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## Chapter 4

# Non-Tenure-Track Faculty

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### 4.1. SELECTION OF NEW FACULTY FOR NON-TENURE-TRACK APPOINTMENTS

All appointments to non-tenure-track faculty positions, including full-time and part-time appointments, will be made in accordance with departmental and college bylaws and subject to the provisions of this Faculty Handbook.

#### 4.1.1. Authorization to Search

The dean or other appropriate administrator must obtain authorization from the Provost to begin a search for a non-tenure-track faculty position. Factors considered by the Provost in determining whether to authorize a search for a non-tenure-track position include demonstrated need of the academic department's academic program and availability of funds for the position. The non-tenure-track position may be a new position or an existing position that is or is expected to be vacant. The authorization by the Provost of a search for a new or existing non-tenure-track position does not necessarily mean that an appointment will be made to the position.

#### 4.1.2. Commitment to Diversity

UTC is fully committed to diversity in recruitment at all levels. Efforts must be made by the academic department to advertise position vacancies in an effort to obtain a diverse pool of qualified applicants. For each search, the Director of the Office of Equity and Inclusion ("OEI") will be contacted to advise the academic department as to appropriate search procedures that should be followed.<sup>1</sup> Prior to an appointment being offered for a position, the Director of the OEI must certify that appropriate search procedures have been followed in the search for the position.

#### 4.1.3. Search Process

A thorough search and careful selection normally should precede any departmental recommendation of appointment to the dean. The department head should consult with the tenured and tenure-track departmental faculty members to develop a plan for the search process. Under normal circumstances, the tenured and tenure-track departmental faculty members or a faculty member search committee should identify the needs of the program, the characteristics needed in a new faculty member, and a timeline of the procedures to be followed in conducting the search and screening candidates. The department head and the tenured and tenure-track departmental faculty members should approve the plan. The tenured and tenure-track departmental faculty members should have the opportunity to help determine the kind of person needed, the search procedure to be followed, the basic pool of candidates, and the persons to be selected for interview, and to provide an assessment of candidates interviewed. At each of these stages, final responsibility for the departmental recommendation rests with the department head.

#### 4.1.4. Certification of English Language Competency

No individual shall be appointed to a teaching position, unless the department head, in consultation with the departmental faculty members, certifies in writing to the Provost that the individual can communicate effectively with students in the English language. Individuals who

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<sup>1</sup> The OEI search procedures can be found on the OEI website [here](#).

teach courses that are conducted primarily in a foreign language are exempt.<sup>2</sup> The certification form is available on the UTC Academic Affairs website here.

#### **4.1.5. Recommendation to Appoint**

A departmental recommendation of appointment for a non-tenure-track position shall be made by the department head to the dean. If the dean agrees with the departmental recommendation, the department head and dean shall forward the recommendation to the Provost. Each recommendation should be accompanied by a full set of the candidate's credentials and any required forms or certifications. Following a departmental decision to recommend an appointment of a candidate to a position, there may be informal discussions concerning rank, salary and other terms of employment between the department head or dean and the candidate. Such discussions serve merely to shape and influence the recommendations of the department head or dean and do not constitute a binding commitment by UTC.

#### **4.1.6. Letter of Appointment**

Official notification of appointment is made by letter from the Provost. The letter of appointment must specify:

1. the rank at which the faculty member is being appointed;
2. the faculty member's initial salary and related financial conditions;
3. the faculty member's general duties and expectations; and
4. the duration of the appointment.

Only the letter of appointment from the Provost to the candidate regarding the terms and conditions of the appointment is binding on UTC. Any other representations concerning the terms and conditions of the appointment, whether oral or written, are not authorized by UTC and not binding on UTC.

The faculty member's written acceptance of the letter of appointment, together with execution of normal university employment forms, completes the initial appointment.

## **4.2. GENERAL APPOINTMENT TERMS AND CONDITIONS**

The employment of non-tenure-track faculty is governed by the terms of the appointment letter, applicable provisions of the Faculty Handbook, college and departmental bylaws, and applicable provisions of University policies and procedures. Non-tenure-track faculty members enjoy the same academic freedom as tenured and tenure-track faculty members.

Conditions necessary to perform assigned duties in a professional manner, including such things as appropriate office space, necessary supplies, support services, and equipment will be provided to non-tenure-track faculty members. Departments should have consistent criteria for deciding teaching assignments. Departments should consider the views of non-tenure-track faculty in setting schedules and other issues that impact quality of teaching and working conditions. Opportunities for faculty development, including travel to scholarly meetings, should be provided whenever possible.

Non-tenure-track faculty members may participate in college and/or departmental activities as outlined in college and departmental bylaws. Depending on stipulations of departmental and college bylaws, non-tenure-track faculty members may have the opportunity to participate in departmental, college, and/or

<sup>2</sup> See [UT System Policy Concerning English Language Competency of UT Instructional Staff](#).

university governance, including service on university-wide committees and in other assigned positions. Non-tenure-track faculty members may also serve on graduate committees if the dean, Graduate Council, and Dean of the Graduate School, in consultation with the department head, have evaluated and approved their academic credentials.

The level of representation of non-tenure-track faculty on the Faculty Senate is determined by the Faculty Senate and set forth in the [Faculty Senate Bylaws](#).

#### 4.3. REAPPOINTMENT

A non-tenure-track appointment (whatever its duration) may be renewed for a new term pursuant to the reappointment review process described in this section. A non-tenure-track faculty member's reappointment review is combined with his or her annual performance review in the year in which reappointment is under consideration.

The department head is responsible for the careful evaluation of the faculty member in determining whether to recommend reappointment for a new term. Reappointment recommendations will include consideration of available funding and the faculty member's performance. A non-tenure-track appointment may be, by its nature, funding-limited; the compensation amounts for the position may be funded through a grant, contract, or restricted donation, and it may automatically expire when funding lapses.

The department head will make a recommendation regarding reappointment to the dean. The dean will consider the department head's recommendation and make a recommendation regarding reappointment to the Provost. The Provost will consider the recommendation of the dean and make a final decision regarding reappointment.

The Provost shall provide the faculty member notice of his or her decision in writing. If the Provost decides not to reappoint a non-tenure-track faculty member, the Provost, whenever feasible, should give the faculty member at least (a) one month's written notice of termination of the faculty member's employment or (b) salary equivalent to that which would be paid in the event of one month's notice of the termination of the faculty member's employment.

#### 4.4. NON-TENURE-TRACK FACULTY EVALUATION

All faculty holding non-tenure-track appointments will be evaluated annually as appropriate to the particular appointment. The department head will evaluate annually all non-tenure-track faculty members holding Teaching,<sup>3</sup> Clinical,<sup>4</sup> or Faculty of Practice<sup>5</sup> appointments within the department. A non-tenure-track faculty member holding a Research<sup>6</sup> appointment will be evaluated by the principal investigator(s) of the research grant or contract, or, if the principal investigator(s) are not able to perform the evaluation, by the department head. Each academic department will be responsible for establishing procedures in the departmental bylaws for the regular review of all non-tenure-track faculty members.

The scope of a non-tenure-track faculty member's evaluation will be determined by the assigned duties specified in the faculty member's appointment letter, and the standards for evaluation should be consistent with the relevant standards of performance for teaching, research, and service as defined at

<sup>3</sup> See [Section 4.7.1](#), below regarding non-tenure-track Teaching appointments.

<sup>4</sup> See [Section 4.7.3](#), below regarding non-tenure-track Clinical appointments.

<sup>5</sup> See [Section 4.7.4](#), below regarding non-tenure-track Faculty of Practice appointments.

<sup>6</sup> See [Section 4.7.2](#), below regarding non-tenure-track Research appointments.

UTC. Reporting of evaluation results should be consistent within the academic department and the college and are subject to the approval of the dean. The records of non-tenure-track faculty member evaluations will be maintained within the academic department and the Faculty Records Office.

#### 4.5. TERMINATION PRIOR TO EXPIRATION OF APPOINTMENT TERM

A non-tenure-track faculty member may be terminated for Adequate Cause (as defined in [UT Policy BT0006](#))<sup>7</sup> prior to the expiration of the faculty member's appointment term. In the event that a department head recommends to the dean and Provost that a non-tenure-track faculty member be terminated for adequate cause, the department head and dean shall meet with the faculty member to present the reasons for the recommended termination and to permit the faculty member to respond. If, after this meeting, the dean concludes that adequate cause for the termination exists, a recommendation for termination shall be forwarded to the Provost. If the Provost agrees with the termination recommendation, the Provost shall inform the faculty member of his or her termination in writing. The Provost shall also notify the faculty member in writing of his or her right to a post-termination hearing under the Tennessee Uniform Administrative Procedures Act (see Tenn. Code Ann. § 4-5- 301 *et seq.*).

#### 4.6. GRIEVANCES AND APPEALS

Non-tenure-track faculty members may exercise the grievance and appeal procedures outlined in [Chapter 5](#) of this Handbook, except for those grievance and appeal procedures that are expressly applicable only to tenured and tenure-track faculty members.

#### 4.7. NON-TENURE-TRACK APPOINTMENTS

##### 4.7.1. Teaching Appointments

UTC may hire non-tenure-track Teaching faculty members for specific teaching assignments; engagement in disciplinary scholarship and/or public or disciplinary service may be added to the terms of employment as outlined by the hiring college or department.

UTC uses the following ranks or titles for Teaching appointments:

**Lecturer:** This rank is for those who hold the appropriate degree for their discipline (or its professional equivalent) and who are appointed for full or part-time teaching. Teaching appointments at this rank will be made for a definite term of one year or less.

Normally, those holding the rank of Lecturer will:

1. Have a minimum of a master's degree in the teaching discipline, or a master's degree in another discipline along with professional experience in teaching discipline;
2. Have demonstrated ability or potential as a teacher in the discipline;
3. Effectively participate in service activities aligned with the department's needs;
4. Have demonstrated capacity to relate appropriately to students and professional colleagues; and
5. Effectively engage in professional development and/or research activities in cases where college or departmental bylaws identify these activities as an obligation of the position.

<sup>7</sup> See also [Section 3.10.10.3](#), of this Handbook.

**Associate Lecturer:** Faculty members who have held Teaching appointments at the rank of Lecturer for four (4) years will be considered for promotion to the rank of Associate Lecturer, although a record of superior performance may justify earlier consideration. Teaching appointments at this rank will be made for a definite term of up to three years.

Normally, those holding the rank of Associate Lecturer will:

1. Have a minimum of a master's degree in the teaching discipline, or a master's degree in another discipline along with professional experience in teaching discipline;
2. Have a record as an accomplished teacher in the discipline;
3. Have an established record of effective service activities aligned with the department's needs;
4. Have demonstrated the ability to relate appropriately to students and professional colleagues; and
5. Have a substantial record of professional development and/or research activities in cases where college or departmental bylaws identify these activities as an obligation of the position.

**Senior Lecturer:** Faculty members who have held Teaching appointments at the rank of Associate Lecturer for six (6) years will be considered for promotion to the rank of Senior Lecturer. However, a record of extraordinary performance at the Associate Lecturer level may justify earlier consideration. Additionally, those faculty holding Teaching appointments who were hired prior to the creation of the Associate Lecturer position in 2019 will be considered for promotion to Senior Lecturer after ten (10) years of service at any Teaching appointment rank(s). Teaching appointments at this rank will be made for a definite term of up to five years.

Normally, those holding the rank of Senior Lecturer will:

1. Have a minimum of a master's degree in the teaching discipline, or a master's degree in another discipline along with professional experience in teaching discipline;
2. Have a significant record as an accomplished teacher in the discipline;
3. Have an extended record of effective service activities aligned with the department's needs;
4. Have demonstrated a continuing ability to relate appropriately to students and professional colleagues; and
5. Have a substantial record of professional development and/or research activities in cases where college or departmental bylaws identify these activities as an obligation of the position.

**Distinguished Lecturer:** This rank is for those Senior Lecturers who hold a degree appropriate to their discipline (or its professional equivalent) and who have demonstrated excellence in teaching. Tenured faculty members within the academic department will evaluate and make recommendations for appointments to the rank of Distinguished Lecturer, in accordance with departmental and college bylaws. Ordinarily, this rank is reserved for senior scholars with established national reputations in their discipline. Teaching appointments at this rank will be made for a definite term of up to five years.

All Teaching appointments are renewable subject to availability of funds, satisfactory performance, and staffing needs.

Each academic department shall establish more specific criteria for the appointment/promotion to Teaching ranks within the department, subject to the approval of the dean and Provost. The departmental criteria shall be consistent with but may be more restrictive than, the criteria outlined in this Faculty Handbook and any criteria established by the college within which the department resides and shall be published in the departmental bylaws. Departmental criteria for appointment/promotion to Teaching ranks shall not be required, however, if more specific criteria have been established by the applicable college, and the dean and Provost have approved application of the college criteria in lieu of departmental criteria. College criteria for appointment/promotion of faculty members to Teaching ranks within the college must be approved by the Provost and published in the college bylaws.

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#### 4.7.2. Research Appointments

UTC may hire non-tenure-track Research faculty members to conduct research and ordinarily does not expect them to engage in teaching or perform public or disciplinary service as a condition of their employment. UTC may hire Research faculty members at any time to meet research needs within the various academic programs. Expectations of teaching duties and service may be added to the terms of employment. Research appointments are supported on extramural funding provided by research grants and contracts; therefore, the appointment periods correspond to the available funding.

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UTC uses the following ranks or titles for Research appointments:

**Research Assistant Professor:** This rank is for those who have completed a doctoral degree or terminal degree appropriate to the discipline. Individuals holding such positions demonstrate an ability to initiate independent research and obtain external funding and have a demonstrated capacity to relate appropriately to students and professional colleagues.

**Research Associate Professor:** This rank is for those who have typically held the rank of Research Assistant Professor for four (4) years; have completed a doctoral degree or terminal degree appropriate to the discipline; have a good record of sustained scholarly activity and external financial support; and have demonstrated the ability to relate appropriately to students and professional colleagues. Research Associate Professors have research qualifications and accomplishments consistent with those for appointment at the rank of Associate Professor.<sup>8</sup>

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**Research Professor:** This rank is for those who have typically held the rank of Research Associate Professor for six (6) years; have completed a doctoral degree or terminal degree appropriate to the discipline; have a significant record of sustained, externally funded, scholarly activity that has culminated in national and/or international recognition among their peers; and have demonstrated a continuing ability to relate appropriately to students and professional colleagues. Research Professors have demonstrated research qualifications and accomplishments consistent with those for appointment at the rank of Professor.<sup>9</sup>

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All Research appointments typically will be made for a definite term of one year or less but may be made for a definite term longer than one year that corresponds to the available extramural

<sup>8</sup> See [Section 3.2.1.2](#) of this Handbook regarding criteria for appointment to the rank of Associate Professor.

<sup>9</sup> See [Section 3.2.1.3](#) of this Handbook regarding criteria for appointment to the rank of Professor.

funding for the research being conducted. Research appointments may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

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Each academic department shall establish more specific criteria for the appointment/promotion to Research ranks within the department, subject to the approval of the dean and Provost. The departmental criteria shall be consistent with but may be more restrictive than, the criteria outlined in this Faculty Handbook and any criteria established by the college within which the department resides and shall be published in the departmental bylaws. Departmental criteria for appointment/promotion to Research ranks shall not be required, however, if more specific criteria have been established by the applicable college, and the dean and Provost have approved application of the college criteria in lieu of departmental criteria. College criteria for appointment/promotion of faculty members to Research ranks within the college must be approved by the Provost and published in the college bylaws.

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### 4.7.3. Clinical Appointments

UTC may hire non-tenure-track Clinical faculty members to perform professional services and to provide instruction to students in a clinical setting. Faculty members holding Clinical appointments generally are not expected to conduct research or perform public or disciplinary service as a condition of their employment. However, expectations of scholarship and service may be added to the terms of employment.

UTC uses the following ranks or titles for Clinical appointments:

**Clinical Assistant Professor:**<sup>10</sup> This rank is for those who have completed a doctoral degree or terminal degree appropriate to the discipline and are licensed or certified to practice the profession. Individuals holding such positions demonstrate an ability to teach students in a clinical setting and have a demonstrated capacity to relate appropriately to students and professional colleagues. Clinical appointments at this rank will be made for a definite term of one year or less and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

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**Clinical Associate Professor:** This rank is for those who have typically held the rank of Clinical Assistant Professor for four (4) years; have completed a doctoral degree or a terminal degree appropriate to the discipline; are licensed or certified to practice the profession; and have demonstrated the ability to relate appropriately to students and professional colleagues. Individuals holding such positions have demonstrated clinical and teaching abilities consistent with those for appointment at the rank of Associate Professor.<sup>11</sup> Clinical appointments at this rank will be made for a definite term of up to three years and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

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**Clinical Professor:** This rank is for those who have typically held the rank of Clinical Associate Professor for six (6) years; have completed a doctoral degree or a terminal degree appropriate to the discipline; are licensed or certified to practice the profession; and have demonstrated a continuing ability to relate appropriately to students and professional colleagues. Individuals holding such positions have demonstrated clinical and teaching qualifications and accomplishments consistent with those for appointment at the rank of Professor.<sup>12</sup> Clinical appointments at this rank will be made for a definite term of up to five

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<sup>10</sup> Effective August 1, 2018, all non-tenure-track faculty appointments at the rank of Clinical Instructor will be converted to appointments at the rank of Clinical Assistant Professor.

<sup>11</sup> See [Section 3.2.1.2](#) of this Handbook regarding criteria for appointment to the rank of Associate Professor.

<sup>12</sup> See [Section 3.2.1.3](#) of this Handbook regarding criteria for appointment to the rank of Professor.

years and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

Each academic department shall establish more specific criteria for the appointment/promotion to Clinical ranks within the department, subject to the approval of the dean and Provost. The departmental criteria shall be consistent with but may be more restrictive than, the criteria outlined in this Faculty Handbook and any criteria established by the college within which the department resides and shall be published in the departmental bylaws. Departmental criteria for appointment/promotion to Clinical ranks shall not be required, however, if more specific criteria have been established by the applicable college, and the dean and Provost have approved application of the college criteria in lieu of departmental criteria. College criteria for appointment/promotion of faculty members to Clinical ranks within the college must be approved by the Provost and published in the college bylaws.

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#### 4.7.4. Faculty of Practice Appointments

UTC may hire non-tenure-track Faculty of Practice faculty members to meet instructional and research needs, with the specific intent of bringing practicing professionals into the classroom and research laboratories.

UTC uses the following ranks or titles for Faculty of Practice appointments:

**Assistant Professor of Practice:**<sup>13</sup> This rank is for those who have completed a doctoral degree or terminal degree appropriate to the field, are licensed or certified to practice the profession where appropriate, or have substantial professional experience. Individuals holding such positions demonstrate an ability to teach and/or conduct research based on their experience and practice in the profession and have a demonstrated capacity to relate appropriately to students and professional colleagues. Faculty of Practice appointments at this rank will be made for a definite term of one year or less and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

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**Associate Professor of Practice:** This rank is for those who have typically held the rank of Assistant Professor of Practice for four (4) years; have completed a doctoral degree or a terminal degree appropriate to the field, are licensed or certified to practice the profession where appropriate, or have substantial professional experience; and have demonstrated the ability to relate appropriately to students and professional colleagues. Individuals holding such positions have demonstrated practice in the profession and teaching and/or research abilities consistent with those for appointment at the rank of Associate Professor.<sup>14</sup> Faculty of Practice appointments at this rank will be made for a definite term of up to three years and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

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**Professor of Practice:** This rank is for those who have typically held the rank of Associate Professor of Practice for six (6) years; have completed a doctoral degree or a terminal degree appropriate to the field, are licensed or certified to practice the profession where appropriate, or have substantial professional experience; and have demonstrated a continuing ability to relate appropriately to students and professional colleagues. Individuals holding such positions have demonstrated practice in the professional and teaching or research

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<sup>13</sup> Effective August 1, 2018, all non-tenure-track faculty appointments at the rank of Instructor of Practice will be converted to appointments at the rank of Assistant Professor of Practice.

<sup>14</sup> See [Section 3.2.1.2](#) of this Handbook regarding criteria for appointment to the rank of Associate Professor.

accomplishments consistent with those for appointment at the rank of Professor.<sup>15</sup> Faculty of Practice appointments at this rank will be made for a definite term of up to five years and may be renewed subject to continued availability of funding, satisfactory performance, and staffing needs.

Each academic department shall establish more specific criteria for the appointment/promotion to Faculty of Practice ranks within the department, subject to the approval of the dean and Provost. The departmental criteria shall be consistent with, but may be more restrictive than, the criteria outlined in this Faculty Handbook and any criteria established by the college within which the department resides and shall be published in the departmental bylaws. Departmental criteria for appointment/promotion to Faculty of Practice ranks shall not be required, however, if more specific criteria have been established by the applicable college, and the dean and Provost have approved application of the college criteria in lieu of departmental criteria. College criteria for appointment/promotion of faculty members to Faculty of Practice ranks within the college must be approved by the Provost and published in the college bylaws.

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#### 4.7.5. Adjunct Faculty Appointments

Individuals who provide compensated or uncompensated service to the instructional and/or research programs of UTC on a semester-by-semester basis will receive Adjunct Faculty appointments. Normally the dean, as a designee of the Provost and in consultation with the department head, will issue letters of appointment to Adjunct Faculty members listing their specific duties and compensation. In coordination with the Provost, each dean will be responsible for developing protocols appropriate to the college in order to insure consistency in Adjunct Faculty appointments.

Exempt employees of UTC may receive an Adjunct Faculty appointment in an academic department other than the employee's primary appointment. Such arrangements must be approved by the employee's supervisor and must not conflict with the execution of his or her primary duties.

All Adjunct Faculty members who teach must hold the appropriate degree required for teaching within the academic discipline. Adjunct Faculty members may supervise clinical experiences or assume other responsibilities within the guidelines set forth in university, college, and departmental policies. Individuals with Adjunct Faculty appointments are not eligible for tenure.

#### 4.7.6. Visiting Faculty Appointments

Academic programs may invite Visiting Faculty members to teach, participate in scholarly work, or both within the program. The Visiting Faculty member shall have the professional credentials and level of education required of faculty members in the academic program.

Visiting Faculty members do not participate in the governance of the academic department. A Visiting Faculty appointment is typically for an academic year but may be extended upon recommendation of the department head and dean. One-year Visiting Faculty members are not subject to annual performance reviews. The Provost will issue letters of appointment to Visiting Faculty members. Individuals with Visiting Faculty appointments are not eligible for tenure.

#### 4.7.7. Distinguished Scientist Appointments

Distinguished Scientist appointments may be awarded to individuals who contribute significantly to nationally and internationally recognized research (e.g., scientists employed at Oak Ridge National Laboratory). The salary of an individual appointed as such is paid by the individual's

<sup>15</sup> See [Section 3.2.1.3](#) of this Handbook regarding criteria for appointment to the rank of Professor.

primary employer, not UTC. A Distinguished Scientist appointment is typically for one year but may be extended by the Provost upon recommendation of the department head and dean. One-year Distinguished Scientist faculty members are not subject to annual performance reviews. The Provost will issue letters of appointment to Distinguished Scientist faculty members. Individuals with Distinguished Scientist appointments are not eligible for tenure.

#### 4.7.8. Intercampus Academic Appointments

Intercampus Academic appointments are sometimes authorized when it appears that a faculty member at one campus has expertise that qualifies him/her for participation in the work of an academic department on another campus, and when the academic department has need for his/her services. The definition and extent of such intercampus participation is determined by mutual agreement between the faculty member and the respective department heads, deans and Provosts involved. In these cases, the following guidelines are observed:

1. The appointment is normally without salary or tenure in the cooperating academic department awarding the intercampus appointment; tenure (if any) and salary continue to be linked with the faculty member's home academic department (i.e., the department from which the visiting faculty member is coming).
2. The department head of the home academic department recommends the intercampus appointment to the department head of the cooperating academic department following information discussion or negotiation.
3. The appointment is made by the cooperating academic department subject to the approval of the dean, Provost, and Chancellor.
4. The title of the faculty member in the cooperating academic department is determined by mutual agreement between the department head and the faculty member, subject to the approval of the dean and Provost.

### 4.8. PROMOTION

#### 1.8.1. Guidelines for Promotion

Promotion is a recognition of promise and a sign of confidence that a faculty member is capable of greater accomplishments and of assuming greater responsibilities within UTC. The policy of UTC is to make promotion decisions objectively, equitably, impartially and strictly on the basis of merit. Faculty members holding non-tenure-track appointments eligible for promotion who wish to be promoted to a higher rank must meet the criteria for appointment to the higher rank outlined in this Faculty Handbook and in college and departmental bylaws. Promotion criteria should be weighted in relation to a faculty member's assigned responsibilities.

#### 1.8.2. Promotion Review Procedures

Each department shall establish procedures governing the review and consideration of applications for promotion by non-tenure-track faculty that are consistent with the procedures established in this Faculty Handbook and college bylaws, but which may be more restrictive. Departmental procedures shall be effective upon approval by the dean and the Provost and shall be published in the bylaws of the department. Departmental shall not be required, however, if the dean and the Provost have approved application of procedures established in college bylaws in lieu of departmental procedures.

A calendar is established annually by the Provost that should be followed for the review and

consideration of non-tenure-track faculty promotion applications. The calendar for the promotion review process is available on the UTC Academic Affairs website here.

The procedure for consideration of and awarding promotion includes, at a minimum, the following stages:

1. Submission of Promotion Dossier. The candidate must compile and submit to their department head a promotion dossier to initiate the promotion review process. Specific departmental and/or college requirements for promotion dossiers should be published in departmental and/or college bylaws. At a minimum, promotion dossiers must include:

- A cover letter from the candidate that includes a request for consideration for promotion, an explanation of the candidate's rank and responsibilities, and a summary of the candidate's record as it relates to the criteria for promotion to the desired rank. The letter should also outline the candidate's contributions in each applicable performance area of responsibility (e.g., teaching/advising/librarianship; research/scholarly activities; and/or service) based on the candidate's assigned responsibilities and annual objectives and the criteria for appointment to the desired rank.
- A complete, up-to-date curriculum vitae.
- All annual performance evaluations of the candidate at the candidate's current rank.
- Documentation of the candidate's contributions in each applicable performance area of responsibility (e.g., teaching / advising / librarianship; research / scholarly activities; and/or service) based on candidate's assigned responsibilities and annual objectives and the criteria for appointment to the desired rank.

2. Department Head's Recommendation. After making an independent judgment on the promotion candidacy, the department head will make a written recommendation to the dean and inform the candidate in writing of the recommendation. A department may elect to require that a departmental committee consisting of departmental tenured faculty, tenure-track faculty and/or non-tenure-track faculty at or above the rank desired by the candidate, perform an initial evaluation of the promotion application and provide a recommendation to the department head before the department head submits a recommendation to the dean. To the extent a department elects to do so, the department must include such a requirement in its departmental bylaws.

3. Dean's Recommendation. After reviewing the department head's recommendation and making an independent judgment on the promotion candidacy, the dean will make a written recommendation to the Provost and inform the candidate in writing of the recommendation.

4. Provost's Decision. After reviewing the dean's recommendation and making an independent judgment on the promotion candidacy, the Provost will decide whether or not the candidate will be promoted.

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### **1.8.3. Appeal of Promotion Decisions**

A decision by the Provost not to award promotion may be appealed by a promotion candidate pursuant to the appeal procedure under Section 5.3 of this Faculty Handbook.

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