

## Appendix Q

# Policies and Procedures Relating to Non-Tenure Track Ranks

## **I. Overview**

All full-time faculty positions fall into one of four categories. Ranks within each of those categories are defined in the body of the Faculty Handbook. Category I appointments are tenure and tenure-track. Procedures for review and renewal for these ranks are set out in Appendix C of this Faculty Handbook and rights relating to voting at faculty meetings are set out in Appendices A and B. Category II appointments are long-term non-tenured positions; Category III appointments are short-term non-tenured positions; and Category IV 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**

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. These standards should distinguish the rank from the Category I ranks and should not simply be a means to avoid appointments in Category I ranks.

## **III. Review**

### A. Category II Appointments

Each academic unit must adopt and publish a process for renewal review. The review will be done by an Academic Unit Committee on Appointments and Retention (AUCAR), with tenured faculty forming a majority of voting members. Published standards for renewal should be distributed to faculty members with Category II appointments in sufficient time to prepare for a review. There must be an AUCAR review prior to any commitment to renew a Category II appointment. Renewal is at the discretion of the academic unit head and the Provost.

### B. Category III 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. Category IV 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**

Voting rights in faculty committees and in matters of joint governance within an academic unit shall be determined by the tenured and tenure-track faculty in that unit. Voting rights on university faculty matters, including the right to serve on the University Faculty Council (UFC), shall be determined by the regular voting members of the faculty at a meeting of the university faculty. Only faculty members with Category I appointments shall be members of the University Faculty Senate. Only faculty members with Category I appointments may serve on the UFC.

#### **V. Caps**

##### **A. Introduction**

There shall be a cap on the percentage of Category II and Category III 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. Category II**

Absent unusual circumstances, each academic unit should keep the ratio of Category II faculty to Category I faculty under 50 percent. Therefore, Category II faculty should comprise no more than one-third of the total number of Category I and Category II faculty.

##### **C. Category III**

Absent unusual circumstances, each academic unit should keep the ratio of Category III faculty to Category I faculty under 34 percent. Therefore, Category III faculty should comprise no more than one-fourth of the total number of Category I and Category II faculty.

#### **VI. Appointments Funded with "Soft" Money**

Faculty members whose salaries are funded primarily from sources outside the university may have their appointments terminated if the outside funding is no longer available. Such terminations shall not be considered inconsistent with the guidelines set forth in this policy or in the definitions of the ranks described in this Faculty Handbook.

## **VII. Additional Ranks**

Titles of ranks for Category II, III, and IV 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.