Part 2: Faculty: Definition and Contract

3-3-201 Faculty Contracts. [See also, 3-3-801(3) Calendar for Faculty Evaluation.]

3-3-201(1) Term Contract-Renewable Faculty.[See also, 2-3-2012(12) Term Contract-Renewable.]

(a) Considerations and conditions for conversion to tenure-track.

(I) When programs are allocated a tenure-track position, department chairs/division directors may request, on behalf of the department, an eligible person currently occupying a term contract-renewable position be hired in the tenure-track position without further search [See (II)(A) below].

(II) Persons in term contract-renewable positions are eligible for consideration for a tenure-track position if:

(A) they were hired as a result of a national search; and

(B) they demonstrate a level of excellence in teaching, scholarly activity, and service required for the position.

(III) Persons in term Contract-renewable positions that are converted to tenure-track will negotiate the following with the University at the time of conversion:

(A) years of credit toward tenure consideration,

(B) years of credit toward promotion consideration, and

(C) years of credit toward sabbatical leave eligibility. (See also, 2-3-1001 Sabbatical Leave Procedures.)

Note: In the case of a faculty member whose next available promotion would be to the rank of Associate Professor, the number of years of credit toward tenure consideration and the number of years of credit toward promotion consideration must be the same so that the faculty member is eligible to apply for tenure and for promotion at Associate Professor at the same time, as required by the University’s promotion and tenure policy (2-3-902(3)(e)).

(b) Application Procedures for Term Contract-Renewable Faculty Conversion to Tenure-Track.

(I) The faculty member will discuss the potential for conversion of his/her position with the department chair/division director. She/He will also discuss the potential of hire into an allocated tenure-track position without further search. The faculty member will submit a letter to the department chair/division director requesting conversion of his/her position to tenure-track. The faculty member sends a copy of the letter to the dean. The dean will analyze the application and inform the department chair/division director of the faculty member's eligibility and the availability of a tenure-track position.

(II) The department chair/division director notifies the Departmental Evaluation Committee (DEC) of the need to schedule a meeting of the department/division faculty to discuss the faculty member's conversion request, and to vote on the conversion. The DEC arranges for the voting faculty to review the faculty member's material, schedules the meeting, and conducts voting of the department/division faculty on (II) converting the position. Voting faculty are the same as those who would vote on promotion for the faculty member.
Materials to be submitted by the faculty member include copies of annual reports and evaluation results for the years served, and an updated faculty vita.

The department/division faculty review the material submitted by the faculty member and vote on the conversion request. The DEC notifies the department chair/division director, the faculty member, and the voting faculty of the results of the vote.

The department chair/division director reviews the material submitted by the faculty member and makes a recommendation.

The department chair/division director sends notice of his/her recommendation with reasons in writing, to the Dean, faculty member, and voting faculty within the area.

The dean will review all of the materials and make a recommendation to the CAO and notify the department chair/division director and faculty member. An affirmative recommendation will specifying the following:

(A) the position to be converted,
(B) the number of years of eligibility towards tenure application,
(C) the number of years of eligibility towards promotion, and
(D) the number of years of eligibility towards sabbatical leave.

Note: In the case of a faculty member whose next available promotion would be to the rank of Associate Professor, the number of years of credit toward tenure consideration and the number of years of credit toward promotion consideration must be the same so that the faculty member is eligible to apply for tenure and for promotion at Associate Professor at the same time, as required by the University’s promotion and tenure policy (2-3-902(3)(e)).

The decision of the CAO will be forwarded in writing, to the faculty member, the department chair/division director, and the dean. Conversion to tenure-track status may be done either immediately or for the next academic year.
Part 7: Faculty Salaries.

3-3-701 Faculty Salary Distribution.

3-3-701(1) Faculty Compensation Procedures.

(a) The University is committed to a faculty salary distribution process which meets the following objectives, subject to available resources:

(I) To increase and maintain salaries to a competitive level for both recruitment and retention of faculty at all ranks.

(II) To provide appropriate compensation for all faculty “meeting expectations” on their annual evaluations and other responsibilities as university employees.

(III) To fund centrally promotion, equity adjustment, summer faculty compensation, and teaching/graduate assistantship increases.

(b) Further, the University is committed to the determination of an individual faculty member’s salary in accordance with the following principles:

(I) Continuing full-time faculty will not have their salaries reduced as a result of modifications to the University compensation policy.

(II) Continuing full-time faculty will receive no less than their current academic year salaries, excluding administrative and extra duty stipends. (Note: For faculty in the University Libraries, the academic year salary is the fiscal year salary.)

(c) The following guidelines will determine the distribution of any salary increase monies available each fiscal year:

(I) The salary increase monies available for distribution (salary and benefits) will be determined through the annual budget setting process.

(II) Compensation increases for promotions, equity adjustments, summer faculty increases, and teaching/graduate assistantships will be funded centrally.

(III) Twenty percent of the remaining salary increase monies will be retained centrally in a parity pool. The pool will be allocated after discussions between the Chief Academic Officer (CAO) and the academic deans.

(IV) Faculty increase monies will be allocated to the colleges/academic units based on the total college allocation for full-time continuing faculty, including term faculty. (See 1-1-301 Faculty Contracts, 2-3-202 Faculty Contracts, and 2-3-305 Academic Titles.)

(V) Salary monies will be awarded to faculty who are evaluated as “meets expectations” or above, with at least 25% but no more than 75% awarded for merit, the actual percentage to be annually determined by the CAO, in consultation with the academic deans.

(VI) The distribution of merit money will be at the discretion of the deans in consultation with the appropriate chair or director and consistent with the faculty members’ annual evaluation.

(VII) The CAO will provide annually to the Salary Equity Committee a compensation distribution report which includes, but is not limited to, distribution of the parity pool and merit monies.
Part 8: Faculty Evaluation

(See also Title 3, Article 3, Part 3, 3-3-303(5) Performance Evaluation and Title 3, Article 3, Part 3, 3-3-302 Department Chairperson Policy.)

3-3-801 Implementation of Faculty Evaluation Procedures.

3-3-801(1) Annual Review. Procedures for annual review are conducted for the purpose of performance evaluation, for consideration of the reappointment of tenure-track faculty, and to determine eligibility for merit pay consideration.

(a) Guidelines. Performance expectation guidelines are established by each department/program area, school, and college consistent with University guidelines described in this Board Policy Manual Title 1, Article 1, Part 3, 1-1-308 Promotion, and Title 2, Article 3, Part 9 Promotion and Tenure Guidelines. Guidelines are approved by Academic Affairs.

(b) Procedures. Annual review procedures are described in the Board Policy Manual Title 1, Part 3, 1-1-307 Faculty Evaluation, and Title 2, Article 3, Part 8 Faculty Evaluation.

(c) Evaluation Period. Faculty activities occurring from January 1 through December 31 (or a portion of a calendar year, as appropriate) are the subject of evaluation conducted during the period of January 1-May 31 of the subsequent year.

(d) Evaluation Areas. Evaluation is based on an assigned workload approved by the chair/director and dean.

(e) Evaluation Outcomes. Faculty are evaluated in each relevant performance area; contributions in each area vary according to assigned workload. In each area a faculty member’s performance will be evaluated on a five (5) point scale. Each faculty member will receive an overall evaluation based on the outcome in the individual areas. This will be accomplished using a numerical weighting system which incorporates the percentage of workload for each of the performance areas as specified in the agreed upon faculty workload. The weighted average will be calculated by the following evaluation scale.

(f) Evaluation Scale

V. 4.6-5.0 Excellent
IV. 3.6-4.5 Exceeds Expectations
III. 2.6-3.5 Meets Expectations
II. 1.6-2.5 Needs Improvement
I. 1.0-1.5 Unsatisfactory

(g) Employment Status and Annual Review

(I) Full-time term Adjunct faculty – Complete an annual review each year. Evaluated by the program area faculty in consultation with the school director. Colleges will develop procedures for evaluating adjunct faculty.

(II) Part-time Contract-Renewable faculty – Evaluated by the department/program area faculty in consultation with the department chair/school director. Colleges will develop procedures for evaluating part-time faculty. Complete an annual evaluation each year.

(III) Tenure-track faculty – Complete an annual review each year. When the individual is required to complete a comprehensive review for promotion and tenure and/or graduate faculty appointment/reappointment, materials
must be organized so that an annual review can also be completed.

(IV) Tenured faculty – Complete annual review each year. When the individual is required to complete a comprehensive review for post-tenure review, promotion, or graduate faculty appointment/reappointment, materials must be organized so that an annual review can also be completed.