

Policy Title: Definition of Faculty and Types of Appointments

Policy Type: Academic

New/revised: Revised

Old Policy #:

Approval level: ☒ Board of Trustees

☐ President

☐ Vice President

☐ Other (specify here)

Definition of Faculty

1. The term "Faculty" shall be limited to regular, full-time personnel at institutions whose regular assignments include instruction, research, and/or public service as a Principal Activity, and who hold academic rank as professor, associate professor, assistant professor or instructor, senior instructor, or master instructor, and as senior vocational teacher, intermediate vocational teacher, vocational teacher. Institutions may limit, but may not expand the scope of the definition of Faculty for the purposes of this policy.
2. The term "Regular, Full-time Personnel" as used in the definition of "Faculty" is limited to those persons whose appointments are for a complete academic or fiscal year.
3. The term "Principal Activity" as used in the above definition shall mean that the person's regular assignment in the areas of instruction, research and/or public service must be at least fifty percent (50%) of the total assigned duties.
4. The terms "Instruction," "Research," and "Public Service" shall be limited to those academic activities properly assignable to the institution's current funds expenditures accounts designated as "Instruction," "Research," "Public Service," and "Academic Support." The terms exclude those activities properly assigned to accounts for "Student Services" (with the exception of remedial instruction which, at the discretion of the institution, may be treated as regular "Instruction"), "Institutional Support," "Operation and Maintenance of Plan," etc.*
5. The term "Faculty" shall not, for the purposes of this statement, include members of an institution's instructional personnel defined as "adjunct faculty," part-time teachers, post-doctoral fellows, visiting lecturers, and graduate assistants. "Adjunct Faculty" is defined as professional staff members of businesses, industries and other agencies and organizations who are appointed by institutions on a part-time basis to carry out instructional, research or public service functions.
6. If not otherwise included within the above definition of "Faculty," the term "Faculty" may include, provided they hold academic rank, academic department or division chairpersons or directors, academic deans, academic vice presidents, and the President, who have direct line authority over Faculty as herein above described, and associates or assistants for the above positions. In addition, the term "Faculty" may include persons previously designated as members of the Faculty who are assigned to other positions at the institution.

7. Academic rank is an element of Faculty status, and shall be limited to Faculty within the above definition. Academic rank may only be assigned to Faculty who meet the minimum rank criteria under the ETSU Faculty Ranks and Promotion policy, and that policy shall control any promotion in rank.
8. Exceptions to this policy can be made upon recommendation by the President.

Types of Faculty Appointments

1. **Temporary Appointments.** Temporary appointments are appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the contract of employment or appointment. Temporary appointments ordinarily should be used only for lecturers, adjunct or part-time faculty, faculty employed to replace regular Faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where the permanent and continued need for the position has not been established, provided that such appointments normally should not be in excess of three academic years. After that, the position can be re-advertised, and the instructor can apply again and be hired if he/she is the best candidate. Appointments of faculty members supported by more than fifty percent (50%) grant funds or other soft money sources, may be approved by the university presidents for periods in excess of three years. Other extensions of temporary appointments for periods in excess of three (3) years require the approval of the President.
2. **Tenure-Track Appointments.** Tenure-track appointments are appointments for regular full-time Faculty with academic rank and may be for the academic or fiscal year. Tenure-track appointments are for Faculty who are employed in a probationary period of employment prior to consideration for tenure. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.
3. **Tenured Appointments.** Tenure appointments are appointments of full-time Faculty who have been awarded tenure by the Board pursuant to the provisions of this policy. To protect academic freedom, tenure appointments include the assurance of continued employment for the appointment year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as hereinafter provided. Such appointments do not include assurance of continued employment at any specified salary, position, or employment during summer sessions or intersessions.

No Faculty member shall acquire or be entitled to any interest in a tenure appointment without a recommendation for tenure by the President and an affirmative award of tenure by the Board of Trustees. No other person shall have any authority to make any representation concerning tenure to any Faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the Faculty member to another year of service at the university, provided that no tenure appeals remain outstanding due to

lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

Recommendations for or against tenure should originate from the department or academic program unit in which the Faculty member is assigned and should include appropriate participation in the recommendation by tenured Faculty in the department or academic program unit.

4. **Clinical-Track Appointments.** Clinical-track appointments (a) are full-time Faculty appointments, (b) are non-tenurable appointments for a fixed term, (c) are renewable, (d) permit promotion in rank, and (e) permit conversion of the appointment to tenure-track at any time prior to but not later than the expiration of the first three-year term, depending on funding availability and Faculty performance. In instances where the appointment is converted to tenure-track, the three (3) years served in the clinical-track appointment, at the discretion of the president, may be credited toward the individual's probationary status. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the Faculty members practice. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.
5. **Convertible and Non-convertible Clinical-Track Appointments.** A college, academic department or other academic program unit seeking to fill a particular clinical-track appointment may indicate the position is potentially convertible to a tenure track appointment (convertible clinical-track appointment). Convertible clinical-track appointments permit conversion of the appointment to tenure-track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and Faculty performance. Convertible clinical-track appointments must follow the search process as defined for tenure-track appointments. Convertible track appointments not converted within the three year period, as defined above, automatically revert to non-convertible clinical-track appointments. Unless specifically identified as convertible, all clinical-track appointments are non-convertible.
6. **Research-Track Appointments.** Research-track appointments (a) are full-time Faculty appointments, (b) are non-tenurable for fixed terms, (c) are renewable, (d) permit promotion in rank and (e) permit conversion of the appointment to tenure track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and Faculty performance. In instances where the appointment is converted to tenure-track, the three (3) years served in the research-track appointment, at the discretion of the president, may be credited toward the individual's probationary status. Faculty in this classification participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding form grants or contracts, or other sources.
7. **Convertible and Non-convertible Research-Track Appointments.** A college, academic department or other academic program unit seeking to fill a particular research-track appointment may indicate the position is potentially convertible to a tenure track appointment (convertible research-track appointment). Convertible research-track appointments permit conversion of the appointment to tenure-track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and Faculty performance. Convertible research-track

appointments must follow the search process as defined for tenure-track appointments. Convertible track appointments not converted within the three year period, as defined above, automatically revert to non-convertible research-track appointments. Unless specifically identified as convertible, all research-track appointments are non-convertible.

8. Lecturer-Faculty Appointments. Lecturer-Faculty appointments (a) are full-time Faculty appointments, (b) are non-tenurable, (c) are renewable, and (d) permit promotion in rank. The primary assignment of Lecturer-Faculty is usually instruction at the undergraduate level.

Initial Lecturer-Faculty appointments may be granted for up to three years with an annual performance review conducted by the appropriate academic administrator or supervisor. Appointments may be renewed for further terms of up to three years following any satisfactory performance review.

9. Coordinator Appointments. Coordinator appointments are non-tenurable, renewable appointments for fixed terms. Coordinators teach and provide administrative services within the academic departments. They devote a preponderance of their time to Faculty responsibilities including, but not limited to, teaching, advising, and student mentoring. Coordinators may also have responsibility for administering special academic projects, systems support, and other administrative services.
10. Graduate Faculty Appointments. Guidelines for appointment to the Graduate School Faculty are located at <http://www.etsu.edu/gradstud/documents/forms/gradfacproc212.pdf>.
11. Emeritus Appointments. East Tennessee State University will honor select Faculty members, upon retirement, as emeritus Faculty. These individuals will be granted certain rights and privileges in recognition of their honored role in the University community and their ongoing potential for contributions to the intellectual and cultural life of the University.

To be awarded emeritus status, Faculty must have served the University for at least 10 years. Faculty should have attained the rank of Professor, Associate Professor or Assistant Professor (under exceptional circumstances Instructors may be considered). When a Faculty member's written notice of retirement is received at the Office of Human Resources, that office will notify the Faculty member and respective department chair of eligibility for emeritus status. The retiring member will be asked if he/she wishes to participate in the emeritus procedure. Within one month of receiving the retirement notice from the Office of Human Resources, the chair will convene the department's Faculty to review the qualifications of the emeritus Faculty candidate as presented in CV and other supporting documentation. Candidates will be nominated for emeritus status by majority vote. Those nominated will have materials submitted for recommendation by respective Deans and the Academic Vice President/Health Affairs Vice President, and then sent to the Office of the President where final decision will be made. (The President will have access to the Department's nomination and assessment materials, as well as decisions of approval by Deans and the appropriate Vice President.)

The title Emeritus will follow the Faculty member's rank upon retirement, i.e., Professor of History, Emeritus. If the recipient is a woman, the feminine ending is used, i.e., Professor of History, Emerita. Emeritus or Emerita status will become effective July 1 of each year, and public recognition of this status will occur annually. A list of all emeritus Faculty should be included in the University catalog and other appropriate documents.

Emeritus Faculty, as all retired Faculty, shall be privileged to maintain an identification card entitling them to certain University privileges. These will include library use, Faculty parking permit, reduced rates for athletic events and other privileges which do not exert undue financial burdens on the University. In addition, Emeriti may request the use of available office or laboratory space or may apply, upon approval, for University grants under the same rules as other Faculty.

Role of Administrators with Faculty Status in Departmental Matters

In order to ensure free discussion, clarify roles, and avoid any semblance of conflict of interest or undue influence, Faculty members in administrative positions other than departmental chairs will not participate or vote in department matters or meetings. Exceptions to this university policy may be made only by the affirmative majority vote of the Faculty of the affected department. The protocol for documenting any exception to this policy will be implemented at the time of initial administrative appointment of any individual who has Faculty status but is serving in an administrative position. If a department by affirmative majority vote accords an exception to the policy for an individual, that fact will be noted in writing by the department chair and will be recorded in documentation of the administrative appointment.

5/8/2017 – approved by the Board of Trustees.