

CCA Non-Tenure Track Faculty Appointments
Effective 7/1/2012

Visiting Assistant Professor

1.0 FTE, non-tenure track, not intended to exceed a three-year maximum for reappointment. These positions are intended to “hold” open tenure-track lines until a search can be appropriately conducted, or as “teaching post-docs.” This title might also be used for an intended tenure-track hire who is ABD at time of appointment.

Lecturer

Hired to address teaching needs in a particular semester or year. Compensation defined on a per course basis, normally not to exceed .80 FTE--four courses a semester or the equivalent.

Lecturers for whom there is confirmed expectation of employment across the year at six courses or greater (3:3 or 4:2), should be offered benefits-eligible appointments.

Lecturers without a proven record of teaching ability at WVU will normally be offered only single semester appointments.

Annualized (benefits-eligible) letters come from the Dean.
Letters for one-semester assignments come from the Chair.

Department periodically posts requirements for potential Lecturer needs. Applications are accepted at any time and are kept on file for two years.

Teaching Faculty

Titles: Instructor, Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor

Term appointments, usually expected to be 1.0 FTE. Principal assignment is in instruction. A 1.0 FTE assignment is normally no less than four three-credit traditional undergraduate classroom courses per semester. Teaching faculty appointments are renewable annually. At 1.0 FTE, Teaching faculty are included in the University raise pool; they are eligible for Annual Experience Increment (AEI) after three years of 1.0 employment.

Teaching faculty are hired to respond to program needs, and thus may very well be teaching a variety of courses offered by the department, interacting with the program, with students who are majoring/minoring, with curriculum, with certain programmatic requirements, with student advising. These positions indicate an obligation to the unit's future, and the expectation of the Teaching faculty member is to assist with the future of the degree-granting program, in all of its different teaching manifestations

Evaluation in a Teaching faculty assignment will be 80% teaching and 20% service. Normally, no research will be assigned. Per WVU P&T document (Part III.B., page 4, 2006-07 version):

"Faculty members are expected to undertake a continuing program of studies, investigations, or creative works." For Teaching faculty, this will be defined as expectation that the annual file include systematic assessment of instructional processes/outcomes and application of findings to enhancing course and program effectiveness.

The compensation norm for faculty hired with title of Teaching Assistant Professors will be ~75-80% of the extant beginning tenure-track Assistant Professor salary. Compensation norm for faculty hired with title of Instructor will be ~65-70% of the extant beginning tenure-track Assistant Professor salary.

An individual may continue in term appointments indefinitely, contingent upon need, performance, and funding. No number of term appointments at any Teaching faculty rank/title shall create presumption of right of continued appointment or transition to another type of position.

A terminal degree is usually required for appointment as Teaching Assistant Professor. A master's degree may be an acceptable credential for appointment, in accord with the nature of the position and with department guidelines.

For Teaching faculty who wish to stand for promotion, in addition to a sustained record of classroom teaching excellence, the file is expected to show evidence of significant programmatic contribution to the University's teaching mission. Such evidence will normally include systematic assessment of instructional processes/outcomes, application of findings to enhancing course and program effectiveness, and evidence of ongoing contribution to solving problems and addressing Department-, College-, and University-defined needs, priorities, and initiatives.

External evaluations will not be required for promotion in these teaching-centered positions.

Promotion to senior ranks is not a requirement for institutional commitment and career stability in a Teaching faculty appointment. For these term appointments, the College normally follows the same promotion timeline governing tenure-track positions; that is, subject to reappointment, a Teaching faculty member and her/his Chair may choose to initiate consideration for the first promotion during the sixth year (with promotion effective beginning year seven), or later. A faculty member whose application for promotion is unsuccessful must wait at least one full year after the decision is rendered before submitting another application. Ordinarily, the interval between promotions at West Virginia University will be at least five years. Promotions after the first promotion will be based on achievement since the previous promotion. Regardless of title, Teaching faculty appointments will continue as term appointments.

Clinical Assistant Professor

A service-oriented faculty position, promotion-eligible, non-tenure track. Normally requires a terminal degree.

Per BoG Policy 2 Policy, the appointment must be majority service, with classroom instruction secondary. Teaching has been defined as maximum of fourteen (14) credit hours per academic year, 0.467 FTE of the total assignment, during the nine-month academic year.

Expectations considered in annual evaluations and possible promotion or performance-based salary increases for Clinical faculty will include significant contribution in the areas of service and teaching and reasonable contribution in research, at West Virginia University. The criterion of "reasonable research contribution" for purpose of annual review and continuation in rank is normally one example of ongoing productivity, such as a presentation at a strategically selected professional conference, per year. However, for discretionary promotion, a record of publication will be expected.

Per WVU P&T Document (Part X, page 12, 2006-07 version):

For faculty who have service as an area of significant contribution, service activities provided for the benefit of the citizens of the state will receive primary emphasis when reviewed for promotion purposes. While service to the university and professions are worthy of consideration in this context, normally a faculty member must have significant service activities, which can include the creation and direction of service-learning projects, directed to the citizens of West Virginia. Exceptions to this normal practice may occur when a faculty member provides extraordinary and extended service to the university, profession, or on a national or international level. Such exceptions should be identified in the letter of appointment or subsequent documents.

External evaluation of Service is required for promotion (WVU P&T Document Part XII, page 13, 2006-07 version):

In years when a faculty member who has research or service as an area of significant contribution is being considered for tenure or for promotion, the personnel file must contain evaluations of the quality of the faculty member's research or service from persons external to the University.

Promotion to senior ranks is not a requirement for institutional commitment and career stability in a Clinical Assistant Professor appointment. For such promotable but not tenurable positions, the college normally follows the same promotion timeline governing tenure-track positions; that is, subject to reappointment, a Clinical Assistant Professor may choose to initiate consideration for a promotion during the sixth year (with promotion effective beginning year seven), or later.. A faculty member whose application for promotion is unsuccessful must wait at least one full year after the decision is rendered before submitting another application. Ordinarily, the interval between promotions at West Virginia University will be at least five years. Promotions after the first promotion will be based on achievement since the previous promotion.

Integration

Clinical faculty and Teaching faculty, along with tenure track faculty, should be a part of the overall life and procedures of the unit.

Visiting faculty would normally be involved in informational and current-year aspects, but not in decision-making that shapes the future of the unit.

Lecturers and other Faculty Equivalentents (FEAPs) receive annual appointment letters, defining the responsibilities/expectations of their appointment for the next fiscal year or portion thereof.

Teaching faculty receive term appointment letters, defining the responsibilities/expectations for the designated term of appointment.

Tenure track and Clinical faculty positions that are promotable do not receive an annual appointment letter. The terms of the appointment are laid out in the initial letter, modifiable by MOU but generally considered an ongoing set of responsibilities and expectations. If not to be renewed--for performance, program, or fiscal reasons--they receive notice of non-renewal prior to that action.

All faculty should receive annual evaluations. Tenure track faculty, Clinical faculty, and Teaching faculty should have annual workload plans.

Tenure track faculty, Clinical faculty, and Teaching faculty are hired following standard University search protocol. Recommended department practice for identifying Lecturers is: Department periodically posts requirements for potential lecturer needs. Applications are accepted at any time and are kept on file for two years.

Faculty development and travel grants require 1.0FTE appointment.

Current University guidelines state, "faculty holding non tenure-track appointments may be considered for graduate faculty membership" with stipulation that they "must meet the same criteria for review, approval, and continuation as do tenure-track faculty." (2206-2008 Graduate Catalog, pp. 16-17).

A Clinical faculty appointment's focus is on service, a Teaching faculty appointment on teaching. A sabbatical's focus is on research (scholarship) activity. Therefore, a sabbatical leave is not appropriate for Clinical or Teaching faculty. Clinical and Teaching faculty are eligible to apply for Professional Development Leave, which is similar to a sabbatical leave for non-research personnel. The decision to support, at the department level and above, will include consideration of whether the proposal makes sense, aligns with unit and College priorities, will result in contributing to "the enhancement of the skills of the employee and to the mission and goals of the unit and University," and whether the department can manage coverage of the duties, as applied to all leave applications.

Rights of Term Appointees (Teaching Faculty)

Term Appointees have the right to vote in department meetings and serve on unit evaluation committees (consistent with present university practice). They will be counted in determining Senate representation, and, as full-time faculty members, will be eligible for Senate and Faculty Development Grants.

Performance of a Term Appointee that is Below Expectation

If performance of a term appointee is below expectation, as confirmed through the annual evaluation process, the term appointment need not be renewed. No specific reason need be given for the decision not to renew, although there should be timely notice that the appointment will not be renewed. As indicated in the Evaluation Calendar, "Full-time non-tenure track faculty should be mailed notification (by April 1) if their contract will not be renewed."

Please note that unsatisfactory performance could result in termination at the end of an academic year.

Performance of a Tenure-Track Faculty Member that is Below Expectation

If a tenure-track faculty member is a successful teacher but inadequate in research to warrant tenure, they may not be moved to a non-tenurable instructional term appointment. However, they could be an applicant for a newly-created term position at a lower entry-level salary.

For a traditional tenure-track faculty member, the critical year may not be delayed by temporarily giving the individual a non-tenurable instructional term appointment.