

Title: HIRE, RENEWAL, PROMOTION, AND EVALUATION FOR FULL-TIME CAREER-TRACK (NONTENURE) APPOINTMENTS

Effective: January 9, 2013

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PURPOSE/INTENT

The College of Social and Behavioral Sciences (SBS) believes that Career-Track faculty members are vital to our teaching and service missions. This document presents University and College guidelines for hire, review, renewal, and promotion for Career-Track positions.

*NOTE: For Adjunct appointments for faculty (meaning, for faculty members on an appointment that is less than .75 FTE or less than a full academic or fiscal year, **and** which is not expected to be renewed beyond a single fiscal or academic year), an SBS Policy on Adjunct Appointments available at on the [SBS Faculty Affairs Website](#).*

UNIVERSITY OF ARIZONA POLICY

The Arizona Board of Regents (ABOR) and the University of Arizona's Office of the Provost have distinguished Career-Track faculty titles below by professional histories, areas of expertise, and intended service to the university. The conditions under which different categories of full-time Career-Track faculty can be hired, renewed, or promoted have also been stipulated.

For additional information, please see:

- [UHAP Definitions](#), for definitions of Faculty, General Faculty, Career-Track Faculty, Instructors, Lecturers, and Professors of Practice
- [UHAP Chapter 3.1.02](#), which covers Appointments of Career-Track Faculty lengths and types of appointments
- [UHAP Chapter 3.3.03](#), which covers Promotion Reviews of Career-Track Faculty

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES PRACTICE

SBS practice holds that Career-Track faculty are hired primarily for teaching (except "Research Professor").

While a Career-Track faculty workload allocation in teaching is normally 40% (which is typically 2 courses per semester), the teaching allocation for Career-Track faculty can be up to 100% of the appointment. In all cases, the College expectation for Career-Track faculty (except "Research Professor") is that teaching represent the bulk of the workload allocation.

In all cases, FTE and workload must be calculated at .10FTE per 3-unit course, unless specifically agreed upon in advance with the Dean's office.

Career-Track positions within SBS, and brief description of each:

- **Instructor:** The primary responsibility of Instructors is teaching undergraduate courses.
Appointment lengths: 1 semester or 1 year.
- **Lecturer (also Senior Lecturer and Principal Lecturer):** The primary responsibility of Lecturers is teaching undergraduate courses; a moderate (no more than 20%) service effort is also acceptable.
Appointment lengths: between 1 semester and 3 years.
- **Professors of Practice (PoP) (Assistant/Associate/full):** PoPs are distinguished professionals who can bring experiences from the workplace to the classroom, though they may lack substantial academic experience prior to their initial appointment. The primary responsibility of PoPs is teaching undergraduate courses. The minimum teaching expectation is 3/3 (60%); up to 40% service effort can be considered if the service elevates the student experience.
Appointment lengths: between 1 semester and 3 years.
- **Research Professors (Assistant/Associate/full)** oversee a significant area of research, and have distinguished themselves by expertise, achievements, and reputation.
Appointment lengths: between 1 semester and 3 years.

In addition to the Career-Track faculty titles identified in UHAP and utilized by SBS (Instructor, Lecturer, Professor of Practice, Research Professor), the College also houses Career-Track faculty members with Assistant, Associate, and (full) Professor titles.

- **Career-Track Professors:** Career-Track Professors (Assistant, Associate, full) are faculty whose expertise may stem from either academic or professional settings. Career-Track Professors at all ranks must demonstrate training, depth of knowledge in a particular specialty, and capacity to undertake high-quality teaching and service. For Career-Track Professors in units that offer graduate and undergraduate courses, the minimum teaching expectation is 3/3 (60%); up to 40% service effort may be considered if the service elevates the student experience.
Appointment lengths: between 1 semester and 3 years.

SBS PROCEDURAL GUIDELINES FOR HIRING, REVIEW AND RENEWAL, AND PROMOTION OF CAREER-TRACK FACULTY

1. HIRING CAREER-TRACK FACULTY

All SBS Career-Track faculty letters of appointment must include a formula for annual evaluations based on an established workload allocation plan approved by the Dean's office. The following components must be included in the workload allocation plan:

1. a defined expectation of "teaching load," with workload be calculated at .10FTE per 3-unit course, unless specifically agreed upon with the Dean's office in advanced.
2. a defined expectation of non-teaching duties, such as service to the unit, college, campus, or discipline, if applicable.

2. REVIEW, RENEWAL, AND PROMOTION OF CAREER-TRACK FACULTY

Each unit employing one or more Career-Track faculty is required to adopt a formal set of criteria to be applied during the unit's annual performance evaluation. The criteria should articulate how performance is evaluated and include a statement representing whether and how renewal, which is always contingent upon instructional needs and availability of funding, is determined.

Review

Career-Track faculty, regardless of contract length or title, must complete an annual performance review, which is to include a letter of evaluation and a statement of progress toward renewal of the contract from the unit head. Materials to be submitted by faculty as part of their for annual performance review should include a **Teaching Portfolio, Teacher Course Evaluations, and a brief statement of accomplishment (to cover both the teaching and service components of the position)**. As an alternative, Career-Track faculty have the option, in consultation with unit heads, of using UA's online reporting system, *UA Vitae*, to report their annual accomplishments, as that system is built to solicit the same types of information as would be produced for a teaching portfolio (including TCEs and statement of accomplishment).

Renewal

The contract period (1-3 years) is stipulated at the time of appointment. Three months prior to the end of that period, the unit head may request renewal by submitting the following to the Dean's office: (a) a summary statement of the annual performance reviews completed during the contract period; (b) a memo articulating unit need for continuation of the position, (c) the faculty member's CV, and (d) a draft offer letter.

The College will utilize annual reviews as well as reference to the current budget situation to determine whether to renew the contract.

Promotion

Candidates must demonstrate performance of duties in a meritorious manner so as to warrant consideration for promotion. In SBS, the minimum duration of service required before consideration for promotion is normally six years of full time service. Candidates for promotion may request credit toward years of service through previous commensurate service.

Career-Track Instructors and Lecturers: Faculty with these titles should submit those materials produced for annual performance reviews since original hire or last promotion, and include a brief statement of accomplishment (to cover both the teaching and service components of the position). The unit head should then prepare (a) a summary statement of the annual review packets completed during the contract period, with an attendant recommendation for promotion, (b) a memo articulating unit need for continuation of the position, (c) the faculty member's CV, and (d) a draft offer letter.

Career-Track Professors and Professors of Practice: Per the UA's Office of the Associate Provost for Faculty Affairs, Career-Track faculty under consideration for promotion who have a Professor title (including Professor of Practice) must complete a dossier **identical to that completed by tenure-track faculty**, following the same guidelines and instructions. Letters from Outside Evaluators and Collaborators, however, are not required for Career-Track faculty dossiers.

Contributions in excess of responsibilities per the workload plan/expected distribution of effort may be considered in the portfolio (for Lecturers) or dossier evaluation (for those with Professor titles).