

Appendix Q
Policies and Procedures
Relating to Non-Tenure Track Ranks

I. Overview

All full-time faculty positions fall into one of four appointment categories. Ranks within each of those categories are defined in the body of the Faculty Handbook. Procedures for review and renewal for the Tenure and Tenure-track category and its ranks are set out in Appendix C of this Faculty Handbook. Teaching Faculty appointments and its ranks are long-term non-tenured positions; Research Faculty appointments are short-term non-tenured positions; and Presidential appointments are special status appointments made by the President. Policies and procedures relating to ranks in these latter three categories are described below.

II. Standards

Inasmuch as there may be significant differences in the spirit and traditions of the individual disciplines comprising IIT, standards may vary from one profession to another. Consequently, each academic unit shall publish standards for appointment and retention for each rank, consistent with the definition of that rank, in this Faculty Handbook and in this Appendix Q, and based on clearly defined standards of academic quality. These standards should distinguish the rank from the Tenure and Tenure-track ranks and should not simply be a means to avoid appointments in Tenure and Tenure-track ranks. Academic unit heads shall supply copies of these standards with any amendments and revisions to the Provost for approval. A copy of the appropriate set of standards shall be given to each faculty member by the Office of the Provost at the time of the faculty member's initial appointment. A faculty member being considered for renewal shall be evaluated following the standards given to him or her at the time of last appointment unless they agree to be evaluated following a version revised or amended subsequent to that appointment.

The standards governing the contract produced by each academic unit for renewal and promotion of Teaching faculty shall include at a minimum: the faculty member's accomplishments within their own area of expertise; the educator's demonstrated abilities to teach and work effectively with students, including an examination of their actions to improve teaching and learning. Other factors that may be considered include the educator's administrative/service contributions to the academic unit and the university, including committee participation and/or student advising; the educator's involvement in matters related to research; and the educator's involvement with relevant professional associations, scholarly or practice-oriented publications and presentations at conferences. Standards should avoid assessments or instruments that the faculty member cannot control or are based on performance not directly related to learning or teaching as specified by appropriate professional societies.

Standards shall also be developed for expectations of these activities specific for each level, Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor, that will be used in developing recommendations for promotion

III. Review

Each academic unit must adopt and publish a process for renewal and promotion review.

A. Teaching Faculty Appointments

Reviews will be done by an Academic Unit Committee on Appointments and Retention (AUCAR). Published standards for renewal should be distributed to faculty members with Teaching Faculty appointments in sufficient time to prepare for a review. The candidate shall then provide a portfolio for review to the AUCAR and the academic unit head. There must be an AUCAR review prior to renewal of any Teaching Faculty member.

The AUCAR for renewal of Regular Teaching Faculty shall be comprised of an academic unit's tenured and teaching faculty members of rank equal or higher to that of the faculty member under review. The AUCAR may delegate development of a recommendation for specific candidates to a subcommittee of the AUCAR approved by a vote of the full AUCAR, but final approval and wording of the recommendation shall be considered and voted on by the full AUCAR. The head of the academic unit in which the faculty member serves shall not be an AUCAR member nor be part of any discussions involving the AUCAR review.

The AUCAR for promotion of Regular Teaching Faculty shall be comprised of an academic unit's tenured and teaching faculty members of rank equal or higher to that sought. For promotion, a teaching faculty member of rank equal or higher to that sought from outside the academic unit shall be added to the AUCAR. This outside member shall be nominated by the candidate, and approved by the relevant Dean.

For the purposes of assembling the AUCAR only, the rank of associate tenure professor is considered equal to the rank of associate teaching professor, and the rank of full tenured professor is considered equal to the rank of full teaching professor. This equivalence applies strictly to the composition of the AUCAR and does not confer any additional rights or privileges to teaching faculty.

If the AUCAR has fewer than four members, the committee must be augmented with additional qualified faculty members. The AUCAR should first be augmented with tenured associate professors from within the department and then, as necessary, from the ranks of full professors, full teaching professors, associate professors, and associate teaching professors from within the college. The candidate may suggest external members, subject to approval by the relevant Dean.

Consistent with the academic unit's published process for renewal and/or promotion, which may include an AUCAR-approved subcommittee, the AUCAR shall meet and discuss the accomplishments of the candidate. The candidate has the right to address the AUCAR concerning their accomplishments and/or provide further explanation. The AUCAR shall evaluate the candidate against its published standards and vote to "recommended" or "not recommended" for renewal and/or promotion of the candidate. The AUCAR shall compose a written evaluation letter which includes the vote count and, consistent with the vote count, describes the strengths and weaknesses of the candidate. The AUCAR will transmit evaluation letter to the academic unit head and to the relevant academic Dean.

The academic unit head will provide an administrative review report to the relevant academic Dean. The relevant academic Dean shall provide a recommendation that contains both the AUCAR evaluation letter and the academic unit head report to the Provost. All documentation is provided to the faculty member under evaluation, the academic unit head, and the Dean, and then forwarded to the Provost for review and action. Renewal and promotion is at the discretion the Provost after consideration of these reports

For faculty in the Professor of Practice rank, AUCAR review is at the option of the academic unit head, and renewal is at the discretion of the relevant academic dean in consultation with the Provost and academic unit head.

B. Research Faculty Appointments

Although the academic unit head may request a review for appointment or renewal from the AUCAR, there is no formal requirement for action by the AUCAR. Renewal is at the discretion of the academic unit head and the Provost.

C. Presidential Faculty Appointments

When the first appointment is made, the University Committee on Promotion and Tenure (UCOPT) shall review the candidate and consult with the appropriate academic unit committee on promotion and tenure (AUCOPT). The UCOPT shall make a recommendation to the President regarding the proposed appointment. No further review is required.

IV. Voting Rights

Teaching Faculty with the titles of Associate Teaching Professor and Teaching Professor shall have the right to vote in faculty committees and in matters of joint governance that arise within an academic unit, as well as on university matters at university faculty meetings. The voting faculty of academic units may also extend academic unit voting rights for fixed terms, on non-tenure related matters, to other ranks of faculty as they see fit. Teaching Faculty who have the title of Teaching Professor, may serve on the University Faculty Council. Voting rights on

university faculty matters, including the right to serve on the University Faculty Council (UFC), may be extended for fixed terms to other ranks of faculty by the regular voting members of the faculty at a meeting of the university faculty.

V. Termination of Contract for Cause

If the Dean, after consultation with the Academic Unit chair, determines that a Teaching Faculty member has breached their contract, or where just cause otherwise exists for termination of employment during a contract term, the Dean shall provide written notice to the Teaching Faculty member of the university's intention to terminate the Teaching Faculty member's employment in accordance with the process described in the IIT Faculty Handbook, Appendix J.

VI. Termination for Financial Exigency

Pursuant to the language of the employment contracts of Teaching Faculty members, the University may terminate the employment of any teaching faculty member for reasons of financial exigency. In such event, the termination shall not take effect until the completion of the semester during which the exigency arises or, if the exigency arises during a period between academic semesters, until the conclusion of the next academic semester.

VII. Hiring and Initial Appointment

A Teaching Faculty Member's rank will be determined based upon the experience of the candidate in terms of both teaching and service. The Dean in conjunction with the Academic Unit head shall have the discretion to hire a Teaching Faculty Member on a one-year probationary basis without AUCAR review. During that year, upon recommendation of the academic unit head in consultation with the Dean, the AUCAR will be convened to vote on and develop a recommendation for renewal for a multiyear contract as described herein.

VIII. Caps

A. Introduction

There shall be a cap on the percentage of Teaching Faculty in each unit. These caps are specified below. It is recognized that some academic units may not be in compliance with those caps on the effective date of this Appendix. A unit not in compliance with the cap should prepare a transition plan specifying a date by which the unit anticipates it will be in compliance.

B. Teaching Faculty

Absent unusual circumstances, each academic unit should keep the ratio of the total number of Teaching faculty to the total number of Tenure and Tenure-track faculty under 50

percent. Therefore, Teaching Faculty should comprise no more than one-third of the sum of Tenure and Tenure Track Faculty and Teaching Faculty.

C. Professors of Practice

Since the Professor of Practice position involves individuals whose main affiliation is not with IIT, special considerations related to Caps apply. Absent unusual circumstances, each academic unit should keep the ratio of the total number of Professors of Practice faculty to the sum of Tenure and Tenure Track and other Teaching Faculty members under 34 percent. Therefore, Professors of Practice faculty members should comprise no more than one-fourth of the sum of Tenure and Tenure Track and other Teaching Faculty members.

IX. Appointments Funded with “Soft” Money

On occasion, faculty salaries may be funded primarily from sources outside the university. For regular Teaching faculty with multiyear contracts this shall not be cause for early termination or waiving of non-renewal notice periods. If it is envisioned that continuing support is not possible, the administration may either move this position to the Professor of Practice category at the time of contract renewal, which carries with it no such expectations of multiyear contracts or non-renewal notice; or alternatively implement the financial exigency clause. If a move to the Professor of Practice rank is implemented, advance notification of such shift is required equivalent to the non-renewal notice periods specified based upon length of service.

X. Additional Ranks

Titles of ranks for Teaching, Research, and University Faculty positions are specified in this Faculty Handbook. Other titles may be added to any of these categories with the approvals of the President and the UFC.