

**University of North Dakota**  
**College of Arts & Sciences**  
**Term Faculty Reappointment and Promotion Policy**  
**Approved at A&S Council Meeting, March 26, 2020**  
**Effective Date July 1, 2020**

Term faculty, defined as faculty holding full-time benefitted positions but not on a tenure track, are integral to the mission of the College of Arts & Sciences and are valued members of their departments. These individuals provide high-quality instruction, clinical and performance preparation of students, service to their department and to the College, and, in limited cases, engage in scholarly activity. Their contributions support the efforts of the College to remain the premier Liberal Arts College in the state.

Term faculty are subject to the rights, responsibilities, and standards of professional conduct outlined in the UND Faculty Handbook.

In the College of Arts & Sciences, term faculty fall into the following categories:

**Teaching faculty:** Term teaching faculty are full-time benefitted faculty who devote the bulk of their time to activities that support the teaching mission of the College. This includes instruction and departmental service activities such as advising, curriculum development, and instruction-related administrative roles. Also included, in some cases, are scholarly and creative activities that directly support students' educational experiences, such as theatrical performances, musical concerts, art exhibitions, or directing student research projects. Although atypical, appointments may include allocations for other types of institutional and/or professional service or additional administration and scholarly activity not directly tied to instruction with approval from the Department Chair, Dean, and Provost. Term teaching faculty positions cannot be converted to tenured or tenure-track positions.

Effective July 1, 2020, in most cases, term teaching faculty will have the rank of Instructor and a functional title of Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor. Term teaching faculty who currently hold the rank of Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or Professor have the option to retain their title and are eligible for promotion following existing departmental, College, and University timelines and protocols.

Part-time teaching faculty devote the entirety of their contracted time to the teaching mission of the College and have the rank and title of Instructor. Part-time teaching faculty are not eligible for promotion.

**Clinical faculty:** Term clinical faculty are full-time benefitted faculty who devote the bulk of their time to providing or overseeing the delivery of professional services to individual patients or clients, in addition to teaching undergraduate and graduate students. They normally hold a terminal degree in their field. Ranks and titles are Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor. Term clinical faculty positions cannot be converted to tenured or tenure-track positions.

All part-time clinical faculty devote the entirety of their contracted time to the clinical mission of the College and have the rank and title of Instructor. Part-time clinical faculty are not eligible for promotion.

**Research faculty:** Term research faculty are full-time benefitted faculty who devote the bulk of their time to externally funded research, with at least 80% of their salary and fringe benefits covered using external funds. They normally hold a terminal degree in their field. Ranks and titles are Assistant Research Professor, Associate Research Professor, and Research Professor. Term research faculty positions cannot be converted to tenured or tenure-track positions.

Part-time research faculty devote the entirety of their contracted time to the research mission of the College and have the functional title of Researcher. Part-time research faculty are not eligible for promotion.

### **Criteria and Expectations**

This document is a guide to the criteria and expectations for the evaluation and/or promotion process for full-time term teaching, clinical, and research faculty.

The criteria to assess accomplishment in teaching, supervision, performance, research, and/or service (and administration, if appropriate) are based on the rating categories found on College of Arts & Sciences faculty evaluation forms. These forms take into account the percentage of effort toward teaching, clinical supervision, research, and/or service and administration stated in the faculty member's position description (also known as Page 2 of the faculty member's contract). The position description must be used to establish a set of criteria and expectations that apply to annual evaluations, merit-based pay increases, and promotion evaluations.

### **Evaluation Committee**

Decisions regarding reappointment, merit-based pay increases, and promotion are based on the degree to which the term faculty member's achievements match criteria and expectations as determined by a departmental evaluation committee. The composition of departmental evaluation committees must comply with departmental guidelines.

### **Evaluation of Teaching, Clinical Supervision, and/or Performance**

The College of Arts & Sciences values excellence in teaching, supervision, and performance. Therefore, for reappointment, promotion, and/or annual evaluation of all term teaching faculty, the College requires three data points related to teaching, supervision, and/or performance in the evaluation at the department level. The first is a self-evaluative narrative written by the term faculty member that provides perspective and context for the evaluation. The second is student evaluation data. The third item is a peer review of at least one of the following: (1) course, clinical, or performance materials, (2) student products from the faculty member's courses, supervision, or performances, and (3) firsthand observation of in-class teaching, supervision, or performances conducted by either a peer (or peers) or the Department Chair. Unless otherwise

dictated by department policy, the faculty member will be allowed to determine which peer-reviewed aspects of this third category will be used to satisfy the evaluation requirement. If direct observation of teaching, supervision, or performances by a peer or peers will be used as the third data point, the department's evaluation committee, in consultation with the term faculty member and the Chair, will determine the observer(s).

All departments are expected to identify criteria for meeting and exceeding expectations within their policy document. In all cases, it will be the responsibility of the department to document if and why a term faculty member is not meeting expectations for teaching, supervision, and/or performance. Likewise, it will be the responsibility of the term faculty member to document if and why his/her quality of teaching, supervision, and/or performance should be judged as exceeding expectations.

### **Evaluation of Research**

The College of Arts & Sciences values excellence in research. It therefore expects the following in the evaluation of such efforts.

It is expected that all term faculty with research activities included in their position description will disseminate their work in peer-reviewed outlets/venues and seek external funding as appropriate for their discipline and department guidelines. Each department has established guidelines that identify the quality of those outlets/venues for the purposes of tenure-track faculty evaluation, and these same guidelines will be applicable for term faculty evaluation.

The expectations for research activity should be specified explicitly on the term faculty member's position description in a manner consistent with departmental and College guidelines, and evaluations should be based on that information. It is the responsibility of term faculty members to document their achievements with appropriate and sufficient evidence. It is the responsibility of the department to determine and document how term faculty members are or are not meeting expectations in their research activity. All departments are encouraged to identify criteria for meeting and exceeding expectations within their policy document when possible and appropriate.

### **Evaluation of Service**

The College of Arts & Sciences values faculty engagement in shared governance and recognizes that service is vital to that endeavor. It helps ensure the effective functioning of the department, College, and University and supports the professional needs of the term faculty member's discipline. Evaluation of a term faculty member's service should be based on type and quality of service expected by the term faculty member's rank and departmental, college, and university priorities and needs. Evidence of quality and type of service will be provided by term faculty in the form of a self-narrative that describes activities and service outcomes in relation to his/her position description. All departments are expected to identify criteria for meeting and exceeding expectations within their policy document. In all cases, it will be the responsibility of the department to document if and why a term faculty member is not meeting service expectations. Likewise, it will be the responsibility of the term faculty member to document if and why his/her service efforts should be judged as exceeding expectations.

## **Evaluation of Administration**

The College of Arts & Sciences values excellence in departmental administration as integral to its commitment to shared governance. With that said, the College, along with each department, has set minimum expectations required of term faculty in the areas of teaching, supervision, performance, or research to qualify for promotion. In accepting an administrative position, term faculty members may find it necessary to decrease their percentage effort on their position description in teaching, supervision, performance, research, and/or service to accommodate the administrative duties. Electing to do so does not decrease the required minimum expectations in teaching, supervision, performance, or research for promotion. Therefore, term faculty accepting administrative duties recognize that doing so may lengthen the time necessary to obtain promotion.

## **Professionalism**

The College of Arts & Sciences expects all faculty to practice and display professional behavior in all aspects of their job. The responsibilities of the faculty in this regard can be found in Section 1.1 of the Faculty Handbook (<http://und.edu/university-senate/facultyhandbook/responsibilities-and-privileges.cfm>). Professional behavior is necessary for promotion and/or reappointment regardless of how one is evaluated in terms of teaching, supervision, performance, research, service, or administration. Professional behavior will be assessed by faculty serving on the review committee, as well as the Department Chair, based on their collective knowledge and experience with the term faculty member being reviewed.

In alignment with the AAUP's recommendation, professionalism will not be evaluated as a separate category. Rather, it will be incorporated into the evaluation of the term faculty member's teaching, supervision, performance, research, service, and/or administration, as well as into the narrative provided by the review committee and Chair, when appropriate. If a deficiency in professional behavior is apparent, the review committee or Department Chair will further document the deficiency with additional input solicited from the relevant constituencies (e.g., staff, students, administrators, or other faculty). For the purposes of evaluation, documentation of unprofessional behavior should be provided to both the review committee and Chair at the time of the evaluation.<sup>1</sup>

## **Promotion to Associate Teaching/Clinical/Research Professor**

Under typical circumstances, term faculty who have spent six years at the rank of Assistant Teaching/Clinical/Research Professor and have met expectations for promotion will be eligible to apply for promotion. Term faculty who have spent at least three, but less than six, years at that rank will also be eligible to apply, although promotion in such cases will only be granted with unequivocal documentation of sustained exemplary performance over the shortened time-

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<sup>1</sup> Documentation of unprofessional behavior should occur at the time of that behavior and communicated to the Chair and other campus authorities, as appropriate.

period.<sup>2</sup> Term faculty members are not required to apply for promotion to Associate Teaching/Clinical/Research Professor, but when they do, consideration is based on the previous six years of performance (or shorter, in the rare cases when promotion is sought early).

The criteria for promotion will be outlined in each department's policy on tenure, reappointment, and promotion, consistent with the expectations for promotion to the rank of Associate Professor outlined in the Faculty Handbook (<https://und.policystat.com/policy/5300705/latest/>) and College of Arts & Sciences policies. Specifically, term faculty with teaching, clinical supervision, performance, research, service, and/or administrative duties on their position description will be held to the same standards of promotion to the rank of Associate Professor in those areas as expected of tenure-track faculty, adjusted by the percentages in those categories found on the term faculty member's position description. Meeting expectations on an annual basis is the general expectation of all faculty. However, meeting expectations on an annual basis is NOT, in and of itself, sufficient for promotion.

Promotion to Associate Research Professor requires external reviews in accordance with existing departmental and College tenure-track and tenured faculty evaluation documents.

The timeline of the promotion process, and the materials that should be included by the term faculty member in the promotion application submitted to the Department Chair, can be found at <https://und.edu/academics/provost/promotion-and-tenure.html>.

### **Promotion to Teaching/Clinical/Research Professor**

Under typical circumstances, term faculty who have spent six years at the rank of Associate Teaching/Clinical/Research Professor and who have met expectations for promotion will be eligible to apply for promotion. Term faculty who have spent at least three, but less than six, years at that rank will also be eligible to apply, although promotion in such cases would only be granted with unequivocal documentation of sustained exemplary performance over the shortened time period. Term faculty members are not required to apply for promotion to Teaching/Clinical/Research Professor, but when they do, consideration will be based on the previous six years of performance (or since last promotion, in rare cases when applying prior to six years).

The criteria for promotion will be outlined in each department's policy on tenure, reappointment, and promotion, consistent with the expectations for promotion to the rank of Professor outlined in the Faculty Handbook (<https://und.policystat.com/policy/5300705/latest/>) and College of Arts & Sciences policies. Specifically, term faculty with teaching, clinical supervision, performance, research, service, and/or administrative duties on their position description will be held to the same standards of promotion to the rank of Professor in those areas as expected of tenured faculty, adjusted by the percentages in those categories found on the term faculty member's position description. Meeting expectations on an annual basis is the general expectation of all

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<sup>2</sup> Examples would include receiving a national award or several university awards in teaching, supervision, performance, research, or service along with exceeding expectations on an annual basis for three or more years. Nominations for internal/university awards on their own will not serve as justifying promotion prior to six years of service.

faculty. However, meeting expectations on an annual basis is NOT, in and of itself, sufficient for promotion.

Promotion to Research Professor requires external reviews in accordance with existing departmental and College tenure-track and tenured faculty evaluation documents.

The timeline of the promotion process, and the materials that should be included by the term faculty member in the promotion application submitted to the Department Chair, can be found at <https://und.edu/academics/provost/promotion-and-tenure.html>.

### **Merit Evaluations**

When merit raises are available, recommendations for merit raises for term faculty will be made in accordance with department policy on determining merit-raise recommendations (outlined in the department's tenure, reappointment, and promotion document). In making such recommendations, the department will make separate recommendations for its term faculty and its tenured or tenure-track faculty.

### **Grievances and Appeals**

For faculty grievances and appeals, the College policy can be found at <http://arts-sciences.und.edu/faculty-and-staff/forms.cfm> and in Department Bylaws. Grievances or appeals unresolved at the College level will be addressed as outlined in Faculty Handbook II-2, "Grievances" (<http://und.edu/university-senate/faculty-handbook/personnel-information.cfm>).