ARTICLE 6 – Types of Faculty and Appointments

Introduction

The University employs two basic types of instructional faculty members, one of with tenure and tenure track, and the other of with fixed-term status. Tenure and tenure-track faculty have long-term responsibility to the University and its students to teach, engage in scholarship, serve the campus community, and offer outreach to the community beyond the campus. Fixed-term faculty have a primary responsibility to teach, however, although depending on the needs of the University, they may be called upon on for to support other academic service and/or outreach needs.

[AGREED 6/4/14]

Section 1) Fixed-Term Faculty

Fixed-term faculty members are appointed at a rank of Instructor, Senior Instructor, or Assistant Professor/Senior Instructor. The duties of a fixed-term faculty member, whether in a full-time or a part-time assignment, consist largely of instruction unless otherwise specified in the Notice of Appointment following the guidelines for load below.

[AGREED 6/4/14]

A) Load

Instructors/Senior Instructor I: A full-time assignment (1.0 FTE) from which no service or outreach is expected shall consist of 45 load hours. The teaching load of fixed-term appointments for which additional effort for service or outreach is required shall be less than 45 hours, pro-rated commensurate with the level of non-teaching activities assigned. Depending on the needs of the University, the dean may assign non-teaching work to fixed-term faculty members in place of teaching load. The deans of the colleges will coordinate efforts to align practices to assure parity concerning the relative value of non-teaching activities as load equivalents. Instructional load for part-time assignments will be calculated using 15 load hours per term or 45 load hours per year, depending on the duration of the appointment.

[AGREED 6/4/14]

a) Initial appointment at the rank of Instructor normally requires:
   • A masters degree or equivalent experience/expertise in the intended area of teaching.
   • A demonstrated desire to work with students and colleagues and a willingness to develop exemplary teaching skills

[AGREED 6/4/14]

b) Initial appointment at the rank of Senior Instructor I requires:
   • A masters degree and substantial evidence of appropriate scholarship, research, or expertise in the subject field directly related to the teaching assignment.
   • Five years of full-time teaching experience within the subject area of the intended
teaching assignment.

[AGREED 6/4/14]

Assistant Professor: Senior Instructor II: A full-time assignment (1.0 FTE) shall consist of 45 load hours. The fixed-term Senior Instructor II rank will have two load options. If the needs of the program are such that no service, outreach, and/or scholarship are required for the position, the load assignment will consist of 45 instructional hours. If the needs of the program are such that service, outreach, and/or scholarship are required for the position, the load assignment will consist of 36 instructional hours and 9 hours assigned as scholarship, service, and outreach, or some combination thereof.

Senior Instructor II's will receive the same compensation according to the Assistant Professor salary matrix. [AGREED 6/4/14]

Senior Instructor II positions are not meant to be permanent, but should be regarded by deans and program faculty as a position occupied either by clinical or practicing professionals, or by faculty preparing for a tenure-track opening in the program. The position and its designated load option described above are required to be re-evaluated in the third and the sixth year after the initial hire, but may occur in any year upon request by the program faculty and based upon the projected needs of the program. If the Senior Instructor II position is not converted to tenure line, the position with remain as Senior Instructor II until further review.

[AGREED 6/4/14]

Where no service or outreach is expected from Assistant Professors, a 1.0 FTE assignment shall consist of no less than 45 instructional load hours; a 0.8 FTE assignment no less than 38 instructional load hours; a 0.5 FTE assignment no less than 22.5 instructional load hours; and a 0.2 FTE assignment no less than 11.25 instructional load hours. Where service or outreach is expected based on the needs of the program, such will be announced in the position search.

[AGREED 6/4/14]

The load assignment for fixed-term assistant professors of 0.5 FTE or higher shall be assigned 36 instructional hours and 9 hours assigned as scholarship, service, and outreach computed on a 1.0 FTE load unless they exercise the 45-hour load option outlined in paragraph (e) below. Fixed-term Assistant Professors shall receive the same pay as tenure-track Assistant Professors. [IBB: AAP Issues: not allowing for less than 1.0, reversal of load assignment]

[AGREED 6/4/14]

a) Initial appointment at the rank of Assistant Professor Senior Instructor II requires:

- The position has been advertised at the rank of Assistant Professor with the instructional and service load requirements announced.

- The applicant must have a minimum qualification of a Master's Degree, has a
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terminal degree or equivalent. An equivalency to a terminal degree may be considered for professional fields where specific experience and additional education may justify the rank. Normally 3 years of professional experience in a specific field is required to justify the assignment of the assistant professor rank with terminal degree. In each case where an equivalency is recommended, deans will file a rationale with the Provost's Office.

[AGREED 6/4/14]

b) Full-time Fixed-term Assistant Professors shall be required the same level of scholarship, outreach, teaching and service—required of tenure-track assistant professors and shall be eligible for the same allowances for release time as those available to tenure-track assistant professors. Part-time fixed-term assistant professors may negotiate load credit for scholarship, outreach and/or service with the dean.

[AGREED 6/4/14]

cb) Fixed-term Assistant Professors Senior Instructor II faculty members will be evaluated each year according to criteria to be spelled out in the Promotion and Tenure Handbook. After a third successful annual evaluation, evaluations will occur every third year correlated with required evaluation of the position based upon program needs.

[AGREED 6/4/14]

d) Based on annual evaluations, fixed-term Assistant Professors who do not meet standards of performance, as determined by the dean, will be notified and given one year to meet expectations assuming that there remains a university position available and interactive with the timely notice aspects of this Article. If the faculty member is unable to meet the expectations of the position, and the University has determined an ongoing need for the position, timely notice will be given of termination consistent with the appropriate section of this Article.

MOVED TO ARTICLE 5

e) Fixed-term Assistant Professors may request a teaching load of 45 hours in place of the aforementioned 9 hours of service, scholarship, and outreach. Once this option is exercised, at initial hire or subsequently, it shall be considered a permanent decision. When offered a position as fixed-term assistant professor, candidates shall be supplied with an electronic or hard copy of this contract and informed explicitly of the language in this article allowing them to choose between a 36-hour load with service/scholarship/outreach and a 45-hour load which includes only teaching.

[REDUNDANT; AGREED TO DELETE]

New Subsection: Faculty members who hold the rank of fixed-term Assistant Professor on or before July 1, 2014, shall remain in that rank.

[AGREED 6/5/14]

Visiting Faculty
"Visiting" status will be reserved for special temporary circumstances, as determined by the Dean, for replacement of a faculty member or for short term programmatic needs of the University. Visiting status may include the ranks of Instructor, Senior Instructor I, or Senior Instructor II and would be loaded according to the rank, qualifications, and programmatic needs described above. In addition, faculty on "Visiting" status at the ranks of Assistant or higher will be capped at 36 teaching load credits, with the expectation that the remainder of the 45 credit load will be in duties as assigned that meet the needs of the University.

Visiting appointments are appropriate only in cases in which association with the University is temporary or in which special circumstances require this kind of appointment such as sabbatical replacement or short term programmatic needs of the University. Visiting faculty shall be hired into the rank of Assistant Professor or higher. The qualifications, pay and FTE for Visiting Faculty shall be comparable to the rank into which they are hired. (See Section 2(f) below. Professor, Associate Professor, Assistant Professor, and Librarians).

Visiting faculty members are not eligible for tenure, nor does service in this rank normally count toward the tenure probationary period upon promotion to a tenure-track rank. Visiting faculty appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the University not to exceed four years duration.

Visiting Faculty positions created after July 1, 2004 are limited to no more than four years duration.

[AGREED TO THE FOLLOWING: 6/4/14]
"Visiting" status will be reserved for special circumstances, as determined by the Dean, for replacement of a faculty member or for short term programmatic needs of the University. Visiting appointments are appropriate only in cases in which association with the University is temporary or in which special circumstances require this kind of appointment such as sabbatical replacement or short term programmatic needs of the University.

Visiting faculty shall normally be hired into the rank of Assistant Professor or higher. However, in consultation with program faculty, if program needs are such that service, outreach, or scholarship are not necessary, visiting faculty may be hired into the rank of Instructor, Senior Instructor I, or Senior Instructor II.

Faculty on "Visiting" status at the ranks of Assistant Professor or higher will be capped at 36 teaching load credits, with the expectation that the remainder of the 45 credit load will be in duties as assigned that meet the needs of the University. Faculty on "Visiting" status at the Instructor ranks shall have a full-time load of 45 instructional credits. The qualifications, pay and FTE for Visiting Faculty shall be comparable to the rank into which they are hired.
Visiting faculty members are not eligible for tenure, nor does service in this rank normally count toward the tenure probationary period upon promotion to a tenure-track rank. Visiting faculty appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the University for a period not to exceed four years duration.

B) Conditions of Appointments

Once a fixed-term faculty member is appointed at rank or promoted, they shall retain that rank and not be reduced.

[AGREED: 4/23/14]

Fixed-term appointments are normally one year or less, and are individually negotiated as to terms. Fixed-term faculty may be renewed depending on the needs of the University. In some cases, fixed-term faculty may be contracted for multiple-year contracts, dependent on the needs of the University.

[AGREED 6/4/14]

Appointments for one year or less

Such appointments specify the beginning and ending date of the employment period in the Notice of Appointment. Beyond the ending date of this period, there is no commitment for continued employment and timely notice is not required. Fixed-term appointments for one year or less may be renewed subject to such factors as merit evaluation, program needs and availability of funds. Those individuals on fixed-term appointments are not eligible for indefinite tenure but may be considered for tenure-related positions when vacancies occur.

Appointments for two or more years (Contract)

Such appointments specify the beginning and ending date of the employment period in the Notice of Appointment and may be made in either administrative or management areas. Multiple year appointments will be made by the hiring manager in the instructional area and will be specified in the Notice of Appointment. Contract recommendations will be made by Deans of the Colleges in instructional areas and by unit administrators in other employment areas. Renewability of a contract shall be specified in the Notice of Appointment. Those individuals on multiple year appointments contracts are not eligible for indefinite tenure but may be considered for tenure-related positions when vacancies occur.

[AGREED 6/4/14]

Regular full and part-time Fixed-Term Faculty

Fixed-term are not eligible for tenure, nor does service in this rank automatically count toward the tenure probationary period upon promotion to a tenure-track rank. Instructor appointments shall not include any right to permanent or continuous employment. They shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the University.
C) Promotion

Instructor-to-Senior-Instructor:
Promotion of instructor to senior instructor will follow the Personnel, Process and Procedure Handbook, a normal process that shall be developed through shared governance and the Provost's office. Until such time that this process is created, promotion recommendation will require only evidence of 5 years of successful teaching in higher education and the recommendation of the dean.

[AGREED 6/4/14]

Senior-Instructor-to-Assistant-Professor:
In certain circumstances, senior instructors may apply for promotion to Assistant Professor. Promotion will follow a normal process as stated in the Faculty Promotion and Tenure Handbook. The criteria for promotion are as follows:

- A need in the college/program for such a 0.5 FTE or greater position
- Terminal degree or equivalent
- Have accumulated more than 4.01 work years at Eastern
- Demonstrated excellence in teaching
- Demonstrated potential and interest in scholarship and research
- Demonstrated potential and interest in service and outreach

[AGREED 4/23/14]

D) Fixed-Term Appointment Process

Fixed-term faculty members may be appointed on an academic year basis, a 12-month basis, or on some other basis arranged in individual cases. Those members on an academic year basis are subject to service from September 16 through June 15 of the next calendar year, or such equivalent period of service within the fiscal year as best serves the particular assignment involved. Summer Session appointments are for varying lengths of time and are considered to be additional appointments. Appointment of an individual on a 12-month basis makes one liable for duty through the fiscal year. All regular faculty members receive formal notifications each year of the conditions and terms of employment for the ensuing year. Such notification is issued by the University Provost's Office. Such formal notification is given also to part-time faculty members.

[AGREED 6/4/14]

E) Job Security

Fixed term faculty have the right to just cause during the term of their appointment.
Faculty who have accumulated more than 4.01 FTE work hours will receive a one year notice of termination. Unless terminated for cause or reduction in force, these fixed-term faculty shall be appointed from year to year.

For all those Fixed-term faculty members with an FTE appointment of .5 or greater will receive a 9-month notice of appointment for which it has been determined that they will have taught or had load of 22.5 credits per year for instructor/Senior Instructor rank or 18 hours per year for fixed-term assistant professors, an annualized contract will be written.

[AGREED: 4/23/14]

For fixed-term faculty teaching term to term, the university shall normally notify the faculty member of its intent to hire a minimum of four weeks prior to the beginning of the term in which the class shall be taught.

Section 2) Tenure and Tenure Track Appointments

A) Tenure/Tenure Track Faculty

Tenured and tenure track faculty are appointed at a rank of assistant professor, associate professor or professor. The teaching load of a tenure track faculty member consists of 36 quarter instructional load hours per academic year, plus an additional 9 load hours. Additional effort is expected of faculty for scholarship/creative endeavor, community outreach, and service to the University. For descriptions of tenure and tenure track appointments of Library Faculty, see Article 7.

[AGREED 6/4/14]

1) Ranks of Tenure/Tenure Track Faculty

a) Assistant Professor. The following criteria are normally required of those faculty who would be appointed at the rank of Assistant Professor.
   • Earned the appropriate terminal degree from an accredited university, or have a Master's Degree or equivalent and five (5) years of appropriate experience.
   • Academic accomplishments in the area intending to teach.
   • Demonstrated interest and desire to work with students and colleagues.
   • Evidence of potential for scholarly achievement.

b) Associate Professor. The following criteria are normally required of those faculty who would be appointed at the rank of Associate Professor.
   • Hold an appropriate terminal degree.
   • Demonstrated excellence in teaching. Excellent teaching is the most important criterion to advancement for faculty. Under no circumstances will promotion be granted to one whose principal
duties include instruction unless there is clear documentation of ability and diligence in the teaching role.

- Demonstrated proficiency in scholarship.
- Demonstrated service to students, Division, College, and University.
- Demonstrated service to the community, region, or State.
- Have at least five (5) years of experience in college-level teaching, unless otherwise agreed to at the time of their appointment.

c) Professor. The following criteria are normally required of those faculty who would be appointed at the rank of Professor:
- Hold an appropriate terminal degree.
- Demonstrated leadership in teaching.
- Demonstrated substantial record of scholarship.
- Demonstrated leadership in service to the University, College and University, and division. [AGREED 6/4/14]
- Demonstrated leadership in service to the community, region, or State.
- Generally have at least twelve years of college-level teaching or professional experience.

d) Librarians (See Article Seven). [AGREED 6/4/14]

B) Tenure-Track Appointments

Appointments that are tenure track are for regular full-time faculty with academic rank of Assistant Professor or higher. These appointments require faculty members to serve a probationary period of employment before a consideration for tenure is made. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the University. Tenure track appointments are normally 36 credit hours of instruction and 9 hours of committee, advising, scholarship, and service work, for a total of 45 load credits per academic year. [AGREED 6/4/14]

Annual Tenure

Annual tenure appointments, known more loosely as ‘tenure-track’ appointments, will normally be made in major instructional areas and will be specified in the Notice of Appointment. Annual tenure appointments are for faculty members in a probationary status for up to five years. Reappointment on annual tenure is subject to yearly assessment of the individual’s performance and the needs of the institution; non-reappointment requires specified timely notice. Consideration for indefinite tenure normally is based on not less than five years of satisfactory probationary service at Eastern. [AGREED 6/4/14]
Indefinite Tenure
Such appointments shall confirm institutional commitments for employment to be continued indefinitely subject, however, to the provisions of the Administrative Rules covering program reduction, financial exigency and unsatisfactory service. Appointment of a full-time, regular faculty member, who is on an annual tenure appointment for a sixth consecutive year shall be accompanied by the awarding of tenure or by notice of termination at the end of the sixth year, except as provided by the Administrative Rules.

[AGREED 6/4/14]

Tenure
Eastern will protect the academic freedom and recognize the institutional commitment of its teaching faculty. During the probationary period, the performance of tenure-track faculty will be carefully evaluated; and, by the end of the fifth year, those who are determined qualified for tenure shall be granted indefinite tenure. Those faculty not determined qualified for tenure shall be given a one year notice of termination.

A) Initial Appointment

In making initial appointments to any academic rank, the University applies requirements similar to those used for promotion to that rank. Normally, faculty members are initially appointed to the ranks of Instructor, Senior Instructor or Assistant Professor. Individuals may be appointed to the rank of Associate Professor and Professor. Initial appointments are recommended by the College Dean to the Provost.

[AGREED 6/4/14]

D) Credit for previous experience

At the point of hire the administration may, depending on the circumstances, grant a faculty member a number of years of experiences as applied to promotion or tenure or as related to level of salary. The administration may also, dependent on the level of experience and qualifications of the candidate, permit the faculty member to apply for early promotion or tenure. The initial notice of employment will indicate any such allowance or agreement of this nature.

E) Terms of Service

Tenure-track faculty members may be appointed on an academic year basis, a 12-month basis, or on some other basis arranged in individual cases. Those members on an academic year basis are subject to service from September 16 through June 15 of the next calendar year, or such equivalent period of service within the fiscal year as best serves the particular assignment involved. Summer
Session appointments are for varying lengths of time and are considered to be additional appointments. Appointment of an individual on a 12-month basis makes one liable for duty through the fiscal year.

F) Timely Notice

The requirements for timely notice for those on a tenure-related appointment (annual or indefinite) currently are:

- 3 months notice during the first year of employment
- 6 months notice during the second year of employment

An unfavorable third-year review may lead to termination. If termination is recommended, the President will notify the faculty member no later than June 15 of the third year of the decision. The faculty member may complete a fourth year of service at Eastern, but may not continue beyond June 15 of the fourth year of service. Thereafter, at least 12 months notice is required before the expiration of the appointment.

Tentative Agreement
Date: 6/5/14

Brian A. Caufield, EOU

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