

IV. Conditions of Academic Appointment

A. Locus of Authority

IIT is a private university. The ultimate authority to determine policy and conditions of academic appointment resides with the Board of Trustees and is vested by the Board in the President and the Provost. Working procedures have been developed for obtaining the advice and recommendations of the faculty and members of the academic administration concerning decisions involving policy changes and the selection, retention, promotion, advancement to tenured status, and termination of faculty members. These procedures and their implementation remain subject, however, to the approval of the Board of Trustees and those named to administer its directives.

B. Faculty Appointments and Ranks

All full-time faculty positions fit into one of the following three categories: Tenure and Tenure Track, Teaching Faculty, Research Faculty. Some of the ranks require further definition by the academic units using them. However, the following standards apply uniformly to all faculty in each category and at each rank. Procedures for review and renewal are set out in Appendix C for persons holding Tenure and Tenure Track ranks and in Appendix Q for persons holding Teaching faculty and Research Faculty ranks. Other ranks may be added to Categories of Teaching Faculty and Research Faculty upon approval of the President, the UFC, and the IIT Faculty.

1. Tenure and Tenure Track

These are the traditional tenure and tenure track ranks, and individuals holding these ranks form the “core” of the faculty. Their roles in teaching, research, and service are well understood.

a. Professor

Appointment to the rank of professor carries permanent tenure. Such appointment shall be continued until (1) retirement, (2) resignation, (3) dismissal with cause as set forth in Appendix J, or (4) declaration by the Board of Trustees that the university is suffering from extraordinary financial exigency. In cases where the first appointment at IIT is in this rank, the award of continuous tenure shall be subject to consideration under the university’s procedures for promotion and granting of tenure.

b. Associate Professor

Promotion to the rank of associate professor from the rank of assistant professor carries continuous tenure under the same provisions and limitations as apply to professor. In cases where the first appointment at IIT is in this rank and is without tenure, such appointment shall be for a four-year term and shall be subject to notification of termination or award of tenure at the end of three years. An associate professor in their third year may petition the academic unit head to defer consideration to the fourth year. However, if the request for deferral is granted and tenure subsequently is not awarded, the fourth year constitutes the terminal year and there can be no extension of the terminal contract. In cases where the first appointment at IIT is in this rank with tenure, the award of tenure shall be subject to consideration at the time of hire under the university’s

procedures for promotion and granting of tenure. Typically, time spent on leave of absence by an untenured faculty member is not counted as part of a probationary appointment at IIT. However, agreement on whether or not a leave of absence is to be considered part of a probationary term must be reached before approval of the leave of absence is granted, except as otherwise provided in the Faculty Family Policy, included in the Supplement to the Handbook. Under that Policy, leaves of absence for birth or adoption of a child do not require prior approval and time spent on such leaves are not counted as part of the probationary appointment.

c. Assistant Professor

Two options are available for the appointment or reappointment of an assistant professor: (1) an initial probationary period of four years, with a possible renewal for a term of three years; or (2) an initial probationary period of three years, with a possible renewal for a term of four additional years. Each academic unit shall publish its policy as to which option it follows. The policy must be uniform for each assistant professor appointee within that academic unit. An assistant professor must be considered for tenure no later than their sixth year in this rank at IIT. An assistant professor in their sixth year may petition the academic unit head to defer consideration to the seventh year. However, if the request for deferral is granted, and tenure is not awarded, the seventh year constitutes the terminal year and there can be no extension of the terminal contract. An assistant professor's appointment shall be terminated if the faculty member is not promoted prior to, or at the end of, the second appointment. Notice of termination of appointment at the end of the first or second terms shall be given at the end of the year preceding the terminal year of the appointment. Typically, time spent on leave of absence by an untenured faculty member is not counted as part of a probationary appointment at IIT. However, agreement on whether or not a leave of absence is to be considered part of a probationary term must be reached before approval of the leave of absence is granted, except as otherwise provided in the Faculty Family Policy, included in the Supplement to the Handbook. Under that Policy, leaves of absence for birth or adoption of a child do not require prior approval and time spent on such leaves are not counted as part of the probationary appointment.

2. Teaching Faculty

a. Ranks

The goal of creating ranks for teaching faculty is to attract and retain a diverse set of committed, long-term faculty colleagues that demonstrate excellence in teaching, service, and administration.

There are four ranks of Teaching Faculty; Regular Teaching Faculty comprise the first three ranks whose affiliation is exclusively with IIT; a fourth rank is comprised of faculty members who are affiliated with IIT in an instructional capacity, as well as being affiliated with or employed by another professional organization or employer.

The first three ranks are: Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. These are full-time positions. Persons holding these positions are expected to devote all or substantially all of their working time to the teaching of

students, university service, and administration and they may have no outside office or business activities that unduly interfere with their work as educators.

- (i) **Assistant Teaching Professor:** appointment to this rank requires excellence in teaching. Contracts are flexible and short term but can be longer when appropriate.
- (ii) **Associate Teaching Professor:** appointment to this rank requires excellence in teaching, as well as service to the department and the university. Contracts are usually longer term, up to 5 years - with service and review benchmarks.
- (iii) **Teaching Professor:** appointment to this rank requires excellence in teaching, service to the department, college, and university (including administration), and engagement at the national or global level as a disciplinary expert, or in the areas of student learning or student success at the national or global level. Teaching Professors are eligible to serve on the University Faculty Council. Individuals that achieve the rank of Teaching Professor may be granted Emeritus status as described in section 5.e after serving at this rank for at least two five-year contractual periods, or who may have previously served the equivalent prior to establishment of this policy. Individuals at this rank will preferably have a terminal degree in their field, but exceptions can be granted by the Provost based upon evidence of exceptional performance in comparison to the standards expected of this rank, as described in Appendix Q.

The fourth lane rank is Professor of Practice. The goal of creating a lane rank for Professors of Practice is to attract and retain a diverse set of talented teachers and practitioners that can fill short and midterm needs for colleges and departments, and also to attract high profile scholars and practitioners for fixed term engagements with the university.

- (iv) **Professor of Practice:** Appointment to the ranks of Professor of Practice may be made to recognized outstanding practitioners who may continue to practice in their fields following appointment to the rank. Persons with this rank are expected to devote all or substantially all of their working time at IIT to the teaching of students and are generally expected to not engage in university service or administration. They may have, and indeed are expected to have, outside professional business activities. Course load and compensation will be determined by the academic unit head in consultation with the relevant Dean, and specified in a contract between the faculty member and the university which will set out expectations as to what portion of their activities will be devoted to IIT. Renewal of the contract is subject to only the needs of the academic unit and the mutual agreement of the individual and the university.

b. Supplemental Titles

Certain supplemental titles have been in customary use at IIT and in certain disciplines are useful designators of professional practice. These may be added to any of the above

designations, if so desired, at the time of appointment, and may be combined other supplemental titles or with rank designations

(i) **Clinical**

Clinical faculty members are those who bring professional expertise to the classroom, but who usually do not participate in academic research and/or scholarship. An academic unit may determine the length of a Clinical faculty member's contract, within the one- to five-year terms, depending upon title.

(ii) **Studio**

Appointment to the ranks of studio professor, studio associate professor, and studio assistant professor are made to recognized outstanding practitioners who may continue to practice in their fields.

(iii) **Legal Writing**

Professors of legal writing are those who have demonstrated excellence in teaching legal writing and doctrinal law courses and who are active participants in institutional service and in the intellectual life of the law school. The term for this title is an initial appointment of two years as an assistant professor of legal writing, based on the vote of the tenured faculty to recommend the appointment to the dean. Such appointments may be renewed for a maximum of two additional years. The terms for appointments to the title of associate professor of legal writing and professor of legal writing shall be for three and five years, respectively, and are made by the dean upon the recommendation of the appropriate law school committee.

(iv) **Industry**

Appointment with the title of industry professor or industry associate professor or assistant industry is made to an individual with substantial experience in business or industry who will bring their professional expertise to teaching and other professional activities, not including research.

c. Contract Length and Nonrenewal Notice

Faculty members within Teaching Faculty ranks will have contracts from one year to five years in duration, with no limit on the number of renewals, except as otherwise provided above for assistant professors of legal writing.

For appointments within the Assistant Teaching Professor rank, the initial appointment is ordinarily for a two-year period, and may be renewed for additional two-year periods. For appointments within the Associate Teaching Professor rank, appointments are ordinarily for three-year periods. For appointments within the Teaching Professor rank, appointments are ordinarily for five-year periods. However, for all levels, a renewal of a contract may be for a shorter or longer term than the term of the predecessor contract. Salary is reviewed at the start of each renewal contract.

In the case of a full-time Teaching Faculty member who is in their third through fifth year of service with the university, and who is not going to receive a renewal of their contract, notice of such non-renewal shall be given to them by the academic unit head at least six months prior to the expiration of their current contract. In the case of a full-time Teaching Faculty member who is in their sixth through tenth year of service with the university, and who is not going to receive a renewal of their contract, notice of such non-renewal shall be given to them by the academic unit head at least one academic year prior to the expiration of their current contract. In the case of a full-time Teaching Faculty member with eleven or more years of service with the university and who is not going to receive a renewal of their contract, notice of such non-renewal shall be given to that Teaching Faculty member by the academic unit head at least two academic years prior to the expiration of their final contract. If timely non-renewal notice, as defined above, is not given to a full-time Teaching Faculty member, they shall receive a terminal contract of duration at least equal to the period of time that the notice was untimely. For example, if notice is given eight months late, the faculty member shall be entitled to a contract of at least eight months' duration.

3. Research and Visiting Faculty

Full-time, short-term faculty with little university commitment, including visiting and research faculty, constitute Research and Visiting Faculty. Faculty members with this title receive contracts for one or two years; they may serve for no more than four years in a period of seven years. However, appointments with the titles of distinguished research professor, research professor, research associate professor, and research assistant professor are not subject to these durational limitations. Notice of renewal or non-renewal shall be given by the end of the last academic year of the contract in force.

a. Visiting Faculty

Appointment to any of the visiting ranks is not permanent and carries no implication of tenure or continuing connection with the university. Such an appointment is made on an annual basis. Generally, the period of service as a visiting member of the faculty shall not be extended beyond two years, although under special circumstances appointment may be continued on an annual basis for a period not to exceed another two years. Academic responsibilities and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

b. Distinguished Research Professor

Appointment to the rank of distinguished research professor is made to a person who has achieved preeminence in their field of expertise, as defined in Appendix O regarding the honorific title of distinguished professor. This appointment may be made to a person who has been affiliated with another university, a research laboratory, or an industrial organization, as well as to an IIT professor who has retired. Such an appointment is made on an annual basis and carries no implication of tenure or continuing connection with the university. Renewal of the appointment is subject only to the needs of the academic unit and the mutual agreement of the individual and the university. A distinguished research professor may serve with a tenure-track faculty member as a co-adviser, but not as a sole

adviser, for graduate students. Workload and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

c. Research Professor and Research Associate Professor

Appointments to the rank of research professor and research associate professor are made to recognized outstanding professionals who may continue to practice in their fields. Such an appointment is made on an annual basis and carries no implication of tenure or continuing connection with the university. The terms of each annual appointment are subject to the needs of the department and the mutual agreement of the individual and the university. A research professor or a research associate professor may serve with a tenure-track faculty member as a co-adviser, but not as a sole adviser, for graduate students. Workload and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

d. Research Assistant Professor

Appointment to the rank of research assistant professor is made to a professional who shows promise of developing into an outstanding researcher in their field. Such an appointment is made on an annual basis and carries no implication of tenure or continuing connection with the university. The terms of each annual appointment are subject to the needs of the academic unit and the mutual agreement of the individual and the university. A research assistant professor may serve with a tenure-track faculty member as a co-adviser, but not as a sole adviser, for graduate students. Workload and compensation are determined by the academic unit head and specified in a contract between the university and the individual.

4. Presidential Appointed Faculty

This category includes highly distinguished faculty who may be appointed directly by the President in recognition of their national reputations.

University Professor

Appointment to the rank of university professor is made by the President in the case of prestigious members of the academic or other professional community. The terms of appointment are set by the President.

In the case of an initial proposed appointment of an individual who will be affiliated with an academic unit, the nominee's appointment shall be subject to review by, and the consent of, the relevant Academic Unit Committee on Promotion and Tenure (AUCOPT).

An affirmative recommendation by the AUCOPT shall be reviewed by the University Committee on Promotion and Tenure (UCOPT), which shall submit a recommendation to the President, which recommendation shall be accompanied by the documentation received from the AUCOPT.

In the case of a proposed initial appointment of an individual who will not be affiliated with an academic unit, the nominee's appointment shall be reviewed by the UCOPT, which shall submit a recommendation to the President.

Renewals of appointments may be made by the President without additional reviews by the relevant AUCOPT or by the UCOPT, unless the President requests a review.

In the case of a university professor who is affiliated with an academic unit, workload and compensation are determined by the academic unit head and are to be specified in a contract entered into between the university and the university professor.

5. Other Academic Appointments

a. Adjunct and Part-Time Faculty

Adjunct and part-time faculty appointments are made on a year-to-year, semester-to-semester basis. Such appointments are not permanent and carry no implication of continuing connection with the university. Workload and compensation are determined by the academic unit head and are specified in a contract between the university and the individual.

b. Senior Research Associate

Appointment as a senior research associate is made by the Dean of the College or School to an individual who holds an earned doctorate and who possesses special qualifications for making significant professional contributions to the research projects in which he or she is engaged.

This is a full-time academic appointment. Although not a faculty member, a senior research associate is ordinarily considered equivalent in rank and privileges to an assistant professor. An individual holding this appointment is eligible to participate in teaching activities on a part-time basis. An appointment is made for a specified period, is renewable annually, and carries no implication of continuing connection with the university or of eligibility for tenure. In general, the maximum period for such an appointment is five years, although in appropriate cases this may be extended. Workload and compensation are determined by the academic unit head and are specified in a contract between the university and the individual.

c. Research Associate

Appointment as a research associate is made by the Dean of the Graduate College to an individual whose highest degree is the master's degree and who is not pursuing a graduate degree program at IIT. This is a full-time academic appointment. Although not a faculty member, a research associate is ordinarily considered equivalent in rank and privileges to an instructor. An appointment is made for a specified period, is renewable annually, and carries no implication of continuing connection with the university or of eligibility for tenure. In general, the maximum period for such an appointment is five years, although in appropriate cases this may be extended. Workload and compensation are determined by the academic unit head and are to be specified in a contract between the university and the individual.

d. Emeritus Faculty

Appointment to the rank of associate professor emeritus, professor emeritus, or distinguished professor emeritus may be awarded to a retiring full-time tenured faculty member in recognition of his or her distinguished service to the university. The appointment is made upon the joint recommendation of the academic unit, the dean of a college (in the case of an academic unit that is located within a college with departments) and the Provost. Notice of the appointment is given by letter from the President or from such other academic administrator as the President may designate. The list of emeritus faculty is published in the undergraduate and graduate bulletins and on the university's web site. Active emeritus faculty can be principal investigators in research and sponsored program proposals and advise graduate student research as primary advisor but only with a tenured or tenure-track faculty member as co-principal investigator in the research proposal and as co-advisor of the student.

6. Administrative Officers with Faculty Rank

Appointment to an administrative position does not carry with it tenure. An administrative officer holding faculty rank is subject to the tenure provisions specified for the various academic ranks only insofar as their faculty status is involved.

7. Notification of Appointment

The terms and conditions of every new appointment to the faculty of IIT will be stated or confirmed in writing and a copy of the appointment document will be provided to the newly appointed faculty member. Every full-time faculty member will be informed annually of the renewal or termination of her or his appointment. Notification of renewal of appointment will include specification of all the terms and conditions of the appointment. Any modifications of the terms of an appointment or any conditions agreed upon after the original appointment document has been transmitted to the faculty member shall be stated or confirmed in writing and a copy shall be given to the faculty member.

8. Equal Opportunity/Affirmative Action

IIT is an Equal Opportunity/Affirmative Action employer. Candidates for promotion and new faculty positions are evaluated by the established academic criteria, and in compliance with federal, state, and local requirements. IIT is firmly committed to its affirmative action goals as set forth in its affirmative action plan, which is available in the General Counsel's Office. Without sacrificing academic standards, IIT is mindful of those goals in hiring new faculty. A candidate's membership in a group that is under-represented on IIT's faculty is one of the factors that shall be considered in hiring decisions. Candidates for promotion and/or tenure are evaluated by established academic criteria and in full compliance with all nondiscrimination laws and regulations.

9. Faculty Promotions and Tenure

It is the policy of IIT to ensure excellence in the quality of its faculty and to recognize the interests of its faculty members through the principles concerning conditions of appointments and the awarding of tenure (See Appendix C.) For Teaching Faculty see Appendix Q.

10. Faculty Interaction with IITRI

IIT and its affiliate, IIT Research Institute (IITRI), constitute a significant concentration of resources for education and for scientific and engineering research. Basic research is an essential function of IIT and of IITRI. Applied research and the related activities of development, inventions, and commercialization are also important missions of IITRI. All of these activities are complementary. Thus, it is an objective of IIT to encourage coordination, cooperation, and information transfer between IIT and IITRI, thereby optimizing the resources available for the conduct of scientific and engineering activity. Degree-granting education programs are the special province of IIT and the university is the only source of such activity on the IIT campus.