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. Part-time appointments may be made for a semester or a year, and are renewable. Full-time appointments are subject to the following restrictions:

   Term of Appointment: Initial appointment may be up to three years, at the discretion of the Dean in consultation with the appropriate department chair, program director, or search committee chair.
   Non-Renewable: Initial appointments may, at the discretion of the Dean, be extended to a maximum appointment total of five years. 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. Professors of the Practice: The Dean of the Faculty appoints as Assistant Professors of the Practice, Associate Professors of the Practice, and Professors of the Practice, persons who bring unusual teaching and/or 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. Professors of the Practice do not necessarily teach but may teach up to a full course load.

   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.

3. Experimental Term Faculty: 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 of Appointment: four years, but occasionally terms may be as few as three years or as many as five years.
   Non-Renewable.
   Review Process: None.

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8The Educational Policy Committee and the Curriculum Committee adopted guidelines (February 3, 2000), which include, in Appendix A, detailed provisions governing experimental contract positions.
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.9

_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.


_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.10 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 committee appointed by the Dean and the recommendation of the A&P committee.

6. **Physical Education Faculty**: The Dean of Faculty appoints instructors, assistant professors, associate professors, and professors of Physical Education acting on the recommendation of the Chair of the Physical Education Department and/or the search committee. A Faculty member in Physical Education with no more than a bachelor’s degree shall be hired as an instructor. A Faculty member in Physical Education with a master’s or doctor’s degree shall normally be hired as an Assistant Professor.

When a Faculty member in the Physical Education Department is hired from outside with previous experience, s/he may be given the rank of Associate Professor or Professor.

_Term of Appointment:_ Instructors one to three years, Assistant Professors three years, Associate Professors and Professors five years. An Associate Professor hired from outside will be given two three-year reviews, and a Professor hired from outside one three-year review, before moving on to the five-year review cycle.

_Renewable:_ Upon the recommendation of the Chair of the Physical Education Department, the Dean of Faculty may renew appointments of physical education faculty. 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.

_Review Process:_ Review by the Dean of Faculty and Chair of the Physical Education Department. A&P not involved.

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9For 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.

10In unusual instances where the initial appointment is not at the level of professor, promotion is possible based on the standards, procedures, and recommendation of the A&P Committee.
**Promotion:**

A. Normally, Assistant Professors may be promoted to Associate Professor after completion of 7 years of continuous full-time service. At a time mutually determined between an Associate Professor and the Chair of the Physical Education Department, the Associate Professor may be considered for promotion to Professor.

B. Criteria for promotion in Physical Education: Promotion to or appointment at the rank of Assistant Professor requires a master’s degree; demonstrated professional competence, both in the conduct of physical education classes and the coaching of intercollegiate teams; scholarly work and/or professional activity (for example, attendance and/or participation at sport clinics, membership in professional organizations, etc.).

Promotion to or appointment at the rank of Associate Professor requires a master’s degree; demonstrated competence as coach of a varsity sport; demonstrated growth of competencies beyond the areas of his or her particular specialty; extension of his/her capability enabling him/her to make increasing contributions to the effectiveness of the department; outstanding performance as a teacher, both in the Physical Education program and as a varsity coach; and written support from colleagues both within and outside the department.

Promotion to the rank of Professor from within the Faculty at Trinity recognizes a sustained contribution to the academic programs of the College and an established and continuing professional competence. Promotion to or appointment at this rank requires a master’s degree including substantial graduate study and sustained outstanding performance as a teacher in both Physical Education and athletics, supported by student evaluations and written statements by colleagues both within and outside the department. In addition, distinguished accomplishments within the profession demonstrated by one or more of the following are required: election to office in national or regional professional organizations; receipt of honors or awards for professional achievement; publications of professional work; the assumption of major responsibilities within the Department. Further, written evaluations of the candidate from colleagues both within and outside the department, and from nationally distinguished professionals in Physical Education are required.

C. Eligible candidates or the Chair of Physical Education 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 7-year service requirement. The Dean, in consultation with the Chair of the Physical Education Department, will appoint a promotion review committee. Candidates for promotion will submit a full curriculum vitae, and additional information or documentation which will facilitate the review.

D. If the review is favorable, the promotion will become effective July 1 of the academic year following completion of the review. Upon promotion, a one-time adjustment to the salary base of associate professors and professors will be made.

*(Section 6 added July 2016)*

**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 five 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.\textsuperscript{11}

\textit{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.

\textit{Term of Appointment}: Laboratory coordinators one to two years.

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

\textit{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.

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

\textit{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.

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

\textit{Promotion}:

A. Lecturers may be reviewed for promotion to senior lecturer after completion of six years of continuous full-time service including at least one 2-year term. Senior lecturers may be reviewed for promotion to principal lecturer after completion of six years of continuous full-time service as senior lecturer.\textsuperscript{12}

Promotion to senior and principal lecturers in no way alters or abrogates the terms and conditions of renewal of non-professorial faculty iterated in \textbf{Section II. 4} above, p. 87. 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 \textbf{Section II.4} above, p. 87.

B. Criteria for promotion of lecturer to senior lecturer and from senior lecturer to principal lecturer:

\textsuperscript{11}The Artist-in-Residence and Writer-in-Residence positions in the English Department may be renewed.

\textsuperscript{12}Service to prior to the adoption of this policy may be counted toward eligibility for promotion.
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 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.\(^\text{13}\)

5. Visiting Lecturers, Visiting Senior Lecturers, Visiting Principal Lecturers: 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. Normally, visiting faculty appointments are at the rank of lecturer unless the candidate holds a higher rank at another institution. Part-time appointments may be made for a semester or a year, and are renewable. Full-time appointments are subject to the following restrictions:

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

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

   Review Process: None.

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.


   Promotion: Promotion of lecturers and senior lecturers is governed by Section II.4 above, p. 87. Professorial promotions are governed by A&P standards and procedures.

IV. General Understandings

\(^{13}\)This adjustment will be indexed to 40% of the promotional increase for tenured associate professors.
1. **Full-time Status**: A contract position of one or more years 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.

2. **Annual Evaluation**: Faculty other than temporary, visiting 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.

5. **Qualified Leave of Absence**: A qualified leave of absence (QLOA) is a one semester, two-course (i.e., two teaching unit) 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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