

## **2.1 Faculty Rank**

The faculty comprises all persons having contractual appointment for the instruction of students at the college [university]. It consists of two distinct groups: ranked faculty and term-appointment faculty. Faculty in this latter group have limited rights and responsibilities, as defined here (Sections 2.1.3 and 2.1.4) and concerning evaluation (Section 2.5) and separation (Section 2.13).

### **2.1.0 Definitions**

It will be helpful to note the meaning of some phrases used throughout the following sections on specific ranks:

- a. The phrase "professional equivalent" is intended to allow for the occasional possibility of a "nontraditional" appointment, namely that prominent persons without the appropriate terminal academic degrees in their discipline may nonetheless possess experience and professional recognition (e.g., in the creative arts, business, the medical community) that may in the judgment of the college [university] substitute for the usual academic degree. Such a possible substitution affords the flexible consideration of exceptional candidates without reducing appropriate standards for appointment.
- b. "A graduate institution of recognized standing" means an institution accredited by one of the six regional accrediting associations in the United States (e.g., North Central) or, for faculty members educated in other nations, a recognized university of international standing.
- c. "An appropriate terminal degree" means a graduate degree from an institution of recognized standing, other than the earned doctorate, that is judged appropriate by college [university] policy for the faculty position to which an individual is appointed. The provost, in consultation with the associate provost and academic dean and the department chair [and/or the dean of the School of Theology], makes the final decision concerning the appropriate terminal degrees for faculty positions.
- d. The phrase "or its equivalent for reduced-load faculty" means that a requisite number of years of service (e.g., six years prior to tenure review) can be fulfilled over a longer period by a reduced-load faculty member (see Section 2.1.1.2) based on the arithmetic total of the various fractions of full-time service stipulated in that faculty member's contracts over that period.

- e. Tenure and probation are defined in Sections 2.6.1 and 2.6.2.

## **2.1.1 Ranked Faculty: Workload**

A ranked faculty member is a full-time or reduced-load employee of the college [university] who has been appointed to one of the four academic ranks: instructor, assistant professor, associate professor, or professor. Members of the ranked faculty receive continuous contracts (if tenured) or probationary contracts (if on tenure-track). See Section 2.6 for an explanation of tenure, probation, and the tenure-review process.

### **2.1.1.1 Full-time Ranked Faculty**

A full-time faculty member:

- a. has full-time teaching duties or has teaching and other duties (e.g., chairing a department, counseling, research) equivalent to a full-time teaching load (see Section 2.10.3);
- b. fulfills the other duties and responsibilities of a faculty member (see Section 2.10.3); and
- c. holds academic rank as described in Section 2.1.2.

### **2.1.1.2 Reduced-load Ranked Faculty**

Reduced-load faculty are those who are ranked, as defined in Section 2.1.1, and who hold an appointment which is less than full time but ordinarily half time or more. They may be employed on probationary or continuous contracts. Such reduced-load faculty have *pro rata* contractual rights to promotion, tenure, and sabbatical leave as provided in the *Faculty Handbook*. They are full voting members of the Faculty Assembly and have, on a reduced-load basis, responsibilities for advising, service on committees, and all other responsibilities of full-time faculty members as detailed in the *Faculty Handbook*.

## **2.1.2 Ranked Faculty: Criteria for Appointment**

At the time of initial appointment of a full-time or reduced-load faculty member, the provost, in consultation with the associate provost and academic dean [the dean of the School of Theology] and the department chair, makes a judgment about rank for the initial contract using the criteria described below. Thereafter, changes in rank occur as described in Section 2.7. See Section 2.1.0 for the definitions of phrases used below.

### **2.1.2.1 Instructor**

Criteria for rank of instructor shall be:

- a. possession of a master's degree from a graduate institution of recognized standing, or its professional equivalent;
- b. either proven or presumptive potential to obtain an appropriate earned doctoral degree or appropriate terminal degree; and
- c. either proven or presumptive potential to fulfill the duties and responsibilities of a faculty member.

This rank is not a permanent rank for full-time faculty.

### **2.1.2.2 Assistant Professor**

Criteria for the rank of assistant professor shall be:

- a. possession of an appropriate earned doctorate or appropriate terminal degree from a graduate institution of recognized standing, or its professional equivalent;
- b. evidence of or presumptive potential for teaching effectiveness;
- c. evidence of or presumptive potential for scholarship in appropriate fields; and
- d. evidence of or presumptive potential to fulfill the other duties and responsibilities of a faculty member.

This rank may be a permanent rank.

### **2.1.2.3 Associate Professor**

Criteria for the rank of associate professor shall be:

- a. possession of an appropriate earned doctorate or appropriate terminal degree from a graduate institution of recognized standing, or its professional equivalent;
- b. a minimum of six years (or its equivalent for reduced-load faculty) of ranked full-time teaching in a regionally accredited college or university;
- c. evidence of sustained, noteworthy teaching effectiveness; and
- d. evidence of noteworthy research, scholarship, creative or professional activities and/or service.

Ordinarily, promotion to the rank of associate professor is applied for and granted during the sixth year of service, as a part of review for and granting of tenure.

This rank may be a permanent rank.

#### **2.1.2.4 Professor**

Criteria for the appointment to the rank of professor shall be:

- a. possession of an appropriate earned doctorate or appropriate terminal degree from a graduate institution of recognized standing or its professional equivalent;
- b. minimum of 12 years of full-time ranked teaching in a regionally accredited college or university (or its equivalent), or a minimum of six years of full-time teaching at the rank of associate professor at the college [university];
- c. evidence of strong performance at the level of associate professor of all faculty duties and responsibilities described in Section 2.5; and
- d. evidence of excellence in teaching and in either scholarship/creative work or in service to the university.

This rank may be a permanent rank.

### **2.1.3 Term-appointment Faculty: Workload**

Faculty members who hold term appointments do not hold one of the four regular ranks of instructor, assistant professor, associate professor, or professor (see Section 2.2.1.1 for a description of term contracts) and may serve either part time or full time.

#### **2.1.3.1 Part-time, Per-course Faculty**

Part-time, per-course faculty teach less than full time and

- a. usually have duties entailing only teaching and consultation with students as described in Section 2.10.3.2 (a, b, c, and h);
- b. meet or exceed the criteria of the appropriate academic title defined in Section 2.1.4 below;
- c. always receive a term contract (see Section 2.2.1.1);
- d. receive fringe benefits only if their contract is for greater than three-sixths time; and
- e. do not accumulate time toward tenure, promotion, or sabbatical leave.

Part-time, per-course faculty are expected to be available outside of class at least one-and-a-half hours per week for each course taught to consult with students regarding their course work.

#### **2.1.3.2 Full-time, Term-appointment Faculty**

Although full-time faculty members are ordinarily either tenured or on tenure-track, special full-time appointments unrelated to tenure are sometimes appropriate for limited periods. See Section 2.2.1.1 for policies governing term contracts. Such faculty members

- a. usually have duties and responsibilities similar to those of the ranked faculty;
- b. meet or exceed the criteria of the appropriate academic title defined in Section 2.1.4 below;
- c. always receive a term contract (see Section 2.2.1.1);
- d. receive fringe benefits; and

- e. do not accumulate time toward tenure, promotion, or sabbatical leave.

#### **2.1.4 Term-appointment Faculty: Criteria for Appointment**

Term-appointment faculty have the same academic freedom and responsibilities in the management of courses as ranked faculty. Although they are formally appointed by the president at the recommendation of the provost, arrangements for term-appointment faculty are ordinarily worked out between the chair and the associate provost and academic dean [and/or the dean of the School of Theology].

Term-appointment faculty do not accumulate time toward tenure, promotion, or sabbatical. Should a faculty member with a term appointment subsequently receive a probationary appointment, the length of the probationary period prior to tenure review is determined in accord with Section 2.3.6, "Initial Rank and Length of the Probationary Period."

##### **2.1.4.1 Lecturer**

Lecturers are hired on a term contract and may hold a full-time faculty appointment or a part-time, per-course faculty appointment to teach specific courses.

A lecturer should have a master's degree in the appropriate field, or its professional equivalent.

##### **2.1.4.2 Senior Lecturer**

Senior lecturer is a special appointment for a lecturer with a part-time, per-course appointment who, in addition to meeting all the requirements of the rank of lecturer, has provided distinguished service to the college [university], its students, and faculty over a period of at least 10 years.

##### **2.1.4.3 Clinical Instructor**

Clinical instructors are hired on a part-time, per-course basis to supervise students working in specific field settings.

Selection of the clinical instructor should be consistent with the academic standards of the college [university] and those of any appropriate licensing organizations. A person

assigned this title should have a master's degree in the appropriate field, or its professional equivalent.

#### **2.1.4.4 Adjunct Professor by Rank**

A faculty member who holds a term appointment and who teaches on either a part-time or full-time basis may be assigned the special rank of adjunct instructor, adjunct assistant professor, adjunct associate professor, or adjunct professor, depending on qualifications.

#### **2.1.4.5 Visiting Professor by Rank**

The title visiting professor is assigned to an individual who has or did have ranked appointment (assistant professor, associate professor, or professor) at another college or university or the professional equivalent and who is appointed to teach (or teach and pursue other duties) at the college [university]. Such appointments are on a term-contract basis, whether for full-time or part-time, per-course service.

#### **2.1.4.6 Artist or Writer or Scholar in Residence**

This title is assigned to individuals who have demonstrated outstanding ability in performance in the creative arts (art, music, poetry, writing, and theater) or in scholarship and who are appointed to teach and/or pursue other duties at the college [university], ordinarily for a limited period of time on a term contract on either a part-time, per-course or full-time basis.

## **2.1.5 Special Rank Faculty**

Such an appointment is made only after the president has consulted with the provost, the associate provost and academic dean [and/or the dean of the School of Theology], and the department chair and has issued a recommendation to the Board of Trustees [Regents]. Special rank appointments carry with them no contractual workload obligations. (See Section 2.12.3 for status and privileges of retired faculty members.)

### **2.1.5.1 Trustees [Regents] Professor**

An appointment as Trustees [Regents] professor recognizes a current faculty member extraordinarily distinguished in arts, education, or the professions.

The special rank of Trustees [Regents] professor is an honorary title and does not affect compensation arrangements. A Trustees [Regents] professor might hold only this special rank and receive a part-time, per-course contract. A tenured full-time member of the faculty may be appointed as Trustees [Regents] professor without giving up any rights associated with his or her current rank, ordinarily that of professor.

### **2.1.5.2 Professor Emerita/us**

This rank may be assigned to associate professors or professors who have limited or terminated their responsibilities as a faculty member for valid reasons (e.g., retirement, illness) after 15 or more years of distinguished and meritorious service to the college [university].

The title professor emerita/us is an honorary one and does not affect salary or fringe benefits that might be involved in any part-time, per-course contract between the individual and the college [university]. Appointees will have their names recorded at this rank in the catalog during the remainder of their lifetimes.

### **2.1.5.3 Professor Alumna/us**

The honorary title of professor alumna/us may be assigned to a faculty member with 15 or more years of service at the college who is not given the title professor emerita/us and who voluntarily leaves employment with the college. Appointees will have their names recorded at this rank in the catalog during the remainder of their lifetimes.

## **2.1.6 Administrators with Faculty Status**

Administrative officers (e.g., dean, provost, or president) do not receive faculty contracts but may hold faculty rank while they are in administrative positions. Those who teach while in administration at the college [university] have the same academic freedom and responsibilities in the management of courses as full-time ranked faculty.

Administrative officers who hold tenured faculty rank have the right to retain tenure and rank following the completion of their administrative contract. Time in administrative positions ordinarily does not count toward promotion, tenure, or sabbatical leave, except in the case of a ranked faculty member who serves as an academic administrator for the full academic year and who also teaches one quarter time or more during that academic year.