

Faculty Employment Contract Definitions and Guidelines

Types of Appointments:

- **Nontenure-track, fixed term:** This type of faculty appointment is for a specific term length (one-, two- or three- years only) designated at the time of hire and subject to nonrenewal at the end of that term. These appointments are temporary in nature and may be renewed, depending on the language of the original ad or position announcement and subject to positive performance evaluations and funding availability. The most common rank or title used is Instructor, although Visiting or Adjunct Assistant Professor may be used for individuals holding a terminal degree. (The *Academic Charter* no longer uses the term temporary to define fixed-term appointments.)

ABDs hired for tenure-track lines also fall into this category at the rank of Instructor before they complete their terminal degrees and "slide" into the probationary track. A new faculty member in the process of completing his/her terminal degree receives a fixed-term, one-year appointment with the expectation that the degree be completed no later than the end of the first academic year. The rank of assistant professor and the salary increment will be adjusted through a contract addendum at the beginning of spring semester if the degree is completed during fall or prior to the start of the spring semester. The tenure clock, (i.e., probationary status), however, is delayed until the beginning of the academic year following completion of the terminal degree. On those occasions when the degree is completed prior to, or shortly after, the start of the fixed-term appointment, the rank and salary will be adjusted and the tenure clock started immediately.

[For a description of nontenure-track, fixed-term appointments, refer to the [Charter at B-I.C.2.a](#)]

- **Nontenure-track, continuing:** This continuing faculty appointment is subject to renewal at the close of any academic year in the same way that administrative staff members are renewed. The expectation is that employment will continue unless there are extraordinary circumstances (such as fiscal exigency or enrollment declines) or individual performance or medical issues. The most common rank or title for this type of appointment is Lecturer. However, the *Charter* no longer specifies the term Lecturer to define this ongoing, continuing, appointment. *[For a description, refer to the [Charter at B-I.C.2.a](#)]*
- **Tenure-track, Probationary:** Probationary appointments are for a specific period of tenure-track service (not to exceed seven years) with the expectation that successful performance will lead to tenure. The contract identifies the individual's probationary status, or years of service, on the tenure clock. For example, line "e" on the contract for a new probationary faculty member with no prior service indicates that he or she is "in the *first* year of a seven-year period." Someone who has one year of prior service that has not been officially waived is "in the *second* year of a seven-year period," and so on. *[For a description, refer to the [Charter at B-I.C.2.b](#)(1)]*

For probationary faculty members who have failed to earn tenure, see Terminal, below.

- **Tenure-track, Tenure:** Tenured appointments are reserved for those faculty members who have successfully undergone the tenure review process at BGSU or at a prior institution. There is an inherent expectation of a certain level of professional achievement. (The term "Regular" is no longer used to define Tenured or Tenure-track probationary faculty.) *[For a description, refer to the [Charter at B-I.C.2.b](#)]*
- **Terminal:** Terminal contracts are issued to probationary faculty members who have failed to earn tenure for their last year of appointment. As stated on the contract, terminal appointment "constitutes notice that further employment will not be offered at the end of this contract year." However, this statement does not negate the Charter's requirement for prior written notice under the schedule for notification of nonrenewal at [B-I.C.2.b](#)(1)(e). Terminal contracts may also be issued in other unusual cases, depending on the circumstances, such as dismissal for cause.
- **Definition of Full-time Academic Employee:** A full-time academic employee is one who is appointed (including leave of absence) for a minimum of two semesters of the same fiscal year and whose teaching assignments and/or other assignments are determined by appropriate authorities to constitute a full load. *[See the Charter at [B-II.D.3.a](#)].*