

# CONCORD UNIVERSITY BOARD OF GOVERNORS

## **FACULTY APPOINTMENT, CLASSIFICATION, and RANK**

**Policy Number: CU-AA-62**

### **PURPOSE**

This policy has been enacted to establish and define the process for faculty appointment, faculty classification, and assignment of academic rank.

### **SCOPE**

This policy is applicable to faculty, both full and part-time, regardless of rank.

### **POLICY**

It is the policy of Concord University to select faculty through a thoughtful, systematic, and participatory process that effectively evaluates faculty qualifications, meets university needs, considers issues of justice, equity, diversity, and inclusion, and appoints and promotes individuals who excel as instructors, scholars and service providers.

### **PROCESS**

#### **Faculty Defined**

The faculty at Concord University are those individuals so designated and appointed by the President of the University, and may include, but are not limited to, such professional personnel as academic professionals, librarians, faculty equivalents, clinicians, academic administrators, and those involved in off-campus academic activities.

Faculty may be appointed to full (1.0 FTE) or part-time (< .53 FTE), as determined by the University.

Academic Administrators include the President, Provost, College Deans, Associate Provost, and other academic administrators as designated by the President or, in the case of the President, by the Board of Governors.

### **FACULTY APPOINTMENT CLASSIFICATIONS**

#### **Tenured**

Those faculty members who have been appointed by the President to a tenured status as determined by the University.

Under special circumstances, if requested by the faculty member and approved, a full-time tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year. At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenured appointment, or, if the faculty chooses not to return to a full-time tenured appointment, the faculty member's employment will cease. This section does not apply to actions associated with phased retirement programs.

Policy – Faculty Appointment, Classification, and Rank

**Tenure-Track (Probationary)**

Those faculty members who have been appointed by the President as being in a full-time, tenure-track position.

Under special circumstances, if requested by the faculty member and approved, a full-time tenure-track appointment may be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year. At the conclusion of the approved time period or extension thereof, the faculty member will return to a full-time tenure-track appointment or, if the faculty member chooses not to return to a full-time tenure-track appointment, the faculty member's employment will cease.

Time spent in a part-time tenure-track appointment will not normally apply to the calculation of the years of service for the purposes of tenure consideration nor will it result in a de facto award of tenure.

**Clinical Track**

Those faculty members who have been appointed by the President and have been designated as being in a clinical-track position.

**Librarian-Track**

Those faculty members who have been appointed by the President and have been designated as being in a librarian-track position.

**Term**

Those faculty members who have been appointed by the President as instructional faculty for a specified term as defined by the University. These are instructional personnel serving in a time-defined appointment whose primary duties are instructional.

While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

**Non-tenure-Track**

Those faculty members who have not been appointed in a tenure-track, clinical-track, librarian-track, term, or tenured status.

Non-tenure-track faculty may also include faculty equivalents (like coaches) or academic professionals whose primary duties are non-instructional, but who may hold a secondary appointment that is instructional in character. Adjuncts and Instructors are non-tenure-track faculty.

No number of non-tenure-track appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

No number of non-tenure-track appointments shall create any presumption of a right to reappointment to any subsequent terms, whether for an academic year or, in the case of an

adjunct, to any future term.

### **FACULTY RANK**

Faculty appointed to tenured, tenure-track, or term positions shall be appointed in one of the following ranks:

1. Distinguished Professor;
2. Professor;
3. Associate Professor;
4. Assistant Professor;
5. Instructor
6. Lecturer

Faculty appointed to clinical-track positions hold a primarily non-instructional position.

Faculty appointed to librarian-track positions may be appointed to one of the following ranks:

1. Librarian or Professor/Librarian
2. Associate Librarian or Associate Professor/Librarian;
3. Assistant Librarian or Assistant Professor/Librarian; or
4. Staff Librarian or Instructor/Librarian

Clinical-track, librarian-track and term faculty hold appointments that are:

1. Not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments.
2. Only for the periods and for the purposes specified in the appointment letter for term faculty and terms of employment for clinical and librarian track, with no other interest or right obtained by the person appointed by virtue of such appointment.

Other appropriate titles which more accurately indicate the nature of the position may be used.

Non-tenure-track appointments shall have one of the following titles:

1. Any of the faculty ranks, but designated visiting, research, clinical, extension, or adjunct, as applicable to describe the connection or function;
2. Instructor or Lecturer;
3. Assistant, designated as graduate, research, or adjunct, as applicable to describe the connection or function.

### **Administrative Appointments**

Persons assigned full-time or part-time to administrative or staff duties at the university may be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title, following consultation with appropriate academic units. Such persons will be informed in writing at the time of the appointment whether the faculty rank is as a tenured, tenure-track, clinical-track, librarian-track, term, or non-tenure-track member of the faculty.

Administrative or staff personnel who are not appointed to a faculty position are not faculty.

### **Emeritus Status**

Emeritus status is an honorary title that may be awarded to a retiring faculty member or

administrator for extended meritorious service. There is no salary or emolument attached to the status other than such privileges as the university may extend.

### **QUALIFICATIONS FOR RANK**

Concord University has set forth *Guidelines for Faculty Qualifications* in Board Policy Number CU-AA-60 to be considered in the faculty selection and appointment process to employ, and continue to employ, only competent teaching and research faculty.

If the status of a faculty member changes from non-tenure-track, clinical-track, librarian-track, or term to tenure-track, the time spent in the other status may, at the discretion of the institution, be counted as part of the tenure-track period.

#### **Instructor or Lecturer**

The Instructor and Lecturer ranks, whether full or part-time, require a master's degree and a minimum of 18 graduate hours in field for instructional faculty and / or a combination of education and tested experience to accomplish the education, scholarship, and service mission of the university. An Instructor or Lecturer is not eligible for direct promotion to other ranks.

#### **Assistant Professor**

The Assistant Professor rank requires an earned doctorate or terminal degree appropriate to the discipline served. Professional experience as a practitioner in the field may be used to address educational requirements.

1. Under some circumstances, faculty may be appointed to the rank of Assistant Professor prior to finishing a terminal degree with the expectation that the degree will be completed by a pre-determined date no later than the end of the third year of the appointment.
2. Failure to complete a terminal degree by the established deadline will result in a terminal contract for the subsequent academic year or conversion of the appointment to a term position.
3. Under some circumstances, and depending on a combination of relevant credentials and professional experience, faculty may be appointed to the rank of Assistant Professor without having earned a terminal degree, provided the combination of relevant credentials and professional experience are determined to be equivalent

#### **Associate Professor**

The Associate Professor rank requires an earned doctorate or terminal degree appropriate to the discipline served and at least six years of full-time college teaching experience at the rank of Assistant Professor or higher. Professional experience as a practitioner in the field may be used to address educational requirements.

#### **Professor**

The rank of Professor requires an earned doctorate or terminal degree appropriate to the discipline served and at least six years of full-time college teaching experience at the rank of Associate Professor or higher. Professional experience as a practitioner in the field may be used to address educational requirements.

#### **Distinguished Professor**

The rank of Distinguished Professor requires an earned doctorate or terminal degree appropriate to the discipline served and at least six years of full-time college teaching experience at the rank of Policy – Faculty Appointment, Classification, and Rank

Professor. Professional experience as a practitioner in the field may be used to address educational requirements.

### **FACULTY APPOINTMENT**

The institution shall make all tenure, tenure-track, clinical-track, librarian-track, term, and non-tenure-track appointments after consultation with appropriate faculty and other collegiate units.

#### **Notices**

Every faculty contract of appointment shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget, or supplementary actions thereto, as provided by West Virginia law.

Every contract shall be in writing and executed by the President, and a copy of the document shall be furnished to the person appointed. Such a document shall contain the terms and conditions of the appointment.

Likewise, the President, or designee, will notify any faculty members of changes in appointment, employment status, or assignments and transfers, terminations, promotions, and tenure.

#### **Conditions of Appointment**

The appointment of a person to a full-time position is made subject to the following conditions:

1. The appointee shall render full-time service to the institution.
2. Outside activities shall not interfere with the adequate performance of institutional duties. Such activities may be limited at the sole discretion of the Provost when determined to be in the best interest of the institution.
3. The institution expects its faculty to give full professional effort to assignments of teaching, research or creative activity, and service.

The university may permit and encourage a reasonable amount of personal professional activity as determined by the Provost, such as consulting, by a faculty member outside the faculty member's duties and responsibilities of employment by and for the institution, provided such activity further develops the faculty member professionally and does not interfere with faculty duties and responsibilities as determined by the academic administrators in the member's chain of command.

Each semester, full time faculty are expected to declare any potential conflict of interest or commitment in writing with the Provost's office. This includes any secondary employment.

It is inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the university. The Provost is to be consulted prior to accepting outside employment. Moreover, it is inappropriate to transact personal and/or a secondary employer's business from one's institutional office.

If outside employment or service interferes with the performance of the regular institutional duties and responsibilities of the appointee, the institution has a right to:

1. Require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee.
2. Or, dismiss the faculty member for cause.

### **Joint Institutional Appointments**

Faculty members may be appointed to perform academic duties at two or more public institutions of higher education in West Virginia. Such duties may include teaching, research, counseling, or other services.

For administrative purposes, one institution shall be designated the faculty member's "home institution," which institution shall be responsible for granting promotions, raises in salary, and tenure.

Appropriate counseling, disciplinary action, and the like shall be the responsibility of the institution where the occurrence arose, with notice to the other institution.

The conditions and the details of the faculty member's joint appointment, including the designation of the "home institution," and any other arrangements, shall be specified in the agreement between the faculty member and the institutions sharing the faculty member's services.

Full-time faculty members appointed under joint ~~or~~ contractual appointments shall continue to be considered full-time employees of the "home institution."

### **RESPONSIBILITY FOR IMPLEMENTATION**

The Provost shall have primary responsibility for assuring appointment and promotion processes are both effective and productive.

### **AUTHORITY FOR INTERPRETATION**

The final authority for interpretation of this policy rests with the President and Provost.

### **AMENDMENTS**

This Policy may be amended to change names, links to information, and contact information without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy and process document may be modified in practice to ensure the due process rights of the individuals involved are provided and to conform with any current Federal and State law, rules and regulations. Subject to the institution's rulemaking policy, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

### **REFERENCE / AUTHORITY**

HEPC Title 133, Series 9, WV Code 18B-7-3, BOG Policy # 39

\*Preempts HEPC Series 9, Sections 3, 4, 5, and 6, replaces CU Board Policy# 39, Procedure for Faculty Evaluation, Promotion, and Tenure, and supersedes Concord University Faculty Handbook sections on faculty evaluation, promotion, and tenure.

### **APPROVAL**

Intent to Plan Approved by the CU Board of Governors:

Approval by the Board of Governors:

Effective Date: