

A.8: TYPES AND TERMS OF CONTRACTUAL FACULTY APPOINTMENTS

This document describes the types, conditions of appointment, and professional benefits of term faculty appointments in Trinity College. The Office of the Dean of Faculty has developed this document in consultation with the Appointments and Promotions Committee.

All multi-year term appointments are reported to the A&P committee and are subject to final approval by the Board of Trustees. Letters of appointment to term positions shall specify the terms and conditions of employment, including the length of the appointment, potential renewability of the appointment, and the nature of any review process in the appointment period subsequent to the initial appointment. No appointment for a specific term carries any expectation of extension or renewal and no member of the faculty or administration has the authority to offer any assurance of such extension or renewal except as specifically set forth below.

I. Professorial Appointments

1. Visiting Assistant Professors, Visiting Associate Professors, Visiting Professors:

The Dean of Faculty appoints faculty in these categories (both full-time and part-time), acting on the recommendation of the appropriate department chair, program director, or search committee. Appointees must hold the Ph.D. or other appropriate terminal degree. Normally, visiting faculty appointments are at the rank of assistant professor unless the candidate holds a higher rank at another institution.

Term of Appointment: up to four years, at the discretion of the Dean in consultation with the appropriate department chair, program director, or search committee chair.

Non-Renewable: Initial appointments for terms of fewer than four years may, at the discretion of the Dean, be extended to a maximum appointment total of four years.¹ Each faculty member in this category remains at the level of his/her initial appointment for the term of the appointment.

Review Process: None.

- 2. Adjunct Professors:** The Dean of Faculty appoints as adjunct assistant professors, adjunct associate professors, and adjunct professors, persons who bring unusual teaching and/or research expertise to the College, including individuals who have distinguished themselves primarily in non-academic professions. The Dean typically acts in consultation with the appropriate department chair or program director. Adjunct faculty do not necessarily teach—those who do ordinarily offer only one course at a time.

Term of Appointment: variable; normally not to exceed five years.

Renewable: at the discretion of the Dean.

Review Process: Dean with department or program; A&P not involved.

¹ The Alan K. Smith Assistant Professor of Creative Writing may hold a maximum appointment of six years.

- 3. Experimental Term Faculty:**² Proposals for experimental term positions may be submitted to the Educational Policy Committee by an academic department or program, a combination of two or more departments and/or programs, an *ad hoc* faculty group, the General Education Council, or the Curriculum Committee. The EPC forwards its recommendations to the Dean of Faculty for authorization.

Term or Appointment: four years, but occasionally terms may be as few as three years or as many as five years.

Non-Renewable.

Review Process: None.

- 4. Instructor:** This title shall apply to a faculty member if and only if that faculty member, conditionally hired on the tenure track at the assistant professor level in anticipation of completion of the Ph.D. (or other appropriate terminal degree) requirements, fails to complete those requirements by the start of the appointment period. Instructor appointments are not tenure-track positions.³

Term of Appointment: One year.

Non-renewable: The instructor shall revert to the tenure-track at the assistant professor level if and only if the requirements for the terminal degree are completed no later than the date determined by the Dean of Faculty.

Review Process: None.

- 5. Renewable Professorial Contracts:** There currently are a limited number of renewable term appointments with professorial titles. No new appointments of this type are anticipated.

Renewable: At the discretion of the Dean.

Review Process: A&P Committee.

Promotion: A&P standards and procedures.

The College has a small number of non-tenured named professorships each of which is governed by specific conditions. The A&P Committee approves appointments to these named chairs at the rank of professor, basing its decisions on the recommendations of a search committee and other supporting information presented by the Dean of Faculty. Normally, the term of these appointments is for five years. Renewability of these appointments, if applicable, is subject to both the recommendation of a faculty review

² The Educational Policy Committee and the Curriculum Committee adopted guidelines (February 3, 2000), which include, in Appendix A, detailed provisions governing experimental contract positions.

³ For additional details and conditions, consult the [Faculty Manual](#) Sec. 11.2.1.a.i. and 11.2.1.b.vi. Also, specific provisions for appointments at the rank of instructor in Physical Education are made in the [Faculty Manual](#) Sec. 11.2.3.a.

committee appointed by the Dean and the recommendation of the A&P committee.

II. Non-Professorial Appointments.

- 1. Graduate Fellows:** The Dean of Faculty appoints graduate fellows, acting on the recommendation of the appropriate department chair or program director.

Term of Appointment: up to three years, at the discretion of the Dean in consultation with the appropriate department chair or program director.

Non-Renewable.

Review Process: None.

- 2. Artist/Writer-in-Residence:** The Dean of Faculty appoints artists in residence, acting on the recommendation of the appropriate department chair, program director, or search committee.

Term of Appointment: Up to three years, at the discretion of the Dean in consultation with the appropriate department chair, program director, or search committee.

Renewable: At most once, for a further term not exceeding two years, at the discretion of the Dean in consultation with the appropriate department chair or program director.⁴

Review Process: Review by the Dean and appropriate department chair or program director.

- 3. Laboratory Coordinator:** The Dean of Faculty appoints laboratory coordinators, acting on the recommendation of the appropriate department chair, program director, or search committee. No laboratory coordinator shall have classroom teaching responsibilities without also receiving appointment as lecturer, senior lecturer, or principal lecturer.

Term of Appointment: Laboratory coordinators one to two years.

Renewable: at the discretion of the Dean in consultation with the appropriate department chair or program director.

Review Process: Review by the Dean and appropriate department chair or program director.

- 4. Lecturer, Senior Lecturer, Principal Lecturer:** The Dean of Faculty appoints lecturers, senior lecturers, and principal lecturers (full-time or part-time), acting on the recommendation of the appropriate department chair, program director, or search committee. Normally, senior and principal lecturers are appointed only by promotion on the basis of a recommendation of a review committee.

⁴ The Writer-in-Residence position in the English Department may be renewed.

Term of Appointment: Lecturers one to two years, senior lecturers three to five years, principal lecturers five years.

Renewable: Upon the recommendation of the department or program director, the Dean of Faculty may renew the appointments of lecturers, senior lecturers, and principal lecturers. Renewal of these appointments is neither automatic nor guaranteed. The following factors will be considered in renewing these appointments.

- i. There must be a demonstrated curricular or programmatic need for the position.
- ii. There must be budget support for the position.
- iii. The candidate's previous evaluations must support the renewal recommendation.

In addition, the following criteria will be used in evaluating lecturers, senior lecturers, and principal lecturers for contract renewal.

- iv. The effectiveness of the candidate in fulfilling the primary responsibilities of the portfolio.
- v. The candidate's record of service to the College during the term of the previous contract appointment.
- vi. The candidate's academic and/or professional contributions outside of the College.

Review Process: Review by the Dean and appropriate department chair or program director. A&P not involved.

Promotion:

- A. Lecturers may be promoted to senior lecturer after completion of six years of continuous full-time service including at least one 2-year term. Senior lecturers may be promoted to principal lecturer after completion of six years of continuous full-time service as senior lecturer.⁵

Promotion to senior and principal lecturers in no way alters or abrogates the terms and conditions of renewal of non-professorial faculty iterated in **Section II. 4** above. Lecturers, senior lecturers, and principal lecturers are appointed only for the stated term of their appointment letter and renewal of these appointments is subject to the conditions of **Section II.4** above.

- B. Criteria for promotion of lecturer to senior lecturer and from senior lecturer to principal lecturer:
 - i. The candidate must have completed a minimum of six years of continuous full-time service to the College at the lower rank.
 - ii. The candidate must have achieved full effectiveness in the primary portfolio of

⁵ Service to Trinity College prior to the adoption of this policy may be counted toward eligibility for promotion.

responsibility.

- iii. The candidate must present a record of service to the College.
- iv. The candidate must give evidence of significant academic or professional contributions outside of the College.

In applying these criteria for promotion only the work and contributions subsequent to the candidate's previous promotion will be considered.

- C. Eligible candidates or their department chair or program director may request the Dean of Faculty to initiate a promotion review. This request may be submitted during, or any time after, the semester in which the candidate will fulfill the six-year service requirement. The Dean, in consultation with the appropriate department chair or program director, will appoint a promotion review committee. Candidates for promotion will submit a full *curriculum vitae*, additional information or documentation which will facilitate the review, and the names of at least three references.
- D. If the review is favorable, the promotion will become effective 1 July of the academic year following completion of the review. Upon promotion, a one-time adjustment to the salary base of senior lecturers and principal lecturers will be made.⁶

III. Administrative Faculty

Some persons appointed to administrative positions may also carry faculty titles. These appointments and faculty title designations are made by the Dean of Faculty. In all cases, the faculty designation is contingent on, and co-terminal with, the administrative appointment. The Dean determines the faculty title for these positions, but normally administrative faculty members are appointed as lecturers.

Term of Appointment: Variable; normally not to exceed five years.

Renewable: At the discretion of the Dean.

Review process: A&P Committee.

Promotion: Promotion of lecturers and senior lecturers is governed by Section II.4 above. Professorial promotions are governed by A&P standards and procedures.

IV. General Understandings

- 1. Full-time Status:** A term position is determined to be full-time by virtue of a teaching load of at least five full-credit courses per academic year (instruction offered during a summer term does not count toward full-time status), and/or the nature and extent of its administrative portfolio. In the Department of Modern Languages, faculty members

⁶ This adjustment will be indexed to 40% of the promotional increase for tenured associate professors.

who are compensated on the basis of a per-course stipend plus the base stratum shall be considered full-time if they regularly teach the equivalent of five full-credit courses in the Department. Courses taught outside of the Department of Modern Languages shall not count toward meeting the full-time requirement.

- 2. Annual Evaluation:** Faculty other than non-teaching adjunct faculty members are evaluated annually through the submission of the Professional Activities Inventory or another evaluation procedure established by the Dean of Faculty.
- 3. Initial Appointment:** The Dean of Faculty sets budgetary authorization for term positions. This authorization also will indicate if the appointment is terminal. The appointing department or program prepares a position description that identifies the essential responsibilities of the position and the factors on which performance will be assessed. The appointing department or program conducts a search on an appropriate geographical scale and in conformity with College Affirmative Action procedures. The Dean of Faculty makes appointments upon recommendation of the appropriate department chair, program director, or search committee.
- 4. Compensation:** Lecturers who are not remunerated on a per-course basis shall be compensated in the salary range for instructors and assistant professors; senior lecturers who are not remunerated on a per-course basis shall be compensated in the range for assistant and associate professors.⁷
- 5. Qualified Leave of Absence:** A qualified leave of absence (QLOA) is a one semester (two-course) paid leave of absence. A QLOA is not an entitlement, but is awarded to eligible term faculty upon written application filed at least one year prior to the proposed leave. Only full-time renewable term faculty, senior and principal lecturers, and administrative faculty are eligible for a QLOA. Renewable term faculty members apply for a QLOA to the Dean of Faculty. Applications for a QLOA must specify (a) the scholarly/professional project to be conducted during the leave, (b) demonstrate a clear relation of the project to the applicant's primary responsibility to the College, and be supported by a letter of endorsement from the appropriate department chair, program director, or administrative officer. The QLOA will be awarded on the basis of the quality of the project, the likelihood that the project can be completed in the specified time, and the relevance of the project to the applicant's position in the College. Eligible term faculty must complete six years of full-time continuous service before the year of eligibility for a QLOA.

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⁷Lecturers in the Department of Modern Languages and Literature are paid a base "stratum" plus a per-course stipend.

Summary of Professional Benefits for Contract Faculty

Appointment	Basis of Appointment	Term of Appointment	Review	Renewal	Promotion	QLOA*	FRC* #	Travel Support#
Visiting Prof	Depart., DOF	1-4 years	NA	No	No	No	1 yr Expense	Yes ¹
Adjunct Professors	DOF	1-5 years	Dept & DOF	Yes	No	No	No	Yes ²
Experimental Term Faculty	EPC	1-4 years	NA	No	No	No	1 yr Expense	Yes ³
Instructor	A&P	1 year	NA	<u>Faculty Manual</u>	To Assistant Professor	NA	NA	Yes
Renewable Professorial Term Faculty	NA	1-5 years	Dept., A&P	Yes	Yes, A&P procedures	Yes, application to DOF	Yes	Yes
Artists in Residence	Depart., DOF	1-3 years	Dept & DOF	One 2-year term maximum	No	No	1 yr Expense	Yes
Laboratory Managers	Depart., DOF	1-2 years	Dept & DOF	Yes	No	No	No	Yes
Lecturers	Depart., DOF	1-2 years	Dept & DOF	Yes	Yes, after 6 years	No	1 yr Expense	Yes
Senior Lecturers	Depart., DOF	3-5 years	Dept & DOF	Yes	Yes	Yes, application to FRC	1 yr Expense	Yes
Principal Lecturers	Depart., DOF	5 years	Dept & DOF	Yes	NA	Yes, application to FRC	1 yr Expense	Yes
Graduate Fellows	Depart., DOF	1-3 years	NA	No	No	No	No	No
Administrative Faculty	DOF	1-5 years	DOF with A&P	Yes	Yes, after 6 years	Yes, application to FRC	1 yr Expense	Yes

* Only persons on full-time, multiple-year, renewable term appointments are eligible.

Also governed by guidelines in the Faculty Manual.

¹ Visiting faculty on full-time appointments may apply for ½ of expenses, depending on funds available.

² Part-time faculty teaching two or more courses may apply for reimbursement of up to ½ of air fare in the term of their employment.

³ Full-time instructors on track to be Assistant Professors may apply for travel reimbursement on the same bases as tenure-track faculty.