Guidelines for Adding Term Faculty Language

October 2018

Introduction

In May 2018, Faculty Senate passed revisions to the Faculty Handbook regarding term faculty appointments. The Senior Vice President and Provost Office's Term Faculty Implementation website site includes implementation principles and an implementation timeline for colleges and departments to follow as they revise their governance documents.

Purpose of this Document

The College and Departmental Document Review Committee (CDDR) has written this document to describe the specific areas where governance documents must be revised in order to implement the term faculty policies. The implementation principles mandate that governance documents be revised to include language related to minimum qualifications for faculty (FH §3.1.3), term faculty appointments (FH §3.3.2), and evaluation, renewal and advancement of term faculty (FH §5.4).

Colleges and departments must revise sections of their governance documents that affect the implementation of term faculty policies.

Governance document sections that mention any term positions (lecturer, senior lecturer, clinical faculty, research faculty, adjunct faculty) must be updated with the new language about term faculty.

Here are details of the required revisions:

Minimum qualifications for the hiring of term faculty (FH Section 3.1.3).

- Documents shall state the minimum qualifications required for appointment in each term faculty track that the department or college intends to use (Lecturer, Teaching Track, Practice Track, Research Track, Clinical Track and Adjunct Track).

- College documents shall have a procedure for departments to seek a waiver for a candidate who does not have the stated minimum qualifications.

- **Note**: A section about minimum qualifications for tenure-eligible and tenured faculty is already required in governance documents. If this information is missing from your document, it needs to be added as part of your governance document revision.

Term Faculty Appointments (§3.3.2)

- Documents shall describe the titles of the term faculty appointments in your unit (Lecturer, Teaching Track, Practice Track, Research Track, Clinical Track and Adjunct Track) - (§3.3.2.2).

- Documents shall describe the ranks (lecturer, assistant, associate, and professor) and lengths of term faculty appointments (§3.3.2.3). The length of appointments is determined by the rank being hired.

- Documents shall describe appointment procedures for conferring faculty rank on Professional & Scientific (P&S) employees (§3.3.3.2).

Role in Governance of Term Faculty (§3.3.2.4)

- Term faculty are considered members of the general faculty and, as such, have a role in the shared governance of their units. Shared governance includes participation in meetings, committee service, and voting privileges.

- Governance documents shall describe how term faculty participate in the shared governance of the unit, e.g. voting rights, meeting participation and committee service. It may be necessary to revise governance document sections that describe voting rights and committee service opportunities.

- Documents shall include the following information related to term faculty:
    o instructional responsibilities
    o the search and appointment processes used
    o review, renewal and advancement procedures

Evaluation, Renewal, and Advancement of Term Faculty Appointments (§5.4)

Governance documents shall include procedures regarding:
- Annual reviews for term faculty
- Reviews of term faculty for renewal of appointment (§5.4.1.2)
- Reviews of term faculty for advancement, including involvement of a peer review committee (§5.4.1.3)
- Evaluation, Renewal and Advancement of Term Faculty rank for P&S employees (§5.4.1.4)
- Evaluation, Renewal and Advancement of Continuous Adjunct Appointments (§5.4.2) [**Note**: Continuous Adjuncts are reviewed as described in FH Sections 5.2.2, 5.2.3 and 5.2.4]

Completion of the Governance Document Checklist

The "Principles for Implementation" also requires that colleges and departments complete the CDDR Governance Document Checklist as part of the process for implementing the Term Faculty Policy.

The checklist will be available through the SVPP Office Term Faculty Implementation website as a Qualtrics survey. A print version is also available on the CDDR website and units may refer to the checklist as they revise their governance document.

The purpose of the checklist is to gather information for an environmental scan of governance documents across campus. CDDR will use the information from this survey to determine the general level of compliance with the Faculty Handbook in governance documents and guide the committee's future work.

General Guidance

- When referring to the Faculty Handbook, refer to sections of the Handbook by section number rather than quoting. Section numbers change less often than text which means fewer document revisions.

- In the spirit of shared governance, involve term faculty in governance document revision discussions.

- Start early. Governance documents take time to revise and be voted on by faculty. Be mindful of the deadlines in the implementation principles document.

- Ask questions. If you have questions about how best to go about revising your governance document, contacts below are able to provide general guidance.

Questions about governance document revisions can be directed to:

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