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INTRODUCTION
These Non-Tenure-Line Administrative Guidelines are provided to implement the University’s policy on academic ranks, AC21, and specifically non-tenure-line ranks and promotion. The Guidelines supplement but do not alter basic policies set forth in AC21. These Administrative Guidelines are revised periodically to reflect recommendations of faculty committees and administrators for improving the effectiveness and efficiency of the review process.

HIRING NON-TENURE-LINE FACULTY AT THE SECOND OR THIRD RANK OR WITH CREDIT
Units may hire non-tenure-line faculty at the second or third ranks, or with credit toward promotion, when the hire’s accomplishments are in keeping with the criteria that the unit has developed for promotion to those ranks. Units should have in place guidelines for how these candidates are reviewed prior to being hired.

For credit toward promotion, the same principles that apply to tenure credit apply: units should determine the criteria that will guide the awarding of credit. No more than three years of credit should be awarded to those hired at the first rank.

COMPOSITION OF NON-TENURE-LINE PROMOTION COMMITTEES
Requests for exceptions to the composition of unit-level committees must be made to the Office of the Vice Provost for Faculty Affairs. Exceptions will be made on an annual basis only and may not be part of a unit’s non-tenure-line guidelines. Although Policy AC21 references only unit-level (i.e., college) promotion committees, the same principles should apply to school/department/division-level committees. For example, faculty serving on school/department/division-level committees should be of a higher rank than the faculty whom they are reviewing for promotion. Specifically, AC21 states, “Only faculty of higher rank than the candidate should make recommendations about promotions. This implies, for example, where unit-level guidelines permit, faculty who do not have a terminal degree but who have been promoted to Associate (Teaching, Research or Clinical) Professor (i.e., the highest rank available to them) may serve on committees to consider promotion to (Teaching, Research or Clinical) Professor for candidates who do have a terminal degree.” Units should determine whether professors of practice may serve on a non-tenure-line promotion committee.

The unit executive should consult with the non-tenure-line faculty in the unit to determine how they would like to handle a situation where there are not enough non-tenure-line faculty in a unit to serve on the committee. Options might include asking tenure-line or tenured faculty to serve on the committee or asking non-tenure-line faculty from another unit to serve on the committee.

CHANGING “TRACKS” FROM A NON-TERMINAL DEGREE TRACK TO A TERMINAL DEGREE TRACK
When a non-tenure-line faculty member attains a terminal degree, a change in “track” from the non-terminal degree track to the terminal degree track would not be considered a promotion, even if retitling occurs.

GUIDELINES FOR PROMOTION
Units should develop distinct, progressive criteria for promotion from rank to rank for teaching, clinical, and research professors.
WITHDRAWING A PROMOTION DOSSIER FROM CONSIDERATION

When a non-tenure-line faculty member is being reviewed for promotion to either the second or the third rank, once the dossier has been prepared, reviewed, and signed by the candidate and submitted to the first review committee for consideration, the dossier cannot be withdrawn before action by the dean, unless the candidate so desires. If the department/division/school committee (if there is one) and the department/division head/school director do not support a promotion after reviewing the completed dossier, the candidate should be so informed and given the option of withdrawing their candidacy.

OUT-OF-SEQUENCE PROMOTION OF NON-TENURE-LINE FACULTY MEMBERS

Requests and Applicability

A request for an out-of-sequence review must be made by the dean to the Vice Provost for Faculty Affairs. The dean should send the candidate’s CV along with a letter outlining the reason(s) why the review had not or could not be done in accordance with the regular timetable.

Procedure

If approved by the Office of the Vice Provost for Faculty Affairs, then a dossier, along with a letter from the dean, must be presented to the unit’s non-tenure-line promotion committee, consistent with the College’s non-tenure-line promotion guidelines.

To the extent possible, the same college (and department/division/school review committees, if applicable) that were appointed at the beginning of the review process will be convened to make recommendations in cases of out-of-sequence reviews to the dean of the College. The dean will conduct their review of the out-of-sequence case keeping with their standard procedures. The candidate will receive a letter from the dean of the College awarding the new rank. In the event of a negative promotion review, the candidate will also receive a letter from the dean of the College.

Implementation Date for New Rank

As is the case for promotion decisions made in the regular sequence, new rank would be implemented at the start of the next academic year following the decision.
COVID-19 CONSIDERATIONS
Please refer to the document, “Considerations for Non-tenure-line Promotions in the Time of COVID-19” for information about documenting the impacts of COVID-19, alternative assessments of teaching, and the considerations for non-tenure-line promotion committees. Additional helpful documents/resources include:

Guidance for Promotion and Tenure Narratives for 2021-2022
Guidance on the Assessment of Teaching Effectiveness for Calendar Years 2020 and 2021
Faculty Peer Review of Face-to-Face and Hybrid Teaching