

Section III.B. Appointment Categories and Contracts and Notices

Faculty Handbook

Section III.B.2.b. "NTE Faculty"

b. NTE faculty.

1) Establishment of NTE Faculty Positions. The dean of each school establishes (or - in the case of post-doctoral fellows - approves) NTE faculty positions in consultation with the appropriate faculty body in light of course coverage and research demands and budgets. In the interest of transparency, the dean will explain to the faculty of the school the manner in which the dean has complied with this consultation requirement. NTE positions must carry one of the following titles:

Instructor, Lecturer, Senior Lecturer, Post-doctoral Fellow, Assistant Professor, Associate Professor or Professor.

For full-time NTE faculty, this title must be modified, as appropriate, with "Research," "**Teaching**," "Clinical," "Visiting," "Executive," or "of the Practice," unless otherwise approved by the Provost.

For part-time faculty, this title must be modified by "part-time," "adjunct," "visiting," "executive," or "of the practice."

2) Recruitment, Evaluation and Retention of NTE Faculty.

a.) Application of university Policies Generally.

- i. Recruitment and hiring of NTE faculty shall be in accordance with university procedures, which are available through the Office of Equal Opportunity;
- ii. NTE faculty must possess the professional education, experience, and degrees appropriate or necessary for their duties; in addition, they must meet whichever of the following criteria are appropriate to their appointment, as specified in the individual's appointment contract: conscientious and effective teaching with proper command of the material of their fields, and helpfulness to their students; and/or contributions to their fields through research, scholarly, and/or creative activity, and/or through professional service.

b.) School-Specific Policies. The TTE faculty of each school will establish procedures for the recruitment, evaluation, promotion and retention of NTE faculty members. **Each school may, in its bylaws, allow the NTE faculty to participate in establishing these procedures.** These procedures shall be submitted for approval to the Procedural Review and Personnel Policy committees. School-specific procedures shall:

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- i. provide for determinations of whether a given NTE appointment is specified-term or continuing;
 - ii. specify roles of the dean and the TTE **and/or NTE** faculty members of the employing unit in the formal processes for recruitment via open searches, including providing a role for the dean and the TTE faculty in any decision to request from the EO Office an exemption from the regular university open search procedures;
 - iii. specify roles of the dean and the TTE **and/or NTE** faculty members of the employing unit in the formal processes for evaluation of NTE faculty against appropriate standards;
 - iv. specify roles of the dean and the TTE **and/or NTE** faculty members of the employing unit in the formal processes for promotion of NTE faculty;
 - v. specify roles of the dean and the TTE **and/or NTE** faculty in a formal process of retention;
 - vi. indicate the voting rights and allowed service/governance roles of NTE faculty. These voting rights must exclude involvement in matters related to tenured and tenure-eligible faculty appointments, retention, promotion, and tenure.
- c.) Evaluation of NTE faculty. An individual appointed to an NTE position undergoes evaluation and may be promoted in accordance with procedures established by the school, the department or the university in accordance with b.3.C.2. and b.3.C.3 below.
- d.) A person in an NTE position may receive a tenure-eligible or tenured appointment only as a result of a search consistent with Handbook III.B.1.
- e.) Annually the Provost shall submit to the Faculty Assembly a report on NTE appointments. That report shall include information (provided in such a way that no individual may be identified) on teaching loads, salary ranges, the provision of benefits to those having such appointments, and other relevant financial, and instructional information. The Faculty Assembly, or its designated university-wide committee(s), shall review the report to determine whether the conditions pertaining to such appointments are equitable and whether the appointments are in compliance with the *Faculty Handbook*, and report its recommendations to the Provost.