



<b>Policy Number and Chapter:</b>	<b>06.005</b>	Faculty Affairs
<b>Policy Title:</b>	<b>Non-Tenure Track Faculty Reappointment and Promotion</b>	

**Policy Statement.** UNT is committed to recognizing and rewarding faculty members in the non-tenure track ranks whose work demonstrates sustained excellence in teaching, research, and service through the reappointment and promotion process.

**Application of Policy.** All UNT non-tenure track faculty members.

### **Definitions.**

1. **Non-Tenure Track Faculty.** “Non-tenure track faculty” means faculty members with a non-tenure track appointment.
2. **Non-Tenure Track Appointment.** “Non-tenure track appointment” means an appointment of a fixed duration, in which the individual is part of the faculty of a unit. Such an appointment is not eligible for tenure and may be for a partial semester, a semester, an academic year, or for multiple years as fits the needs of the university. Non-tenure track appointment titles are defined in UNT Policy, 06.002 Academic Appointments and Titles.
3. **Initial Term.** “Initial Term” means a non-tenure track, multi-year appointment that may be nonrenewed at the end of each year for no cause at the sole discretion of the university, and with no expectation of continued employment. The initial term is a probationary period. A one-year appointment or series of one-year appointments is not an Initial Term or part of the Initial Term.
4. **Continuing Term.** “Continuing Term” means a non-tenure track, multi-year appointment that may be terminated during the term only for cause, program elimination or financial exigency, and with no expectation of continued employment at the expiration of the term.
5. **Unit.** “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.
6. **University Information Form.** “University information form” means the form used to request faculty promotion, promotion and tenure, tenure only, and reappointment. This form is also known as the VPAA-174.

### **Procedures and Responsibilities.**

- I. **General Reappointment and Promotion Guidelines.** The guidelines for the reappointment and promotion of non-tenure track faculty apply to all university academic units.

- A. Unit Criteria. The chair in collaboration with the full-time faculty of each unit, will develop clearly written criteria and procedures for reappointment and promotion of non-tenure track faculty. The unit's procedures must be consistent with those of the college and the university. The dean and provost must approve all criteria and procedures. The dean will make these criteria and procedures publicly available and provide them to each faculty member at the time of appointment. The chair and dean are responsible for ensuring that these guidelines are followed.
  
- B. Annual Review. Every unit must review annually all non-tenure track faculty and provide a written evaluation on the areas of assigned workload. The review must be in accordance with UNT Policies 06.007, Annual Review; 06.035, Academic Freedom and Academic Responsibility, and 06.027, Academic Workload. Instructors will undergo annual performance reviews using the same criteria and expectations for assistant professor.
  
- C. Length of Appointments and Reappointment for Lecturers and Clinical Faculty. Lecturers and clinical assistant professors may be appointed to an initial term of up to three (3) years. Senior lecturers, principal lecturers, clinical associate professors, and clinical professors may be appointed for an initial term of up to five (5) years. Initial multi-year appointments are considered probationary. Notification of intention not to renew an initial-term appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to the completion of the contract term. There is no expectation or presumption that a contract will be renewed regardless of performance.
  
- E. Length of Appointment and Reappointment for Research Faculty. Research assistant professors may be appointed to an initial term of up to three (3) years, and research associate professors and research professors up to five (5) years. Initial multi-year appointments are considered probationary. Notification of intention not to renew a multiple-year appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to the completion of the contract term. Research faculty appointments are funded primarily through external grants. The appointment may be ended or its level reduced from full time prior to the end of a contract period based on the availability of grant funding.
  
- F. Length of Appointment and Reappointment for Instructors. Appointment for faculty in instructor positions are one-year in duration to allow the candidate to complete all requirements for the terminal degree. Time in rank as instructor does not count toward the probationary period for tenure or for another type of non-tenure track appointment. The probationary period for tenure begins in the fall semester following completion of all requirements for the terminal degree. An

instructor generally will have a maximum of two (2) years to complete all requirements for the doctorate or terminal degree.

Responsible Party: Provost, dean, chair

- II. Review Committees. Units will establish review committees for the purpose of considering the reappointment and promotion of non-tenure track faculty. The committees must consist of no fewer than five (5) and no more than all eligible faculty members within a unit. Tenure-track and non-tenure track faculty may serve on the review committees, except that non-tenure track faculty must have a higher rank than the faculty member whose personnel action is being considered.
- A. Reappointment. Departmental review committees will make a recommendation to the chair, who makes a final determination.
- B. Promotion. At the departmental and college levels, unit review committees make independent recommendations to the dean. Unit administrators also provide independent recommendations to the dean, who makes a final determination.
- C. Small colleges may have a single review committee.

Responsible Party: Chair, faculty, review committees

- III. Criteria for Promotion of Faculty in the Lecturer, Clinical, and Research Faculty Ranks. Faculty members with lecturer, clinical, or research appointments have primary responsibilities related to their workload assignment. Candidates for promotion must demonstrate a professional commitment to sustained productivity as appropriate to the particular appointment, as well as a commitment to the mission of UNT.
- A. Eligibility and Criteria for Promotion from Lecturer to Senior Lecturer. The candidate must have served at least three (3) consecutive years in the rank of lecturer or have equivalent prior teaching experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching and service. Promotion to the rank of senior lecturer requires evidence of sustained excellence in the domains of teaching and service. Excellence in any one domain will not compensate for lack of sustained effectiveness in the other assigned area.
- B. Eligibility and Criteria for Promotion from Senior Lecturer to Principal Lecturer. The candidate must have at least five (5) consecutive years of college-level teaching experience including at least three (3) years at the senior lecturer rank and/or the equivalent professional teaching experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching and service. Promotion to the rank of principal lecturer requires evidence of sustained

excellence in the domains of teaching and service. Excellence in any one domain will not compensate for lack of sustained excellence in the other assigned area.

- C. Eligibility and Criteria for Promotion from Assistant Clinical Professor to Associate Clinical Professor. The candidate must have served at least five (5) consecutive years in the rank of assistant clinical professor or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching, scholarship, and service. Promotion to the rank of associate clinical professor requires evidence of excellence in the primary domain of responsibility and sustained effectiveness in the other domains. Excellence in any one domain will not compensate for lack of sustained effectiveness in other assigned areas.
- D. Eligibility and Criteria for Promotion from Associate Clinical Faculty to Clinical Professor. The candidate must have served at least five (5) consecutive years in college-level clinical, professional, or practicum assignments, including at least three (3) years at the associate clinical professor rank, or have equivalent prior relevant experience. Promotion to the rank of clinical professor requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments. Excellence in any one domain will not compensate for lack of sustained excellence in the other assigned area.
- E. Eligibility and Criteria for Promotion from Assistant Research Professor to Associate Research Professor. The candidate must have served at least five (5) consecutive years in the rank of assistant research professor or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for scholarship, and where applicable, graduate student advising and service. Excellence in graduate advising or service, where applicable, will not compensate for lack of excellence in scholarship.
- F. Eligibility and Criteria for Promotion from Associate Research Faculty to Research Professor. The candidate must have served at least five (5) consecutive years at the associate research professor rank or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated sustained excellence based on university and unit criteria for scholarship, and where applicable, graduate student advising and service. Excellence or extraordinary quality in graduate advising or service, where applicable, will not compensate for lack of sustained excellence in scholarship.

Responsible Party: Provost, dean, chair, faculty

- IV. Promotion Process. This section applies to promotions of all non-tenure track faculty and all units. The dean must inform the candidates of the review timeline no later than six (6) months in advance of the deadline for submitting the dossier.

A. The Dossier. Consideration for promotion involves review of an official dossier. Departments or colleges may require supplemental materials be included in the dossier, when the faculty member is notified of the additional materials at the time of initial appointment. The chair and dean must identify these materials in writing and make them publicly available to the department or college, as applicable. The dossier for promotion must contain:

1. [University Information Form \(VPAA-174\)](#)
2. Complete, current Curriculum Vita
3. Self-evaluation, personal narrative (maximum 750 words)
4. Unit promotion criteria
5. Cumulative results of annual evaluations and evidence of mentoring and support (*provided by the chair*)
6. For lecturer and clinical faculty, summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, interpretative comment on statistical summaries, and other evidence of student learning (*provided by the chair*)
7. Recommendation of unit review committee
8. Recommendation of chair
9. Recommendation of college review committee
10. Decision of dean

Responsible Party: Provost, dean, chair, faculty

VI. Guidelines for Negative Decisions. The process for appealing a negative decision regarding reappointment or promotion apply to all non-tenure track faculty and all academic units.

A. Negative Decision for Reappointment.

Due Process. In the event of a decision by the chair not to renew a non-tenure faculty member, the chair must notify the faculty member in writing. The notice must state the reason(s) for the decision. The faculty member may grieve this decision.

**B. Negative Decision for Granting Promotion.**

Due Process. In the event of a decision by the dean not to promote a non-tenure faculty member, the dean will inform the faculty member in writing and be advised of the reasons. The faculty member may grieve this decision.

Responsible Party: Dean, chair, faculty

**References and Cross-references.**

UNT Policy 06.051 University Faculty Grievance

**Forms and Tools.**

[University Information Form \(VPAA-174\)](#)

**Revision History**

<b>Policy Contact:</b>	Elizabeth Oldmixon
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