



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. II—FACULTY-5.0

NON-TENURE TRACK FACULTY

UNIT POLICY--ACADEMIC AFFAIRS

Table of Contents

I. NON-TENURE TRACK FACULTY (NTTF).....	2
II. PART-TIME NON-TENURE TRACK FACULTY.....	2
Adjunct Instructor	
Part-time Instructor	
III. FULL-TIME NON-TENURE TRACK FACULTY RANKS OF FULL-TIME MILITARY PERSONNEL.....	3
Military Personnel	
IV. MASTER'S LEVEL NON-TENURE TRACK FACULTY	4
Lecturer	
Senior Lecturer	
Principal Lecturer	
V. DOCTORAL LEVEL/TERMINAL DEGREE IN THE FIELD NON-TENURE TRACK FACULTY	7
Teaching/Research/Clinical/of Practice	
Teaching Assistant Professor; Teaching Associate Professor; Teaching Professor	
Research Assistant Professor; Research Associate Professor; Research Professor	
Clinical Assistant Professor; Clinical Associate Professor; Clinical Professor	
Assistant Professor of Practice; Associate Professor of Practice; Professor of Practice	
Teaching Assistant Professor to Teaching Associate Professor (Non-Tenure Track)	
Research Assistant Professor to Research Associate Professor (Non-Tenure Track)	
Clinical Practice Assistant Professor to Clinical Associate Professor (Non-Tenure Track)	

/Research/Clinical/of Practice Assistant Professor to Associate Professor (Non-Tenure Track)	
Teaching/Research/Clinical/of Practice Associate Professor to Professor (Non-Tenure Track)	
VI. PROCESS FOR PROMOTIONS.....	9
Lecturer to Senior Lecturer or Assistant Professor to Associate Professor (Non-Tenure Track)	
Senior Lecturer to Principal Lecturer or Associate Professor to Professor (Non-Tenure Track)	
VII. The Review Process for Promotion for Non-Tenure Track Faculty.....	10
Department Level Review and Recommendations	
College-Level Review and Recommendations	
Final Promotion Decision	
VIII. Notification of Candidates during the Process and Candidates' Right to Respond.....	11
IX. Contents of the Portfolio.....	12
Responsibility and Contributions to the Portfolio by the Department Chair	
X. Review Calendar.....	13
XI. Limitations of Non-Tenure Track Faculty	13

I. NON-TENURE TRACK FACULTY (NTTF)

Non-tenure track faculty are part-time and full-time employees who are appointed to a fixed term of 1 to 3 years, at the recommendation of the dean, and then may receive a subsequent new contract or appointment. The NTTF categories do not offer tenure. Full-time NTTF may participate in curricular development and approval, and may voluntarily participate in research and scholarly endeavors. Non-tenure track faculty status includes the ranks of: adjunct instructors, instructors, lecturers, teaching professors, clinical professors, research professors, and professors of practice.

II. PART-TIME NON-TENURE TRACK FACULTY:

Part-time faculty includes Adjunct Instructors and Part-time Instructors. Adjunct Instructors are, for example, a full-time University administrator, whose primary appointment is non-instructional, whereas Part-time Instructors are part-time non-administrative University employees. Both adjunct and part-time instructors must meet the SACSCOC standard of credentialing, based on the assigned courses.

Adjunct Instructor: Persons with the rank of adjunct instructor shall be hired for teaching and other related duties but shall not be tenure track faculty. Tier 1 and Tier II administrators, may not receive additional remuneration when serving as adjunct instructors. Adjunct Instructor title is used for persons whose primary responsibilities lie internal to the University, such as that of an administrator. The term "Adjunct" may be used before the title of instructor under the part-time category only. In the event that an adjunct instructor competes for a posted tenure-track position and is subsequently hired, the time served while an adjunct instructor will not count toward the probationary time toward tenure. The appointments will be renewable at the discretion of the University. Notification of not receiving a new appointment for a succeeding term is not necessary.

Specifications included in the appointment letter shall be deemed as sufficient notice.

Minimum Qualifications and Requirements:

- A master's degree or an equivalent degree.

Part-time Instructor: Persons with the rank of Part-time Instructor shall be hired for teaching and other related duties but shall not be tenure track faculty. In the event that a part-time instructor competes for a posted tenure-track position and is subsequently hired, the time served while a Part-time Instructor will not count toward the probationary time toward tenure. The appointments will be renewable at the discretion of the University. Notification of not receiving a new appointment for a succeeding term is not necessary. Specifications included in the appointment letter shall be deemed as sufficient notice. Part-time instructors may teach at the undergraduate or graduate level depending on the whether they hold the terminal degree in the discipline.

Minimum Qualifications and Requirements:

- A master's degree or an equivalent degree

NOTE: Full-time Instructor: This title shall be reserved for individuals who are waiting to complete eligibility requirements for a tenure track position. When this title is used, specifications shall be provided in the offer letter regarding timelines surrounding the fulfillment of all requirements. The usage of this title shall be very limited and it shall not be used without the authorization of both the Dean and Provost.

III. FULL-TIME NON-TENURE TRACK FACULTY RANKS OF FULL-TIME MILITARY PERSONNEL

Military Personnel: The academic ranks for military personnel assigned to the University, shall be as follows, with no tenure attached.

Professor: Colonels in the Air Force, Army and Marine Corps and to Captains in the Navy

Associate Professor: Lieutenant Colonel, Major, Commander and Lieutenant Commander.

Assistant Professor: Captain, First Lieutenant (Army, Air Force and Marine Corps), Lieutenant, Lieutenant Junior Grade (Navy).

Lecturer: All others in the armed forces who teach classes in R.O.T.C., all others below the above ranks who are in a non-academic capacity.

IV. MASTER'S LEVEL NON-TENURE TRACK FACULTY

In accordance with SACSCOC standards, faculty hired with a master's level degree in this category are not eligible to teach graduate and/or post graduate courses. Lecturers generally are not expected to conduct research or service as a condition of employment. However, research or service activities may be included as part of their effort for promotional opportunities.

Lecturer: An initial full-time, non-tenure track teaching appointment is typically made at the rank of lecturer. Persons with the rank of lecturer shall be hired for teaching and other related duties but shall not be on tenure track. Lecturers may have additional responsibilities such as advising and participating on committees that support the universities' mission. The appointments will be renewable at the discretion of the University. An initial non-tenure track teaching appointment will be made for a definite term of two years or less, and is eligible for promotion typically after five to seven years of productive and effective service. Faculty members in this category may not be awarded tenure, but they may be considered for promotion. In accordance with SACSCOC standards, lecturers teaching baccalaureate courses are expected to hold a master's degree in the discipline taught or a master's degree with a concentration in the discipline equivalent to 18 graduate semester hours.

Minimum Requirements:

A master's degree, in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Expectations include but are not limited to:

- Adhering to the policies and procedures outlined in the *Non-Tenure Track Guide*;
- Establishing, applying, and maintaining rigorous expectations for student performance;
- Advising or mentoring undergraduate students;
- Facilitating student learning through effective pedagogical techniques;
- Using instructional materials appropriate to the program and discipline;
- Providing current information and materials in the classroom and/or laboratory;
- Engaging students in an active learning process;
- Incorporating collaborative and experiential learning in regular classroom instruction;
- Constructing appropriate and challenging assessment activities;
- Providing timely and useful feedback to students;
- Revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum;

- Revising teaching strategies in accordance with innovations in instructional technology.

Senior Lecturer: Lecturers who meet departmental/college, and university criteria, after five years may be considered for promotion to the rank of Senior Lecturer. Senior Lecturers can earn an appointment of up to four years. A non-tenure track appointment (whatever its duration) may be renewed for a new term through the application and appointment process. Renewal decisions will include consideration of instructional needs, available funding and the faculty member's performance. The appointments will be renewable at the discretion of the University.

Persons with the rank of senior lecturer shall be hired for teaching duties. Senior lecturers may have additional responsibilities such as advising and participation on committees that support the university's mission. Under exceptional circumstances, individuals may be initially appointed as senior lecturers. In accordance with SACSCOC standards, senior lecturers teaching baccalaureate courses shall hold at least a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Minimum Requirements:

- A master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Experience and teaching record in higher education no less than that required of a lecturer.

Expectations include but are not limited to:

- Adhering to the policies and procedures outlined in the *Non-Tenure Track Guide*;
- Establishing, applying, and maintaining rigorous expectations for student performance;
- Advising or mentoring undergraduate students;
- Facilitating student learning through effective pedagogical techniques;
- Using instructional materials appropriate to the program and discipline;
- Providing current information and materials in the classroom and/or laboratory;
- Engaging students in an active learning process;
- Incorporating collaborative and experiential learning in regular classroom instruction;
- Constructing appropriate and challenging assessment activities;
- Providing timely and useful feedback to students;

- Revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum;
- Revising teaching strategies in accordance with innovations in instructional technology.

Principal Lecturer: Senior lecturers who meet departmental, college, and university criteria, after 5 years may be promoted to the rank of principal lecturer. However, principal lecturers may have additional responsibilities such as advising and participation on committees that support the universities' mission. Under exceptional circumstances, individuals may be initially appointed as principal lecturers. In accordance with SACSCOC standards, principal lecturers teaching baccalaureate courses shall hold at least a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Minimum Requirements:

- A master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Experience and teaching record in higher education no less than that required of a Senior Lecturer.

Expectations include but are not limited to:

- Adhering to the policies and procedures outlined in the *Non Tenure Track Guide*
- Establishing, applying and maintaining rigorous expectations for student performance;
- Advising or mentoring undergraduate students;
- Facilitating student learning through effective pedagogical techniques;
- Using instructional materials appropriate to the program and discipline;
- Providing current information and materials in the classroom and/or laboratory;
- Engaging students in an active learning process;
- Incorporating collaborative and experiential learning in regular classroom instruction;
- Constructing appropriate and challenging assessment activities;
- Providing timely and useful feedback to students;
- Revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum;
- Revising teaching strategies in accordance with innovations in instructional technology.

V. DOCTORAL LEVEL/TERMINAL DEGREE IN THE FIELD NON-TENURE TRACK FACULTY

Teaching/Research/Clinical/of Practice: Non-tenure track professorial rank of assistant professor, associate professor or professor are not eligible for tenure. Full time non-tenure track faculty with a doctorate must have one of the following modifiers, which may only be used to modify the professorial ranks:

Teaching Assistant Professor; Teaching Associate Professor; Teaching Professor:

Faculty with this modifier may have additional responsibilities such as advising and participating on committees that support the universities' mission in addition to teaching. Teaching faculty members may not be awarded tenure, but they may be considered for promotion.

Minimum Requirements:

- An earned doctorate terminal degree in the teaching discipline or closely related discipline.
- Ability or definite promise in the mutually agreed upon areas of responsibility.
- Potential for directing activities in the mutually agreed upon areas of responsibility.
- Ability and willingness to participate in department, college and university affairs.
- Expectations outlined for lecturer positions.

Research Assistant Professor; Research Associate Professor; Research Professor:

This modifier NTTF category may be used for faculty members whose principal assignments are to conduct research. Research faculty members may not be awarded tenure, but they may be considered for promotion. In some cases, renewal of appointment is subject to availability of research funds, unless notified otherwise at the time of their appointment.

Minimum Requirements:

- An earned doctorate in the research discipline or closely related discipline.
- Ability or definite promise in the mutually agreed upon areas of responsibility.
- Potential for directing activities in the mutually agreed upon areas of responsibility.
- Ability and willingness to participate in department, college and university affairs.

Clinical Assistant Professor; Clinical Associate Professor; Clinical Professor: Faculty with this modifier in this NTTF category include positions where the primary duties are instruction, including the teaching of practical skills and demonstrating best professional

practices with significant experience in his or her field or the providing of clinical service to the community at large. The primary qualifications for such positions typically include substantial practitioner experience.

Minimum Requirements:

- An earned doctorate/terminal degree in the teaching or related discipline.
- Ability or definite promise in the mutually agreed upon areas of responsibility.
- Potential for directing activities in the mutually agreed upon areas of responsibility.
- Ability and willingness to participate in department, college and university affairs.

Assistant Professor of Practice; Associate Professor of Practice; Professor of Practice:

Faculty with this modifier include positions where the primary duties are instruction, including the teaching of practical skills and demonstrating best professional practices, with significant experience in his or her area of discipline. The primary qualifications for such positions typically include substantial practitioner experience with extensive practical training as evidenced by prestigious commendations.

Minimum Requirements:

- Proven national/international recognition in area of practice.
- Ability or definite promise in the mutually agreed upon areas of responsibility.
- Potential for directing activities in the mutually agreed upon areas of responsibility.
- Ability and willingness to participate in department, college and university affairs.

Teaching Assistant Professor to Teaching Associate Professor (Non-Tenure Track)

Research Assistant Professor to Research Associate Professor (Non-Tenure Track)

**Clinical Practice Assistant Professor to Clinical Associate Professor (Non-Tenure Track)
/Research/Clinical/of Practice Assistant Professor to Associate Professor (Non-Tenure Track)**

All requirements already described and related to effective teaching apply, in addition to:

1. Recognized ability and potential for distinction in the mutually agreed upon areas of responsibility.
2. Demonstrated ability to direct activities in the mutually agreed upon areas of responsibility.
3. Demonstrated ability and willingness to participate in department, college and university affairs.

Teaching/Research/Clinical/of Practice Associate Professor to Professor (Non-Tenure Track)

1. Distinguished achievement in the mutually agreed upon areas of responsibility.
2. Demonstrated ability to direct activities in the mutually agreed upon areas of responsibility.
3. Established reputation in the individual's profession or field of scholarly or germane creative activity.
4. Demonstrated ability and willingness to participate in department, college and university affairs.

VI. PROCESS FOR PROMOTIONS

Lecturer to Senior Lecturer or Assistant Professor to Associate Professor (Non-Tenure Track):

After serving at the rank of lecturer or teaching assistant professor, typically for a minimum of five years, a lecturer or assistant professor who has satisfied the following criteria may be put forward by the department for promotion to the rank of senior lecturer or teaching associate professor.

1. Evidence of “outstanding teaching,” as documented in student evaluations, peer evaluations, annual supervisor/departmental evaluations;
2. Professional development, as evidenced by appropriate activities in support of the expected instructional practices listed in Section II;
3. Evidence of notable contributions to the university’s instructional mission, within the faculty member’s assigned role;
4. Other criteria as established by departmental and college guidelines.

Senior Lecturer to Principal Lecturer or Associate Professor to Professor (Non-Tenure Track):

After serving at the rank of senior lecturer or teaching associate professor, typically for a period of three to five years, a senior lecturer or teaching associate professor who has satisfied the following criteria may be put forward by the department for promotion to the rank of principal lecturer or teaching professor:

9. Evidence of consistent “excellence in teaching,” typically of undergraduate courses, as documented by student evaluations, peer evaluations, annual supervisor/departmental evaluations;
10. Continuing professional development, including some or all of the following activities: Participation at campus, regional, national, or

- international meetings directed at improving instruction; Development of new courses and/or revision of existing courses;
11. Incorporation of innovative course materials or instructional techniques; Journal articles or other creative work related to the scholarship of teaching as well as the discipline; Awards or other recognition for teaching;
 12. Evidence of outstanding contributions to the university's instructional mission, within the faculty member's assigned role;
 13. Evidence of institutional or disciplinary service, within the NTTF member's assigned role;
 14. Advising or mentoring undergraduate students;
 15. Supervising Graduate Teaching Assistants (GTAs);
 16. Course coordination;
 17. Other forms of institutional service, such as serving on committees.

VII. The Review Process for Promotion for Non-Tenure Track Faculty

An adequate evaluation of a candidate's qualifications and professional contributions requires the academic judgement of both the candidate's faculty colleagues and responsible administrators. Typically, there are three levels of review: the Department, the College and the Provost.

The department level, headed by the non-tenure track faculty's chair, with the review following a similar process to that used for the promotion and tenure. In the description below, the department chair is understood to refer to the supervisor of the unit in which the non-tenure track faculty is appointed.

Department Level Review and Recommendations: The non-tenure-track teaching faculty member and department chair or designee should discuss promotion as part of the annual performance review, well in advance of the suggested timelines for submission of the application for promotion in order to give the candidate sufficient time to gather the required materials and assemble the portfolio.

The promotion process begins when a portfolio is submitted for consideration for promotion to senior or principal lecturer. A designated group of departmental faculty must be at the same or higher rank than the candidate under review and may also include tenured and tenure track faculty. They shall review the candidate and record a vote in favor or against promotion, by majority vote. The vote of the departmentally designated faculty group is advisory to the department chair.

1. The department head chair shall either insert a positive written recommendation in the portfolio and advance it to the next level or notify the candidate in writing that the department declines to recommend promotion, based on its standards. Every

department shall prepare standards that shall be approved by the department and the dean.

2. Candidates not recommended for promotion by their departments may appeal that decision to the next level. If a candidate chooses not to appeal, the application is considered withdrawn and the promotion process ends.

College-Level Review and Recommendations:

1. The dean may will establish a college-wide committee for review and recommendation regarding promotion of non-tenure track teaching faculty. The recommendation of any college-wide committee shall be advisory to the dean. Every college shall prepare standards that shall be approved by the college and the dean.
2. The dean shall either insert a written recommendation in the portfolio and advance it to the next level of review or notify the candidate in writing that the college declines to recommend promotion.
3. Candidates not recommended for promotion by their college/school may appeal that decision to the next level. If a candidate chooses not to appeal, the application is considered withdrawn and the promotion process ends.

Final Promotion Decision:

1. The Provost or the Provost's designee reviews recommendations forwarded by the dean as the final decision maker regarding promotion to senior/principal lecturer.
2. The Provost notifies successful and unsuccessful candidates in writing of his or her decision regarding promotion.
3. Candidates not recommended for promotion by the Provost may appeal to the Chancellor. If a candidate chooses not to appeal, the application is considered withdrawn and the promotion process ends. The dean has the option to renew the candidate's contract at the same appointment level.

VIII. Notification of Candidates during the Process and Candidates' Right to Respond

1. Candidates will be notified upon completion of review at each level.
2. A candidate whose application for promotion is denied will be provided a written explanation of the grounds for the denial at the time of notification.
3. Promotion applications that are not approved will not be forwarded to the next level of review unless the candidate submits a written appeal to the next level within ten working days of the date of receipt of the written notification of a negative promotion decision. The appeal must make an explicit request for further review of the application and give reasons for that request.

4. A candidate has a right to submit a written response to each level of review, whether the recommendation is positive or negative. The candidate must submit the response within ten working days of receipt of the notification. The response will be inserted into the candidate's portfolio.
5. Candidates not recommended for promotion must wait one academic year before resubmitting the application. Resubmission can occur only with the consent of the department head, who will consult with the departmentally designated review committee.

IX. Contents of the Portfolio

A cover sheet that records the decisions at the various levels of review must accompany the portfolio. Candidates for promotion must provide a complete curriculum vitae and assemble a portfolio of their work in advance of the process. The candidate will work with the department head or designee to assemble the promotion portfolio according to the guidelines listed below. This portfolio must describe the responsibilities assigned to the candidate and must include an appropriate subset of the following materials. This portfolio should not exceed 40 pages and should include:

1. A complete curriculum vitae.
2. A statement of teaching philosophy and professional goals.
3. Student evaluations and grade distribution.
4. Evidence of teaching excellence:
 - a. Narrative comments from student evaluations;
 - b. List of honors/awards for teaching, advising, and/or mentoring;
 - c. Evidence of course development and/or evidence of pedagogical innovation;
 - d. An account of supervision of undergraduate research;
 - e. A description of participation in teaching workshops or pedagogical training.
5. Evidence of excellence in contributing to the university's instructional mission:
 - a. Administrative responsibilities within the program or unit;
 - b. Program or course coordination across multiple sections;
 - c. Support for extra-curricular student organization activities;
 - d. Participation in the unit's governance activities and committees;
 - e. Professional outreach activities on the campus, and in the community and/or discipline;
 - f. Other evidence of professional excellence.

Responsibility and Contributions to the Portfolio by the Department Chair

1. Description of the candidate's responsibilities
2. Evaluations
 - a. Copies of annual evaluations during the review period.
 - b. Copies of at least two peer/faculty evaluations of instruction during the review period for promotion to senior lecturer. For promotion to principal lecturer, one peer/faculty evaluation performed after promotion to senior lecturer is required.
 - c. Any other annual evaluations.

X. Review Calendar

The following is a recommended calendar for the lecturer NTTF promotion review process. The due dates for department and college review may be adjusted as needed to accommodate the specific needs of the units. The campus due dates are firm and final.

Department (recommended):

January 30: Eligible Lecturers NTTF submit portfolios to their units (departments). (See above for portfolio requirements)

February 28: Units (Departments) submit recommendations to the College.

College (recommended)

- **March 1---March 31:** College Lecturer NTTF Promotion Committee reviews candidates' portfolios
- **April 1:** College Lecturer NTTF Promotion Committee submits recommendations to Dean of the College
- **May 1:** Dean makes recommendations to the Provost.

XI. Limitations of Non-Tenure Track Faculty

Full-time Non-Tenure Track Faculty do not have the right to participate in reappointment, promotion and tenure deliberations of tenure track faculty.

Additionally, if after being hired, an NTTF later applies for and is selected for a tenure-track faculty position at the University, time served as a non-tenure track faculty member shall not count toward tenure in the new position.

Approved by the Chancellor

Date revised policy is effective: upon approval

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Revised: