

GUIDANCE FOR INSTRUCTIONAL FACULTY APPOINTMENTS

A. Applicability

This guidance applies to any faculty member who has a fixed-term contract with teaching as the primary responsibility. A faculty member with such an appointment is called an "instructional faculty member" in this document.

This guidance in this document does not apply to: (1) a person whose appointment is tenured or tenure-eligible; (2) an academic professional; (3) anyone with a fixed-term contract that contains the word "research", "practice", or "visiting" in the position title. This guidance is consistent with the *Conditions of Faculty Service*, ACD 501/ABOR-6-201.

B. Common expectations and requirements for instructional faculty members

Instructional faculty appointments are offered based on the needs of the academic units and colleges. Anyone hired as an instructional faculty member must be appropriately qualified for the role and rank of the appointment.

In particular, the North Central Association's Higher Learning Commission (which accredits ASU's academic programs) requires that a person hired for an instructional faculty appointment must possess an academic degree (1) relevant to what the person will be teaching AND (2) at least one level above the level of the courses the person teaches. Exceptions to the degree requirement are possible if the person surmounts a minimum threshold of experience in lieu of a degree (established in advance of hire) OR the person possesses the terminal degree in the discipline and is teaching graduate courses in that discipline.

For the ranked categories of instructional faculty appointments, the offered rank must be based on unit-, college-, and Provost-approved criteria. Salaries must be at least be equal to the institutional established minimums for the category and rank of the position (provided below).

C. Proper uses of instructional faculty member appointment titles

The proper titles used for instructional faculty appointments are only those provided in ACD 505-02. The correct use of a title for an appointment and the accurate specification of the appointment's FTE help make clear the person's responsibilities to ASU and the institution's expectations for that appointment. A correct title and FTE specification also facilitate compliance with the Affordable Care Act; in particular,

The two "ranked" categories of instructional faculty appointments are the "Principal Lecturer, Senior Lecturer, Lecturer" category and the "Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor" category. These categories provide the possibility of long-term careers at ASU based on continued excellent performance, the needs of the institution, and the availability of funding. These ranked instructional faculty appointments must have an FTE greater than 0.50, and are described in ACD 505-02:

Principal lecturer, Senior lecturer, lecturer: Lecturers are fixed-term faculty members with responsibilities that may include teaching service responsibilities, supervising supplemental kinds of student learning, professional development, and/or administrative duties related to teaching. A senior lecturer generally holds a doctorate degree (or appropriate terminal degree) and has a minimum of five years of college-level teaching experience or equivalent qualifications and experience. A principal lecturer generally holds a doctorate degree (or appropriate terminal degree) and has a minimum of seven years of college-level teaching experience or equivalent qualifications and experience.

Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor: Clinical faculty are fixed-term faculty members who are qualified by training, experience, or education to direct or participate in specialized university functions, including teaching, student internships, training, or other practice components of degree programs. Responsibilities of clinical faculty may encompass any area of professional practice and/or technical expertise and may include professional development.

A person with an appointment in either of these instructional faculty categories primarily provides high-quality instruction, but also may devote a portion of his/her effort to curriculum development and programmatic responsibilities. Fixed-term appointments for the ranked instructional faculty categories may evolve, with continuing superior instructional performance, from initial year-to-year appointments to appointments with multiple-year terms of three years; those multiple-year terms may be renewed any number of times depending on the availability of funding and the needs of the institution.

Two additional categories of instructional faculty appointment are reserved for those whose sole responsibilities are in delivering excellent instruction. For such an instructional faculty appointment with FTE equal to or greater than 0.50 FTE, the title used should be Instructor. The Instructor title is described in ACD 505-02:

Instructor: ... [an] annual, fixed-term appointment. Instructor may include appointments to positions with teaching assignments and limited service and/or professional development responsibilities

Note that, while ACD provides the option for service assignment to Instructors, under the guidance provided here no service assignments should be given to Instructors. Since no service expectation is present for instructors, a typical teaching load for an instructor should represent the maximum normal teaching assignment per term in the unit. Instructor appointments may be renewed for subsequent terms of appointment, but will not be eligible for multi-year appointments.

For an instructional faculty appointment with FTE less than or equal 0.40 FTE, the title used should be Faculty Associate. The Faculty Associate title is described in ACD 505-02:

Faculty Associates: Faculty associates are appointed on semester or annual, fixed-term appointments, are not eligible for promotion, and are not members of the Academic Assembly. Individuals in this rank are qualified by training and experience to teach university-level courses.

The Faculty Associate category is used when a short-term course need arises (i.e., unexpected vacancy, unforeseen enrollment growth, etc.), so such an appointment is unlikely to lead to a career at ASU. Further, as with an Instructor appointment, the sole assignment for Faculty Associates will be course instruction; Faculty Associates should not receive service assignments.

In order to ensure compliance with the Affordable Care Act, instructional faculty appointments cannot have an FTE in the zone between 0.40 and 0.50. Prior to any offer, duties for the appointment must be adjusted to provide an FTE above or below that zone.

D. Multiple-year and rolling multiple-year contracts

Under ABOR 6-201 §D-4 and -5, the institution has the option to offer multiple-year or rolling multiple-year appointments to those persons in the ranked instructional faculty categories who have developed substantial experience at ASU with excellent teaching. The offer of (or renewal of) a multiple-year appointment is subject to approval by the Provost, the availability of funds, and the needs of the institution. Multiple-year teaching appointments may be renewed after review in the penultimate year of the appointment using the institution's standard process.¹

An initial instructional faculty appointment at the entry rank for a lecturer or clinical assistant professor usually is made as a year-to-year appointment. A person who is promoted to (or hired into) the senior lecturer category or clinical associate professor category is eligible for a multiple year appointment; however a person may only receive a multiple-year contract if such a contract is requested by the dean and approved by the Provost. A person who receives promotion to (or is hired into) the highest rank in an instructional faculty category (principal lecturer or clinical professor) is eligible for a rolling multiple-year appointment; however a person may only receive a rolling multiple-year contract if such a contract is requested by the dean and approved by the Provost.

By ABOR policy, fixed-term teaching appointments have no expectation of continued employment beyond the term of the appointment.² All fixed-term offer letters should state clearly that the holder of such a position has "*no expectation of continued employment beyond the end of the current appointment period.*" Failure to state this condition in the offer

¹ The Academic Personnel process guide for review of multiple-year appointment for renewals is found at <https://provost.asu.edu/sites/default/files/ProcessGuideFaculty-MultiYearRenewal.pdf>.

² The controlling policy is the *Conditions of Faculty Service*, ACD 501/ABOR 6-201 §E-6 and §E- 7:

6. Any person appointed as a lecturer, senior lecturer, or principal lecturer shall have no expectation of continued employment beyond the end of the current appointment period, with the exception of those individuals who have previously attained tenure prior to the 1991-92 appointment period. Lecturers, senior lecturers and principal lecturers may receive a multiple year appointment.

7. Any person appointed on a multiple-year appointment as a professor of practice, research professor, or clinical professor shall have no expectation of continued employment beyond the end of the current appointment period.

letter, however, does not alter this condition of employment, which is part of the *Conditions of Faculty Service* that a faculty member agrees to upon accepting a Notice of Appointment. Even so, this same ABOR policy does not preclude the ability of the dean to offer a subsequent contract to the instructional faculty member based on the availability of funds and the needs of the college, nor does this policy limit the number of times a dean may choose to exercise that option. The Provost must approve the creation of any multiple-year or rolling multiple-year appointment positions since the number of such positions is limited by policy.³

E. Salaries for instructional faculty appointments

To ensure fairness across the institution, institutional salary minimums exist for these various categories and ranks of instructional faculty appointments. The most current version of those institutional salary minimums (to be fully in effect by August 16, 2016) appears at the end of this document. These institutional salary minimums assume the instructional faculty appointment is for full-time employment for an academic year and that the person receiving the appointment possesses a terminal degree in the discipline in which the courses will be taught.

A dean may choose to set alternate salary minimums for the entire college or for individual academic units within the college which are above the institutional salary minimums for any or all of these categories and ranks. If the dean chooses to set such college salary minimums, those college salary minimums should be communicated to all fixed-term faculty members and academic unit heads in that college and to the Provost.

F. Promotions for ranked instructional faculty members

As a person in a ranked appointment attains greater levels of experience, grows in knowledge of the discipline, learns new strategies for promoting student success, and continues to provide excellence in instruction and mentoring, that person may apply for promotion to a higher rank. To ensure fairness and transparency to anyone considered for promotion, specific performance standards must be used to assess each case for promotion. Each unit and college must articulate specific criteria, reviewed and approved by the Provost, for promotion of ranked instructional faculty members in order to advance those faculty members for promotion. These criteria should specify what evidence is appropriate for demonstrating excellence in teaching, denote other markers of achievement and excellence appropriate for the position, and note that such promotions are based on the college's availability of funding and the needs of the institution. The process used for evaluating applications for promotion of instructional faculty will be the existing process established by the Provost's office, consistent with the expectations provided for in ACD 506-05.

While promotion must be linked to excellence, these criteria also must have a minimum experience expectation. In particular, a minimum expectation of at least five years of excellent teaching and mentoring is needed for promotion from the entry rank (lecturer or clinical assistant professor) to the next rank (senior lecturer or clinical associate professor). For promotion to the highest rank (from senior lecturer to principal lecturer or clinical associate professor to clinical professor), criteria should specify measures to document a substantial and sustained record of excellent performance since the previous promotion. The majority of that service should be at ASU.

Promotion in rank for a person becomes effective during the following academic/fiscal year. However, as noted above, a fixed-term contract states that no expectation of continued employment beyond the current term of employment is intended. Thus, the letter authorizing promotion of a person in a year-to-year teaching appointment (if the person's application for promotion is approved) will state that the promotion is contingent on the dean's exercising the option of extending a subsequent contract to the person for the following academic year, that such a subsequent offer of employment will be based on the availability of funds and the needs of the college and institution, and does not indicate an expectation of continued employment beyond the current term of employment.

Promotion from an entry instructional faculty rank (lecturer or clinical assistant professor) will result EITHER in a salary increase of \$3,000 per academic year (or fiscal year, if the appointment is for a fiscal year) OR an increase to the salary minimum for the new rank (senior lecturer or clinical associate professor), whichever is higher. A promotion to the highest rank (principal lecturer or clinical professor) will result EITHER in a salary increase of \$5,000 per academic year (or fiscal year, if the appointment is for a fiscal year) OR an increase to the salary minimum for the highest rank, whichever is higher.

³ The controlling policy is ACD 501/ABOR 6-201 §E-11: "At each university, the total number of multiple year appointments as lecturers, senior lecturers, principal lecturer, professors of practice, research professors and clinical professors may not exceed fifteen percent (15%) of the number of tenure track faculty, both tenured and tenure eligible." Note that this 15% limit is an institutional limit. The Provost will determine how this limit is distributed across colleges.

G. Approvals for creating and reappointing fixed-term instructional faculty appointments

New multiple-year and year-to-year teaching appointments that are (1) full-time (benefits-eligible) AND (2) not funded by external grants or contracts must be identified by the dean of the college in which the appointment will reside, must appear on the hiring plan for the college, and must be approved by the Provost. In either case, offering a fixed-term appointment must be approved by the dean. Provost approval is not required for renewing a multiple-year teaching appointment. Such a renewal must still follow the standard institutional process.⁴

H. Searches for instructional faculty members

ASU instructional faculty positions are highly sought after because many scholars enjoy and value working with ASU's diverse and talented community of scholars. Fairness requires that these instructional faculty positions be filled by those who will deliver the very best instruction possible for our students and who also represent the diversity of our state and society. This value of fairness, then, in turn requires that these positions be filled through open and advertised searches.

For Instructor and Faculty Associate positions, local searches should be used to identify the most qualified applicant.

For ranked instructional faculty appointments, a position at the entry rank may be filled through either a local or national search. An appointment to a ranked instructional faculty appointment at a rank higher than the entry rank must be made through a national search.

⁴ The Academic Personnel process guide for review of multiple-year appointment for renewals is found at <https://provost.asu.edu/sites/default/files/ProcessGuideFaculty-MultiYearRenewal.pdf>.