

TA 7/10

ARTICLE 10 – NON-TENURE-TRACK FACULTY

- 10.1 Non-tenure-track faculty are not eligible for tenure. Contracts offered to all non-tenure-track faculty shall be presented in a Letter of Appointment that states the effective dates of the appointment, the salary, the workload units of teaching (or other assigned responsibilities as outlined in Section 11.3), a description of the anticipated course assignment(s) or other work (including the campus and mode of delivery for anticipated instruction), and any agreed special stipulations. In the event that course offerings are changed in a way that would: (a) eliminate a course anticipated in a faculty member's Letter of Appointment; (b) require the faculty member to teach at a different campus; (c) require the faculty member to teach through a different mode of delivery; or (d) require alteration of a special stipulation contained in the Letter of Appointment, the department chair will discuss with the affected faculty member whether there are unassigned courses available that the faculty member is qualified to teach which can be substituted for the course(s) anticipated in the Letter of Appointment. In the event of a change impacting non-teaching duties, where possible, those duties shall be replaced by other similar responsibilities. The Letter of Appointment will be revised, with approval of the dean, to reflect any mutually agreed upon substitutions, or to reduce the agreed workload units if no such alternative is found.
- 10.1.1 Letters of Appointment will be provided to faculty members as early as practicable, but no later than the beginning of the pay period in which their start date falls. Exceptions shall be permitted for individual study courses (e.g., applied music, student supervision), and other emergency or unforeseeable circumstances (e.g., new courses/sections, reassignment).
- 10.1.2 A full-time workload for non-tenure-track faculty shall be 45 workload units per academic year or 15 workload units per quarter (*see* ARTICLE 13 – WORKLOAD).
- 10.1.3 The parties agree that hiring non-tenure-track faculty on an annual basis is preferable when doing so is consistent with the University's needs and resources. This option may be utilized at the discretion of the Dean upon the recommendation of the Department Chair whenever appropriate. Based on University needs and resources, multi-year contracts may be offered (e.g., externally-funded positions, appropriate directorships).
- 10.1.4 Positions filled by faculty on a quarterly basis for more than three (3) consecutive academic years shall be evaluated by the Dean, with input from the department, to determine if an annual contract would be appropriate.
- 10.1.5 If a course is cancelled within ten (10) working days after the quarter begins, and the University determines not to reassign the faculty member to another course, the faculty member will be paid for the portion of the quarter worked.

- 10.2 Non-tenure-track faculty on quarterly or annual contract shall be evaluated by their department chair and personnel committee at least once per academic year, and their evaluations will be forwarded to the Dean. Non-tenure-track faculty on multi-year contracts shall be evaluated by their department chair and personnel committee in the final year of their contract, and their evaluations will be forwarded to the Dean. Evaluations shall be based on the work assigned in the letter of appointment. Performance of contract responsibilities which fall outside of a department will be evaluated by the appropriate supervisor.
- 10.2.1 Non-tenure track faculty will be provided with a copy of their evaluation and may submit a written response for inclusion in the personnel file, as provided in Section 18.4. Upon request, a non-tenure track faculty member may meet with his/her department chair to discuss any concerns regarding his/her evaluation. Faculty wishing to submit a written response or schedule a meeting regarding their evaluations are expected to do so within ten (10) working days of receiving their evaluation.
- 10.2.2 The Union, on behalf of a non-tenure-track faculty member, may request a meeting with the dean (or designee), the department chair and the affected faculty member to discuss a negative performance review or the denial of senior lecturer status where the Union contends that the review/decision was based on information that is demonstrably false or is otherwise arbitrary and capricious. The parties agree to use their best efforts to complete meetings pursuant to this paragraph within thirty (30) days of the day the faculty member receives an evaluation or determination.
- 10.3 Non-tenure-track appointments automatically expire at the time set forth in the contract. The University will provide as much notice as practical to non-tenure-track faculty regarding its intent to rehire the faculty member for a subsequent contract period.
- 10.4 Non-tenure-track faculty shall be listed in all electronic and print directories and catalogues. Such listing does not imply the right to continued employment beyond the contract period.
- 10.5 Non-tenure-track faculty will be assigned titles in accordance with ARTICLE 8 – APPOINTMENTS.

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