

LONG TERM CONTRACT TEACHING PROFESSIONALS

DEFINITION AND GENERAL POLICIES

The purpose of long term contract teaching professionals is to meet specific curricular and programmatic needs within the university which are distinct from those currently filled by tenure track faculty or likely to be filled by tenure track faculty in the future. Long term contract status is appropriate only in the case of curricular or programmatic activities for which tenure track faculty are, or would be, unsuitable or unavailable or when the academic identity of the position is not yet sufficiently developed to warrant a case for tenure.

Long term contract teaching professional positions are not to replace tenure track positions, or to be used in lieu of adding new tenure track positions when merited, or to provide a safe harbor for faculty whose tenure status is in jeopardy. The goal, instead, is to ensure pedagogical continuity and quality through a flexible set of contractual terms.

Long term contract appointments may be offered to a limited number of individuals within an academic unit based on the demonstrated needs of that unit. Such appointments should not exceed a maximum of 5% of the total tenure track faculty in the department, college or school. Individual units may petition Faculty Council for an increase in appointments not to exceed 20% of the total tenure track faculty in the unit. Long term contract teaching professionals are expected to have substantial teaching responsibilities (not necessarily limited to the classroom), within the department, college or school and will be expected to engage in professional development activities. The department, college or school will determine and specify what constitutes professional development for the position. Long term contracts are made on an annual basis up to five years (see Senior Instructor below).

Position Approval

Long term contract teaching professional positions must be approved by a majority vote of the Faculty Council. A long term contract teaching professional position is a single faculty line to which one instructor is appointed. To obtain position approval, the college or school should demonstrate

- a) that the position conforms to the specified distinctive characteristics that differentiate long term contract teaching professional appointments from tenure track appointments, and;
- b) that the number of authorized positions will not exceed the limits specified above.

The college or school should submit to Faculty Council the criteria and processes it will apply in annual reviews, re-appointment and promotion decisions to assess teaching performance and professional development of faculty in long term contract teaching professional tracks. The college or school shall outline its participation in the position renewal process.

Position Renewal

Long term contract teaching professional positions are subject to periodic renewal. This process is a review of the position itself to determine whether it continues to meet the criteria of long term contract teaching professionals. Renewal will be based upon the need of the unit, the position's continuing fit with the specifications for long term contract teaching professionals, and the financial conditions of the university. The department, college or school will delineate the faculty's participation in the renewal process in the initial position authorization.

With the retirement, resignation or termination of an instructor (LTC), the position is considered to have ended and a renewal of the position line must occur before a replacement is hired. Thus, the timing for

evaluating the continuation of a long term contract teaching professional position is determined by the timing of the appointment of the instructor (LTC) to the position. If the instructor continues in the position, then the position is reviewed during the fourth consecutive one-year appointment. At the time of position renewal, the academic dean will submit to the executive vice president for academic affairs a request that the long term contract position be re-authorized and approved for a five-year period. If the position is approved for renewal, the position is renewed for a five-year period and the instructor (LTC) is eligible to apply for promotion to senior instructor (LTC) in the fifth consecutive one-year appointment. In the fifth year of that five-year renewal period (the senior instructor's fourth year), the position is again reviewed. If the position is renewed, the senior instructor will be appointed for another five-year contract period. The senior instructor will be notified of the university's decision concerning position renewal before the completion of the fourth year of the five-year long term contract. Failure to receive renewal will result in the elimination of the position upon expiration of the existing faculty contract.

Terms of Appointment

Faculty hired on long term contract teaching professional tracks may receive a maximum of five consecutive one year appointments that carry with them no expectation of tenure or right of reappointment. These faculty are hired at the rank of instructor (LTC) and are subject to an annual review according to the general university guidelines identified in **EVALUATION** and the criteria established by the department, college or school in the initial position authorization. Faculty hired on long term contract teaching professional tracks have the right to appeal non-renewal as described in **GRIEVANCE PROCEDURES**.

Promotion

Upon successful completion of five consecutive one year appointments, faculty on a long term contract teaching professional track who wish to continue in this position must apply for promotion to the rank of

senior instructor (LTC) and appointment to a five-year contract. The instructor and academic dean of the unit will prepare a case for promotion. The case will be presented to the Faculty Council Committee on Long Term Contract Teaching Professionals. Sufficient evidence of professional development and other criteria specified by the department, college or school must be met for promotion. If approved, the faculty member will receive a contracted five-year appointment with the promotion. If the request is not approved, the faculty member will be granted a final (sixth) one-year contract as instructor (LTC), with termination to occur at the end of that sixth year.

Reappointment

Specific criteria governing the reappointment of long term contract teaching professionals will be determined by the academic unit wherein the teaching professional resides and incorporated into the proposal for Faculty Council approval of the position. Such criteria will be in accordance with general university guidelines, particularly regarding stated academic goals, and will also be based upon the unique needs of that academic unit.

Inasmuch as long term contract teaching professionals are ineligible for tenure consideration, and, given that the positions do not guaranteed continued employment, long term contract teaching professionals may be terminated at the conclusion of any contractual agreement.

Notification

A teaching professional on a long term contract is entitled to:

- a) Written notification of the university's decision to renew or not to renew the position after periodic evaluation, with a statement of the reasons for the decision that shall be given by the university.
- b) Written notification of the initial decision to renew or not to renew the instructor's appointment, with a statement of the reasons for the

decision that shall be given by the academic dean. Decision to renew should include assessment of the teaching professional's qualifications, noting especially those conditions under which the individual was initially hired. Notification shall be made according to general university guidelines established under **SEARCH, APPOINTMENT AND ORIENTATION**.

- c) An opportunity to submit materials for re-appointment. The long term contract professional shall be given appropriate notice before a decision is to be made on reappointment. Supporting materials shall be submitted to the dean or department chair according to the process developed by the unit in the review of long term contract teaching professionals.
- d) Notification by the dean of his or her prerogatives connected with a decision that a contract is not to be renewed, including a statement of the teaching professional's rights of appeal and the procedures governing such an appeal, if he or she wishes such a review. This right and the procedures attached thereto are described in **GRIEVANCE PROCEDURES**.

GUIDELINES FOR LTC POSITIONS

Definition of Position

The proposal for long term contract teaching professional positions submitted by a college or school should illustrate the position's compliance with university requirements for LTC positions as outlined in this Handbook. The college or school should include the numerical ratio of long term contract teaching positions to full time tenured and tenure track appointments to insure that the academic unit does not exceed the limits stated in this Handbook. The college or school should demonstrate the unique pedagogic needs of the unit that puts LTC positions outside the boundaries of tenure track faculty in that college or school or it must demonstrate that

the position is not sufficiently developed to warrant a case for tenure. The proposal should include:

- a) A job description for each position and the number of instructors within each position. This description should clearly indicate the teaching responsibilities and other instructional-related activities required by the position, demonstrating that the work will be two-thirds student instruction. This include academic credentials or equivalent professional experience required for each position, and must explain how the instructional components of the work require the skills and expertise associated with an advanced degree or specialized training or expertise.
- b) Professional development responsibilities should be outlined. If applicable, service or governance responsibilities should also be delineated. Procedures to be followed by the departmental chair, program director and/or academic dean to foster faculty development should be outlined for this position.
- c) Justification of the proposed positions to fulfill new functions or to incorporate existing functions that are inadequately filled by present staffing.
- d) Procedures for position approval within each college or school. The unit should also delineate the extent of the faculty's participation in the position renewal process.
- e) Procedures for annual review and reappointment by the department, college or school. This should include the means by which long term contract teaching professionals are reviewed (eg. Departmental chairs, personnel committee).
- f) Criteria for annual review and reappointment. The department, college or school should set out guidelines for the assessment and evaluation of the teaching and instructional responsibilities and

professional development of the long term contract teaching professional. The college or school should outline the role of the student's participation in the promotion process.

- g) Procedures for promotion to senior instructor (LTC)
- h) Criteria for promotion to senior instructor (LTC). The college or school should include the criteria to senior instructor if it differs from the annual review described above.