SCHOOL OF ART
FULL-TIME, NON-TENURE TRACK FACULTY POLICY

Philosophy

The non-tenure track positions were originally designed to give school and departments the opportunity of hiring high-quality faculty on a continuing, non-tenured basis in general studies areas of undergraduate education. Every discussion of hiring non-tenure track positions should begin from demonstrated proof that hiring non-tenure track faculty is the best way to provide high-quality education.

This document is intended to provide clear policies that inform divisional procedures for creating non-tenure track positions in the School of Art and to establish the rights and responsibilities of non-tenure track faculty. It is also intended to ensure that all procedures for creating and staffing non-tenure track positions are conducted in accordance with University, College, Office of Equity and Diversity, and School of Art policies. The non-tenure track hiring procedures must be followed so that discussions of establishing non-tenure track positions and hiring non-tenure track faculty are initiated by the School of Art divisions rather than candidates or other interested university parties.

Definition of Non-Tenure Track Faculty

Non-tenure track faculty positions include: instructor, lecturer and senior lecturer.

Criteria for Non-Tenure Track Faculty Ranks

“Persons appointed in continuing nontenure track positions shall normally hold a master's degree or equivalent from an accredited college or university. A terminal degree is desirable, but not required. Additional qualifications are:

(1) Instructor
   a. evident ability or promise as a teacher; and
   b. well-formulated plans for further graduate study or continued scholarly or creative activity, or evidence of ongoing contributions to the academic community.

(2) Lecturer
   A minimum of four years experience as an instructor or equivalent or significant and relevant professional experience as defined by the hiring unit.

(3) Senior Lecturer
   A minimum of four years experience as a lecturer or equivalent.”

(excerpt from BGSU Academic Charter B-I.D.4., pages 6-7 of 7)
Non-Tenure Track Faculty Appointment

“A non-tenure track appointment does not lead to tenure.

(1) A full-time non-tenure track appointment can be for a fixed term (one, two or three years maximum) or is continuing. A fixed term appointment is for a term designated at the time of hire and is subject to non-renewal at the end of that term. A continuing appointment is subject to renewal at the close of any academic year. Fixed term and continuing non-tenure track appointments may be terminated by action of the University as provided in B-I.C.(3)(b). Notice of a decision not to renew a full-time non-tenure track appointment shall be in writing and in accordance with the time schedule for probationary faculty members.

B-I.C. 2 (3)

The position of non-tenure track faculty is designed for use in those academic units where an ongoing or time specific need exists and where the unit itself agrees that the most appropriate faculty candidates for the position need not possess the usual terminal degree. Use of the position of continuing and fixed term non-tenure track faculty generally will be for appointment of faculty members who provide instructional services to the University.

A continuing non-tenure track faculty position has no limitation on the number of years of service. However, the appointee is not eligible for tenure. Continuing non-tenure track ranks are: instructor, lecturer, and senior lecturer. Appointment to continuing full-time non-tenure track positions may be terminated by action of the appointee or by action of the University as specified in B-I.C.(3).”

(excerpt from BGSU Academic Charter B-I.C.2.a), page 2 of 9)

Funding and Support for a Non-Tenure Track Position

Any new request for a non-tenure track position in the School of Art requires the College of Arts and Sciences to either obtain new funding or divert existing funds from their current uses. Thus, before a recommendation to secure a non-tenure track position is officially submitted, the division chair should review the proposal with the Director of the School of Art. The Director will discuss the potential funding sources available and the appropriateness of the non-tenure track position with the Dean of the College of Arts and Sciences.

School’s Responsibility for Creation of a Non-Tenure Track Position

“Establishment of Continuing Non-Tenure Track Position

The position of continuing full-time non-tenure track faculty shall be created only at the request of an academic unit (department/program/school). Units requesting such a position shall follow normal personnel request procedures and shall provide the following:

(a) a specification of the duties of the position, including a list of specific courses the continuing non-tenure track faculty members normally would teach;

(b) written criteria and procedures, developed by the unit and approved by the college, to be used in evaluating the continuing non-tenure track faculty for renewal and for salary changes (merit);
3.

(c) certification that the additional position will not cause the number of continuing full-time non-tenure track positions in departments and schools to exceed more than one-fourth of the number of probationary and tenured faculty in the unit. For interdepartmental programs, institutes, centers, and similar units as defined in Article XII, the number of continuing non-tenure track faculty shall not exceed two or more than one-fourth of the number of probationary and tenured faculty holding joint appointments in the programs, whichever is greater. For purposes of this determination at Firelands College, the unit is the college. Under certain conditions which are programmatic and academically-based, (i.e. non-fiscal), departments, schools, institutes, centers, etc. may petition the College and the VPAA to exceed the twenty-five percent limit on continuing full-time non-tenure track faculty. Such petitions must be presented annually.

A continuing full-time non-tenure track faculty position, once discontinued, must be re-established by utilizing the procedures outlined above."

(excerpt from BGSU Academic Charter B-I.C.2.a)(1), page 3 of 9)

Credentials to Submit for a Lecturer Position

The instructor being supported for the lecturer position must submit a package demonstrating accomplishments and excellence in teaching (updated vita; peer, area head or division chair, PST Committee, director and dean’s letters from past reviews and current review; student evaluation summaries; sample teaching materials; and letters from former students, etc.).

Approval Process for Proposal and Credentials for a Lecturer Position

1. Advisory Council Review of Proposal and Credentials for a Lecturer Position
   The proposal and instructor’s credentials for the non-tenure track position shall be submitted to the Advisory Council (AdCo) for review. AdCo may offer suggestions for modifications to the request and the division will be given time to modify their request. After adequate time for the AdCo review, and discussion and recommendations for modifications have taken place, the request shall be submitted to the full faculty for review.

2. Faculty Input on Proposal and Credentials for a Lecturer Position
   All faculty will be provided with a digital copy of the proposal and credentials. The faculty will then have an opportunity to provide written comments to their division chairs for representation in AdCo.

3. Advisory Council Vote on Proposal and Credentials for a Lecturer Position
   If the majority of AdCo members vote to “approve” the proposal, the request for the non-tenure track position will be submitted by the School of Art Director to the Dean of the College of Arts and Sciences for review and approval.
Content of Recommendation to the Dean on Proposal and Credentials for a Lecturer Position

“The recommendation to the dean must include the following:

a. documentation of need for the lectureship (e.g., enrollment data) and the courses to be taught;
b. statement from chair/director that approval of the appointment will keep the unit within the 25% limit [on continuing full-time non-tenure track faculty];
c. evidence of faculty support for both the conversion of the line and for the individual to be appointed;
d. the candidate’s curriculum vitae;
e. documentation of the candidate’s excellence in teaching;
f. a waiver signed by the candidate indicating that he/she is aware that the position does not lead to either tenure or promotion;
g. a written recommendation from the chair/director; and
h. the criteria to be used in evaluating the Lecturer for merit.”

(excerpt from College of Arts and Sciences Chair/Director Handbook, Section 6.7)

Approval of Lecturer Position and Credentials

If a lecturer appointment is approved, the candidate will be informed in writing of the following:

a. The position is not eligible for tenure
b. The standards that will be applied for annual reappointment
c. The criteria for merit pay increases
d. The lecturer will focus on undergraduate teaching, but is eligible to apply for graduate teaching status

Terms and Conditions for Continuing Non-Tenure Track Appointment

“Persons appointed as a continuing full-time non-tenure track faculty shall normally hold at least a Master’s Degree or equivalent. Appointment to a continuing full-time non-tenure track position is not open to a probationary faculty member who has been denied tenure at BGSU within the two preceding years.

The appointee shall be advised in writing by the Chair/Director that the continuing non-tenure track faculty member is not eligible for promotion or tenure. Additionally, the appointee shall be advised in writing of the following:

(a) the standards and procedures to be employed in decisions affecting review for salary changes (merit) and renewal;

(b) the special criteria adopted by the appointee's department, school, or college. X.B., XI.C.5. and B-I.D.4. ”

(excerpt from BGSU Academic Charter B-I.C.a) (2), page 3 of 9)
“Should a continuing non-tenure track faculty member later be appointed to a tenure-track position, prior service will be credited toward the probationary period on the same basis as service at another institution would be credited, unless the appointee requests a waiver of prior service and the tenuring unit concurs as indicated in B-I.C.2.(3) b 1) (a).”

(excerpt from BGSU Academic Charter B-I.C.2.a)(4), page 4 of 9)

“A continuing full-time non-tenure track faculty member will be eligible for salary changes (merit) from year to year on the basis of the annual departmental evaluation. A fixed term full-term non-tenure track faculty member with a multiple year appointment (two or three years) will be eligible for salary changes (merit) from year to year on the basis of the annual departmental evaluation. B-I.C.2.b) (1) (a) and B-I.D.1.”

(excerpt from BGSU Academic Charter B-I.C.a)(5), page 4 of 9)

“A continuing full-time non-tenure track faculty member shall have access to all applicable provisions of the grievance arbitration procedures. B-I.E.”

(excerpt from BGSU Academic Charter B-I.C.a)(6), page 4 of 9)

“A continuing and fixed term full-time non-tenure track faculty member shall not be eligible to participate in decisions relating to promotion and tenure. However, continuing full-time non-tenure track faculty members shall be eligible to participate in other matters of governance of the unit in accordance with XI.A.”

(excerpt from BGSU Academic Charter B-I.C.2.a)(7), page 4-5 of 9)

**Non-Tenure Track Faculty Teaching**

The workload of a non-tenure track faculty, as defined by the School of Art, centers on, but is not exclusive to, teaching undergraduate students. Non-tenure track faculty are not eligible to serve as an official member of a graduate review committee, but may serve as a guest.

**Non-Tenure Track Faculty Committee Service and Voting Privileges**

Instructors are required to provide service to their respective division. The nature of service is to be determined in consultation with the division head. Lecturers and senior lecturers are required to provide service for the School and their respective division or area, the exact nature of which will again be determined in consultation with their respective division head.

Instructors are encouraged to attend all faculty meetings, but will not have voting privileges. Lecturers and senior lecturers are expected to attend all faculty meetings, and will have voting privileges on issues concerning curriculum.

**Hiring Procedures for Instructor**

Refer to the College of Arts and Sciences Chair/Director Handbook, Section 6.2.
Annual Evaluation of Non-Tenure Track Faculty

“Personnel policies state that the evaluation of faculty members in an academic unit (e.g., department or school) shall be based on the principle that the academic unit has the primary responsibility for the evaluation of the academic activities of each of its faculty members.

Evaluation of faculty personnel normally shall take place in conjunction with recommendations for salary (merit), promotions, tenure, and continuation of appointments. The evaluation of faculty personnel, regardless of kind of appointment (tenure track or continuing non-tenure track) should be a collegial activity carried out for the productive purpose of improving the professional activities of the faculty member, the academic unit, and the college.

Each academic unit shall have written performance criteria for promotion...and salary changes (merit). The basic responsibility for applying the criteria and making recommendations to the Dean and the VPAA rests with the academic unit faculty and the Chair or Director. In all cases, the Chair/Director shall submit, with agreement or disagreement, the recommendation of the academic unit faculty to the Dean. If the recommendation of the Chair/Director differs from that of the academic unit faculty, this recommendation of the Chair/Director shall state the reasons for the difference.

The Dean of a college and the VPAA shall have the responsibility for approving or disapproving the recommendations of the academic unit and of the Chair/Director. The Dean may seek the advice of the appropriate college faculty committee. Recommendations of the academic unit and of the college, with appropriate supporting material appended thereto and a record of actions taken, shall become part of the permanent personnel files in the Office of the VPAA.

Any member of the faculty with a grievance pertinent to evaluation shall have the right to appeal such a grievance in accordance with the Grievance Arbitration Procedures set forth in B-I.E.”

(excerpt from BGSU Academic Charter B-I.D, page 1 of 7)

Renewal of Non-Tenure Track Faculty

“Those faculty members who have held continuing non-tenure track contracts for more than one academic year or who present themselves as candidates for reappointment are subject to the appropriate annual evaluation procedures and criteria for salary changes (merit) as outlined in B-I.D.1.b).”

(excerpt from BGSU Academic Charter B-I.D.4.b), page 7 of 7)

Non-tenure track faculty will be evaluated and renewed on an annual basis. The candidate will submit an updated vita; a letter from the area head or division chair (which will include the
candidate’s teaching responsibilities and skills, summary of student evaluations, and any area or division service); and a letter from a PST Committee member (which will include classroom observations). This process will take place at the same time as tenure-track faculty going through annual review.

The criteria used by the School of Art for decisions affecting review will include demonstration of excellence in teaching; of regular, prompt, and cooperatively fulfilled responsibilities to the School of Art, its programs, and its students; and of ability to work collegially with other members of the School of Art.

The instructor’s updated vita and two evaluation letters will be forwarded to the Director. The director will write an additional letter, forwarded to the Dean of the College of Arts and Sciences, incorporating input from the documentation, a summary of annual student evaluations, and final renewal recommendation.

For renewal of lecturers and senior lecturers, their updated vita and two evaluation letters will be submitted to the PST Committee. Members will vote to “recommend,” “recommend with reservation,” or “not recommend” the candidate for renewal. The PST Committee will then forward a brief statement to the Director of the School of Art indicating the results of the PST Committee vote, in addition to the lecturer’s or senior lecturer’s materials. The lecturer’s or senior lecturer’s updated vita and two evaluation letters will be forwarded to the Director. The director will write an additional letter, forwarded to the Dean of the College of Arts and Sciences, including input from the documentation, a summary of annual student evaluations, and final renewal recommendation.

The non-tenure track faculty member will be informed of the decision for renewal in writing.

**Evaluation for Non-Tenure Track Faculty Salary Changes (Merit)**

“Recommendations for all salary changes (merit) shall be the responsibility of the faculty of the academic unit and its Chair/Director. The recommendation of the faculty of the academic unit and its Chair/Director shall be made to the appropriate Dean, who shall, in turn, make a recommendation and forward it to the VPAA.

An evaluation of the performance of continuing non-tenure track faculty (instructor, lecturer, or senior lecturer), based upon established academic unit performance criteria developed by the unit and approved by the college, shall be conducted.

(excerpt from BGSU Academic Charter B-I.D.1., page 1 of 7)

Teaching will be the major emphasis in merit review. For instructors, service may be considered; and for lecturers and senior lecturers, service will be measured. This process will take place at the same time as the review for tenured and tenure-track faculty.
Promotion of Lecturer to Senior Lecturer

“Promotions may be allowed from instructor to lecturer and lecturer to senior lecturer with the approval from the dean and vice president for academic affairs. Units must develop procedures for promotion that will require a vote of the appropriate faculty, recommendation of the chair, and approval of the dean and vice president for academic affairs. In some instances, it may be possible to appoint a new faculty member as lecturer or senior lecturer if he or she has equivalent teaching experience at another institution of higher education.”

(excerpt from BGSU Academic Charter B-I.D.4.a)(1c), page 7 of 7)

This process will require funding support from the College of Arts and Sciences, a divisional proposal and credentials from the supported candidate, following the criteria stated under Criteria for Non-Tenure Track Faculty Ranks.

The supported candidate must submit a package demonstrating accomplishments and excellence in teaching (updated vita; peer, area head or division chair, PST Committee, director and dean’s letters from past reviews and current review; student evaluation summaries; sample teaching materials; and letters from former students, etc.). This process will take place at the same time as a tenure-track faculty member applying for promotion.

1. Advisory Council Review of Credentials for Promotion to Senior Lecturer
   The lecturer’s promotion credentials shall be submitted to the Advisory Council for review. AdCo may offer suggestions for modifications to the request and the lecturer will be given time to modify their request.

2. Faculty Input on Credentials for Promotion to Senior Lecturer
   All faculty will be provided with a digital copy of the promotion credentials. The faculty will then have an opportunity to provide written comments to their division chairs for representation in AdCo.

3. Advisory Council Vote on Credentials for Promotion to Senior Lecturer
   Following the majority of AdCo members voting to approve the promotion, the Director will write an additional letter supporting the promotion and forward, along with the credentials, to the Dean of the College of Arts and Sciences.

Nonrenewal of a Full-Time Non-Tenure Track Continuing Position

“Continuing full-time non-tenure track appointments are subject to annual review and recommendation for renewal or nonrenewal by the faculty of the academic unit and its Chair or Director. XI.A.

Appointment as a continuing full-time non-tenure track faculty member is subject to nonrenewal only for the following causes:

(a) the appointee’s performance is not adequate, as measured against the criteria and according to the procedures developed by the unit and approved by the college to be used in evaluating the continuing full-time non-tenure track faculty member for renewal and salary changes (merit).
(b) there is a reduction in demand for the duties/courses normally performed/taught by the appointee.

The procedures for terminating a continuing full-time non-tenure track position when the appointee is performing satisfactorily shall require the review and recommendation by the academic unit/program and the appropriate college and university councils.

A continuing non-tenure track faculty member also is subject to termination as provided in B-I.C.1.d).

Notification of nonrenewal shall be given in accordance with the schedule for probationary faculty. B-I.C (3)

Additionally, notice of a decision not to renew a continuing full-time non-tenure track faculty member shall be in writing and in accordance with the time schedule for probationary faculty members, B-I.C.2.b) (1) (e). The appointee shall be given the opportunity to submit material that the appointee believes to be pertinent to a decision for renewal.

(excerpt from Academic Charter B-I.C.2.a)(3), page 4 of 9)

Approved by School 4/14/09