



**Title: HIRE, REVIEW, AND RENEWAL FOR CAREER TRACK (NONTENURE) APPOINTMENTS**

Effective: January 9, 2013

Revised: March 18, 2014; January 23, 2015; July 14, 2017; April 10, 2018; February 2019; September 2020;  
July 2021

**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, and renewal for Career Track positions.

*NOTE: Please see the SBS Faculty Affairs Website for a policy specific to Adjunct faculty appointments.*

**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

**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.



## SBS PROCEDURAL GUIDELINES FOR HIRING, REVIEW, AND RENEWAL 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.
3. On rare occasions, some research FTE may be appropriate (typically 10% - 20%). Research FTE must be pre-approved by the Dean's office.

### 2. *REVIEW and RENEWAL 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 evaluation and a statement of progress toward renewal of the contract from the unit head. Materials should be submitted through *UA Vitae*, the UA's online reporting system.

#### **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 (*a & b may be combined into one letter*),
- (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.



***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 academic training or professional experience to the classroom. 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. Depending on the needs of the unit, PoPs may have up to 20% research in their workload and/or some FTE for administration of specific programs, though these must be approved in advanced by the SBS Dean's office.  
*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.*