

Titles, Policies, and Category Descriptions for Non-Tenure-Track Faculty

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Principles:

- Non-tenure-track faculty should be respected, mentored, and evaluated.
- Appointment letters for long-term non-tenure-track faculty should be flexible enough to respect commitment to individuals and the needs of departments.

Titles:

Teaching Professor/Associate Professor/Assistant Professor: a title used with longer-term appointments expected to be of three years or more in total duration. Rank will be commensurate with experience, and a faculty member may advance from one category to the next according to the timetable explained below.

Visiting Professor/Associate Professor/Assistant Professor: a title used with short-term appointments with a total duration of no longer than three years. Rank will be commensurate with experience.

Research Professor/Associate Professor/Assistant Professor: a title used for non-teaching faculty who receive financial support from outside the institution. Rank will be commensurate with experience, and a faculty member may advance from one rank to the next within this category based on the recommendation of the Dean. Unless specified in the appointment letter, appointments in this category do not confer compensation, employee benefits, office space, tenure or tenure-track status, or funding of any nature. Faculty in this category may be reappointed by the Dean but do not undergo the review process specified in the *Personnel Procedures for Non-Tenure-Track Faculty*.

Instructor: a title used for faculty members who do not hold the terminal degree in their field.

Distinguished Scholar in Residence/Distinguished Visiting Professor: titles used in exceptional circumstances at the exclusive discretion of the Vice-Chancellor.

Category 1: Short-term non-tenure-track faculty

- Normally, faculty in this category are hired solely to teach some number of courses for three years or fewer and be available to students for limited out-of-class consultation. Unless the appointment letter specifies otherwise, these faculty are under no expectation to advise students, participate in comprehensive exams or independent studies, or serve on committees. If they choose to do so, the activities are understood to be

uncompensated. Moreover, their performance in these activities will not be counted as highly as teaching in any future decision about their entering the long-term non-tenure-track faculty category.

- The salary for these faculty is set by the appropriate Dean after consultation with Human Resources, exercising discretion within two goals: minimum standard per-course rates are at or above the mean of those paid by peer liberal arts colleges; the College or School is able to assure high quality in the teaching of the relevant classes. Guidelines for the minimum standard per-course rates, as described for those with or without a terminal degree, are established by the Dean.
- The benefits for these faculty include retirement benefits if they have held a full-time appointment for 24 consecutive months and teach at least three courses a year or are deemed by the Dean to work an equivalent amount. Should the number of courses reach three when three had not been anticipated, benefit eligibility begins at the first month following the commencement of the third course. (Benefit eligibility is described at <http://www.sewanee.edu/media/provost/Benefits-Summary.pdf>.)
- Full-time faculty in this category teach six courses per academic year.
- Faculty hired in this category should not expect any increase in compensation per course in any future appointment letter, unless they enter the long-term non-tenure-track faculty category.
- Faculty hired in this category may apply to receive funds for research and additional salary support, but priority will be given to applications from tenure-track and tenured faculty. All faculty are eligible to apply for funding from the Center for Teaching.
- Faculty in this category normally undergo a review in the third year of service (as described in the *Personnel Procedures for Non-Tenure-Track Faculty*).

Category 2: Long-term non-tenure-track faculty

- Faculty in this category are hired to teach some number of courses over a duration of one to three years, to be available to students for limited out-of-class consultation, and, in some cases, to engage in other activities such as advising students, participating in comprehensive exams or independent studies. Unless the appointment letter specifies so, however, these faculty are under no expectation to advise students, participate in comprehensive exams or independent studies, or serve on committees. If they choose to do so and these duties are not mentioned in the appointment letter, the activities are understood to be uncompensated. For contingent faculty who have part-time administrative roles, those responsibilities are considered as part of the workload when eligibility for benefits is determined.
- Full-time faculty in this category teach six courses per academic year unless the Dean has determined that a five-course teaching load and the faculty member's non-teaching responsibilities together constitute a full-time appointment.

- Appointment letters for faculty in this category may be flexible enough to specify a range of a number of courses the faculty member will be asked to teach each year. The precise number from year to year will be determined by the Dean in consultation with the department chair. At the conclusion of an appointment, a successive three-year appointment letter may be issued, subject to a positive review of the faculty member's performance and the projected needs of the department.
- The salary for these faculty is set by the appropriate Dean, after consultation with Human Resources, exercising discretion within several goals: minimum standard per-course rates are at or above the mean of those paid by peer liberal arts colleges; the College or School is able to assure teaching of quality of the relevant classes; for individual faculty, per-course rates should rise over time.
- The benefits for these faculty include retirement benefits if they teach at least three courses a year or if the collection of their duties, as determined by the Dean, is at least half-time over the course of a year. Should the number of courses reach three when three had not been anticipated, benefit eligibility begins at the first month following the commencement of the third course. If a non-tenure-track faculty member in this category takes an unpaid leave and returns to teaching at the University, she or he will receive benefits at pre-leave levels.
- Faculty hired in this category may apply to receive funds for research and additional salary support, but priority will be given to applications from tenure-track and tenured faculty. All faculty are eligible to apply for funding from the Center for Teaching.
- Normally, faculty are not eligible to enter this category (with the title of Teaching Associate Professor) unless they have taught for at least six years (twelve semesters) at Sewanee with strong student evaluations and have undergone a second successful review (as described in the *Personnel Procedures for Non-Tenure-Track Faculty*). After another six years, a faculty member may be promoted with the title of Teaching Professor.
- Faculty may be proposed for this category by a chair or director of a relevant department or program, in the case of the College, or by the Associate Dean for Academic Affairs or the Dean, in the case of the School of Theology. Such proposals must document excellence in teaching.
- Proposals for faculty to enter this category are reviewed by the Dean in consultation with the department chair. In reviewing the request, the Dean will consider both the quality of teaching and the ongoing needs of the Department or School.