenure Track Appointment and Promotion Policy.

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 (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

Task Force Membership (titles indicated below were the titles held at the time of the task force)

Voting Members:
- Candyce Berger, Professor, Interim Chair of Social Work, and Associate Dean of Health Sciences
- Cesar Carrasco, Professor of Civil Engineering
- Eric Devos, Professor and Associate Dean, College of Business Administration
- Sandor Dorgo, Professor of Kinesiology and President of the Faculty Senate
FAQs About the NTT Policy:

1. **Should offer letters be drafted to refer to the multi-year contract?** They should not. Faculty start with a one-year renewable appointment. Please send draft offer letters and CVs to Tami Keating for a quick review as we begin using the new appropriate titles for NTT faculty. **As all budgeted positions receive a Memorandum of Appointment annually, there is no need for the department to provide any additional appointment letters for full-time faculty.** Those faculty who achieve an initial promotion (or who are at the Senior Lecturer or Associate-rank for NTT faculty) receive a two-year rolling appointment as outlined by the notice requirements in 4.4.9.5.2. Those who attain full promotion (or who are at the Distinguished Senior Lecturer or full rank for NTT faculty) receive a three-year rolling appointment as outlined in the notice requirements in 4.4.9.5.3. These notice requirements mean that the departments do not have to maintain the appointment times for each and every faculty member. Instead, departments only need to be concerned with meeting the notice requirements if it is determined that a NTT faculty member is not to be renewed.

2. **What is the timeline for submitting dossiers and recommendations for the promotion of NTT faculty?** The process should **follow the tenure and promotion process for tenure-track and tenured faculty.** As such, NTT promotional packets should be submitted **to the Provost’s Office by January 2.**

3. **Who should communicate this information to NTT faculty?** This policy has been shared with Deans, Chairs, and faculty senate. Additionally, the policy and process was discussed with Dean’s Council on December 7, 2021, and with Chairs/Program Directors on December 17, 2021. It is advised that **Deans and Chairs review the policy with their faculty** to provide specific dates as well as any additional requirements for promotion as allowed in the policy.

4. **Will there be an increase in compensation if NTT faculty are promoted?** The Provost’s Office is requesting funding for standard raises for promotions of NTT faculty.

5. **Where do I go with additional questions?** Please reach out to your Department Chair, College Dean, with specific questions related to your department or college requirements or to Tami Keating (tlkeating@utep.edu) for any questions about the policy.