

Policies of the University of North Texas	Chapter 6
06.005 Non-Tenure Track Faculty Reappointment and Promotion	Faculty Affairs

Policy Statement. UNT is committed to recognizing and rewarding faculty members in the non-tenure track ranks whose work demonstrates sustained excellence in teaching and service through the reappointment and promotion process.

Application of Policy. All UNT non-tenure track faculty members.

1. **Non-Tenure Track Faculty.** “Non-tenure track faculty” means faculty members with a non-tenure track appointment.
2. **Non-Tenure Track Appointment.** A non-tenure track appointment is an appointment of a fixed duration, in which the individual is part of the faculty of a unit. Such an appointment is not eligible for tenure and may be for a partial semester, a semester, an academic year, or for multiple years as fits the needs of the institution. Non-tenure track appointment titles are defined in UNT Policy, 06.002 Academic Appointments and Titles.
3. **Unit.** “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.
4. **University Information Form.** “University information form” means the form used to request faculty promotions, promotion and tenure, tenure only, and reappointments. This form is also known as the VPAA-174.

Procedures and Responsibilities.

- I. **General Guidelines for Review.** The guidelines for the reappointment and promotion of non-tenure track faculty apply to all university academic units.
 - A. **Unit Criteria.** The chair in collaboration with the full-time faculty of each unit, will develop clearly written criteria and procedures for reappointment and promotion of non-tenure track faculty. The unit’s procedures must be consistent with those of the college and the university. The dean and provost must approve all performance criteria and procedures. The dean will make these criteria and procedures publicly available and provide them to each faculty member at the time of appointment. The chair and dean are responsible for ensuring that these guidelines are followed.
 - B. **Annual Review.** Every unit must review annually all non-tenure track faculty and provide a written evaluation on the areas of assigned workload. The review must be in accordance with UNT Policies 06.007, Annual Review; 06.035, Academic Freedom and Academic Responsibility, and 06.027, Academic Workload.

- C. Length of Appointments and Reappointment for Lecturers. Lecturers may be appointed to an initial term of up to three (3) years, and senior and principal lecturers for up to five (5) years. Multi-year appointments are reviewed annually for continued employment and are subject to non-renewal at the sole discretion of the university at the end of each year. Notification of intention not to renew a multiple-year appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to the completion of the contract term.
- D. Length of Appointment and Reappointment for Clinical Faculty. Clinical assistant professors may be appointed to an initial term of up to three (3) years, and clinical associate professors and clinical professors up to five (5) years. Multi-year appointments are reviewed annually for continued employment and are subject to non-renewal at the sole discretion of the university at the end of each year. Notification of intention not to renew a multiple-year appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to the completion of the contract term.
- E. Length of Appointment and Reappointment for Instructors. Appointment for faculty in instructor positions are one-year in duration to allow the candidate to complete all requirements for the terminal degree. Time in rank as instructor does not count toward the probationary period for tenure. The probationary period for tenure begins in the fall semester following completion of all requirements for the terminal degree.
 - 1. Review of Faculty in the Instructor Rank.
 - a. An instructor generally may have a maximum of two (2) years to complete all requirements for the doctorate or terminal degree.
 - b. Time in rank as instructor does not count toward the probationary period. The probationary period begins in the fall semester following completion of all requirements for the doctorate or terminal degree.
 - c. An instructor will undergo annual performance reviews using the same criteria and expectations for assistant professor.

Responsible Party: Provost, dean, chair

- II. Review Committees. Units will establish review committees for the purpose of considering the reappointment and promotion of non-tenure track faculty, including a committee to review negative decisions. The committees must consist of no fewer than five (5) and no more than all eligible faculty members within a unit. Tenure-track and non-tenure track faculty may serve on the review committees, except that non-tenure track

faculty must have a higher rank than the faculty member whose personnel action is being considered.

Responsible Party: Chair, faculty

- III. Criteria for Promotion of Faculty in the Lecturer and Clinical Faculty Ranks. Faculty members with lecturer or clinical appointments have primary responsibilities related to their workload assignment. Candidates must demonstrate a professional commitment to sustained productivity as appropriate to the particular appointment, as well as a commitment to the mission of UNT.
- A. Eligibility and Criteria for Promotion from Lecturer to Senior Lecturer. The candidate must have served at least three (3) consecutive years in the rank of lecturer or have equivalent prior teaching experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching and service. Promotion to the rank of senior lecturer requires evidence of excellence in the domain of teaching and sustained effectiveness in the domain of service. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained effectiveness in the other assigned area.
 - B. Eligibility and Criteria for Promotion from Senior Lecturer to Principal Lecturer. The candidate must have at least five (5) consecutive years of college-level teaching experience including at least three (3) years at the senior lecturer rank and/or the equivalent professional teaching experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching and service. Promotion to the rank of principal lecturer requires evidence of sustained excellence in the domains of teaching and service. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained excellence in the other assigned area.
 - C. Eligibility and Criteria for Promotion from Assistant Clinical Professor to Associate Clinical Professor. The candidate must have served at least five (5) consecutive years in the rank of assistant clinical professor or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching, scholarship, and service. Promotion to the rank of associate clinical professor requires evidence of excellence in the primary domain of responsibility and sustained effectiveness in their other workload assignments. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained effectiveness in other assigned areas.
 - D. Eligibility and Criteria for Promotion from Associate Clinical Faculty to Clinical Professor. The candidate must have served at least five (5) consecutive years in college-level clinical, professional, or practicum assignments, including at least three (3) years at the associate clinical professor rank, or have equivalent prior relevant

experience. Promotion to the rank of clinical professor requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained excellence in the other assigned area.

Responsible Party: Provost, dean, chair, faculty

IV. Promotion Process. The process for the promotion of non-tenure track faculty apply to all non-tenure track faculty and all academic units.

A. The Dossier. Consideration for promotion involves review of an official dossier. Units or colleges may require supplemental materials be included in the dossier, when the faculty member is notified of the additional materials at the time of initial appointment. The chair and dean must identify these materials in writing and make them publicly available to the unit or college, as applicable. The dean must inform the candidates of the review timeline no later than six (6) months in advance of the deadline for submitting the dossier. The dossier for promotion must contain:

1. [University Information Form](#)
2. Complete, current Curriculum Vita
3. Self-evaluation, personal narrative (maximum 750 words)
4. Unit promotion criteria
5. Cumulative results of annual evaluations and evidence of mentoring and support (*provided by the chair*)
6. Summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, interpretative comment on statistical summaries, and other evidence of student learning (*provided by the chair*)
7. Recommendation of unit review committee
8. Recommendation of chair
9. Recommendation of college review committee
10. Recommendation of dean

Responsible Party: Provost, dean, chair, faculty

VI. Guidelines for Negative Decisions. The process for appealing a negative decision regarding reappointment or promotion apply to all non-tenure track faculty and all academic units.

A. Negative Decision for Reappointment.

Due Process. In the event of a decision by the chair not to renew a non-tenure faculty member, the chair must notify the faculty member in writing. The notice must state the reason(s) for the decision. If the department has not provided an evaluation by a faculty committee, the faculty member may request an appeal of the negative decision by a department-level committee convened in accordance with the department guidelines. The faculty member must submit the request to the chair, in writing, no later than ten (10) business days after receipt of the written decision. The chair's decision and the committee's recommendation will be forwarded to the dean for a final decision. The dean must notify the candidate of the final decision within thirty (30) days of receipt of the action from the department. This notice must be in writing with a copy to the chair.

B. Negative Decision for Granting Promotion.

Due Process. In the event of a decision by the chair not to promote a non-tenure faculty member, the chair will inform the faculty member in writing and be advised of the reasons. If the department has not provided an evaluation by a faculty committee, the faculty member may request a review of the negative decision by the department-level committee convened in accordance with the department guidelines. The faculty member must submit the appeal to the chair, in writing, no later than ten (10) business days after receipt of written decision. The chair's recommendation and the committee's recommendation will be forwarded to the dean for a final decision. The dean must notify the candidate in writing of the decision with a copy to the chair, within thirty (30) days of the final decision.

Responsible Party: Provost, dean, chair, faculty

References and Cross-references.

Forms and Tools.

[University Information Form \(VPAA-174\)](#)

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