

Draft

FTNTT Faculty Senate Ad-Hoc Committee 4.9.24

Employment of Full-Time, Non-Tenure Track (FTNTT) Instructional Faculty **BOR II-1.05**

In the matter of employment of Full-Time, Non-Tenure Track Instructional Faculty, Salisbury University operates under USM BOR Policy II-1.05.

Full-Time, Non-Tenure Track Faculty Definition: Any faculty member who is in a non-tenure track position and is teaching 24 credit hours or the equivalent for the academic year.

Full-Time, Non-Tenure Track Instructional Hiring, Faculty Ranks, and Promotion

Hiring

The department will create a committee to recommend candidate(s) for the full-time non-tenure track position to the Hiring manager. The process followed for hiring will be similar to that of tenure track faculty. The search will be an open search and make clear the expectations of the FTNTT faculty member and the benefits available for the position. Every effort will be made to find the best candidate from the largest pool of possible candidates.

Exceptions: When it is determined by the Department Chair / School Director that sufficient time does not exist to conduct an open search, then the Department Chair / School Director can appoint a person to the FTNNT position for a maximum of 1 year (renewable for 1 additional year). Upon expiry of the 2 years, the position of the FTNTT will be turned into an open search. The person appointed by the Department Chair/School Director will be eligible to apply for the open position.

Contracts/Letters of Appointments: Each FTNTT faculty member shall be provided with a written contract or letter of appointment prior to the beginning of the assignment. The contract or letter shall state that the appointment is full-time and state the academic rank, length of appointment, time of service (10 months, 12 months), salary, whether the appointment is renewable, nature of the assignment, benefits, and performance-evaluation policies and procedures. Any additional expectations will be given to the FTNTT faculty member by their department in a memorandum of understanding along with the written contract.

Term of Employment: Typically, initial contracts shall be for one academic year. Subsequent contracts may be for longer terms. Notice of non-renewal shall be provided in accordance with [Board of Regents Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty](#).

Full-Time, Non-Tenure Track Instructional Faculty Ranks (see [Chapter 2 Faculty Ranks and Criteria, Section C Faculty Ranks](#))

Assistant Instructor: The appointee should be competent to fill a specific position in an acceptable manner but is not required to meet all the requirements for an Instructor. Appointment to this rank requires at least the appropriate baccalaureate degree.

Lecturer: This title may be used for appointment at any salary and experience level of persons who are competent to fill a specific position but who are not intended to be considered for professorial appointment. Appointments to this rank shall be for terms not to exceed three years and are renewable.

Senior Lecturer: In addition to having the qualifications of a Lecturer, the appointee shall have completed at least six years as a Lecturer (or in a rank at another institution of higher education that is accepted as comparable to Lecturer), and shall have established a record of teaching excellence and a record of service. Fewer than six years of experience may qualify one for this rank if approved by the President or designee. Appointments to this rank shall be for terms not to exceed five years and are renewable.

Professor of Practice: This title may be used to appoint individuals who have demonstrated excellence in the practice as well as leadership in specific fields. The appointee shall have attained regional and national prominence and, when appropriate, international recognition of outstanding achievement. Additionally, the appointee shall have demonstrated superior teaching ability appropriate to assigned responsibilities. As a minimum, the appointee shall hold the terminal professional degree in the field or equivalent stature by virtue of experience. Appointees will hold the rank of Professor but, while having that stature, will not have rights that are limited to tenured faculty. Initial appointment is for periods up to five years, and reappointment is possible. This title does not carry tenure, nor does time served as a Professor of the Practice count toward achieving tenure in another title. Different schools and colleges at SU may have specific requirements for this rank.

[Information on Clinical Faculty ranks can be found here.](#)

Criteria and Procedures for Promotion of FTNTT Faculty

Eligibility: Full-time non-tenure track faculty are eligible for promotion to senior lecturer after completing 6 years at the rank of lecturer (or a comparable rank at another institution), establishing a record of teaching excellence, and a record of service. The process may be initiated by the Department Chair/School Director or the FTNTT faculty member. In exceptional circumstances, a faculty may request early promotion in consultation with the Department Chair/School Director and the unit Dean. FTNTT faculty may also be eligible for promotion to Professor of Practice.

Table 1: Process & Deadlines for Promotion to Senior Lecturer

Step	Date
Department Chair/School Director meets with candidate to discuss eligibility to apply for promotion	Candidate's 11th Semester December 15/May 15
If a candidate decides to seek promotion, a promotion file including a CV and a letter highlighting teaching excellence and a record of service will be submitted to their Department Chair/School Director.	Candidate's 12 th Semester February 15/September 15
Recommendation to unit Dean by Department Chair/School Director	March 15/October 15*
Notification of promotion to faculty and Provost, in writing, by unit Dean	April 15/November 15*
Complete Appeal Process Finalized	May 15/December 15

* Candidate has 5 business days to respond

Professional development and working conditions

- A. **Support for Teaching:** The University shall provide each FTNTT faculty member with the support it determines necessary for the execution of the appointee's duties, which may include the following:
- a. information on the department's policies, requirements, and goals for each course, along with access to examples of past course syllabi (if available);
 - b. official schedule of classes, including academic calendar and time frames of class meetings;
 - c. assistance in the selection of textbook(s) for the course(s), ancillaries for the text(s), if these are not already available;
 - d. information about available training for MyClasses and other instructional tool and best practices;
 - e. appropriate space for meeting with students during scheduled office hours;
 - f. a university email account along with access to on-campus computer facilities; and
 - g. telephone or other voice access, as appropriate.
 - h. an FTNTT mentor from the school, ideally the department
- B. **Professional Development:** Professional development opportunities for FTNTT faculty members shall be supported to the extent feasible. Examples include extending invitations to departmental and institutional professional development events, arranging mentoring by senior FTNTT faculty, and providing financial support for attending professional conferences when funding permits.

- C. **Performance Evaluation:** Department chairs evaluate full-time non-tenure track faculty each year by March 15. Criteria and procedures for reviewing full-time non-tenure track faculty are developed by the academic departments/CHHS schools, approved by the relevant unit dean and by the Provost, and are on file in the dean's office and in the Office of Academic Affairs. They are to be provided to full-time non-tenure track faculty at the time of hiring. Department chairs/CHHS school directors summarize their evaluations of full-time non-tenure faculty on the evaluation form (see [Appendix Q](#)). The steps and deadlines in Table 4 of Chapter 2: Faculty Appointment, Rank, Tenure and Promotion describe the procedure for yearly reviewing of these full-time non-tenure track faculty.
- D. **Integration into Salisbury University Life:** Full-time non-tenure track faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department, school, and the University. This includes participation in shared-governance through the Faculty Senate.
- E. **Salaries:** Every effort should be made to make full-time non-tenure track faculty member compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
- F. **Benefits:** See Salisbury University's [Overview of Benefits](#) for up-to-date information on the range of benefits available to Full-time Non-Tenure Track Faculty. FTNTT instructional faculty are compensated under the Regular Payroll System (RG). Under this system, faculty are eligible for payroll deduction for health benefits and are required to participate in a retirement plan (SRPS and ORP) on the employee's start date.
- G. **Leave:** Full-time Non-Tenure Track Faculty are not eligible for sabbatical leave or for terminal leave, regardless of length of service. FTNTT faculty are eligible for all other types of leave as described in Chapter 3 of the Faculty Handbook.
- H. **Grievance Procedure:** With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty, FTNTT faculty shall have available the same grievance procedure as all other faculty, consistent with the [USM BOR Policy on Faculty Grievances, II-4.00](#).
- I. **Termination:** Full-time Non-Tenure Track faculty, as defined in the USM Policy on Appointment, Rank and Tenure of faculty, shall be given written notice at least 60 days prior to the date of termination of appointment.