Academic Policy 1405.12

Appointing and Assessing the Performance of Non-Tenure-Track Faculty

Notice Of Appointment To Non-tenure-track Faculty

Appointments of non-tenure-track faculty are subject to all applicable policies of the Board of Trustees of the University of Arkansas, the University of Arkansas System, and of this campus. In particular, all appointments are subject to Board of Trustees Policy 405.1 and Board of Trustees Policy 405.4, including, but not limited to, with regard to the provisions on appointment periods.

Notice of Appointment.

A written letter or other notice of appointment for non-tenure track faculty shall include notification of the length, including the start and end dates, of such appointment. The notice serves to establish the period and conditions of appointment and constitutes the notice of termination as well as of appointment. That each notice of appointment makes this clear does not preclude the employment of the faculty member for another period of time in a following year or years.

Types and Length of Appointment; Review and Approval Process.

The typical length of appointment varies by the type of non-tenure track faculty. Specific provisions on the length of appointment by different academic title are as follows. Any appointment, extension or renewal of an appointment is at the sole discretion of the University.

Further, any term of appointment in excess of one year, whether an initial appointment or a renewal, shall follow merit-based procedures established in departmental and college personnel documents approved by the President. Such merit-based procedures must include, at a minimum, an application for such an appointment, review and evaluation of the materials by a departmental personnel committee, the department head or chair, the dean, and the approval of the Provost. In addition, a renewal of an appointment in excess of one year requires a review of a college personnel committee. Any recommendations must address the criteria for appointment or reappointment reflected in the relevant personnel documents.

Lecturer. Appointment as a lecturer is usually part-time and on a semester-by-semester, or rarely, an academic year basis. These appointments may be renewed if successfully completed in accordance with college and department guidelines.

Instructor. Appointment as an instructor may be part-time or full-time and is usually on an academic year basis, though may be for up to a three-year term. These appointments may be considered for renewal for periods of up to three years if successfully completed in accordance with approved college and department personnel documents.

Clinical, Teaching, Research, and Professor of Practice. Appointments of clinical, teaching, research, and professor of practice faculty may be part-time or full-time and may be multi-year appointments. The first such appointment would usually be up to three years. If successfully completed, in accordance with approved college and department personnel documents, an initial appointment may be considered for renewal for an additional appointment of up to three years. After successful completion of a second three-year term (or after a total of six years of appointment), appointments may be considered for renewal for periods of up to five years.

Visiting. Appointments of visiting faculty are for a term of up to three years. If successfully completed in accordance with approved college and department personnel documents, such appointments may be considered for renewal, at the discretion of the University, for a total maximum of three years. Appointments as visiting faculty are not renewable beyond three years. Any renewal shall require a review by a departmental personnel committee, the department head or chair, a college personnel committee, and the dean,

Executive in Residence. Appointments of executives in residence faculty may be for up to three years and can be renewed with successful completion of the initial appointment.

Again, any term of appointment in excess of one year must meet all criteria and procedural requirements addressed above. Any appointment not fully satisfying all such requirements shall not exceed one year.

Annual Review of Non-Tenure-Track Faculty

All Non-tenure-track Faculty

By May 1 each year (or the last working day before May 1) each faculty member shall be informed in writing by the chairperson of the annual review schedule, criteria, procedures, requirements, and instruments for the current year. Whenever there is a change in criteria, procedures, or instruments, each faculty member shall be informed by the chairperson in writing within four weeks of the change. Each faculty member shall also be provided with any standard review forms upon which the faculty member is expected to submit information regarding professional activities. ([Evaluative Criteria](https://provost.uark.edu/policies/140511.php) , II, B, 2)

Documents to be delivered to faculty members are listed in the memorandum, [Academic Policy 1405.12A](https://provost.uark.edu/policies/140512a.pdf).

New Non-tenure-track Faculty

No later than 30 days after beginning employment in connection with a first appointment, each faculty member shall be advised in writing by his or her chairperson of the criteria, procedures, and instruments that are to be used in assessing his or her work ([Evaluative Criteria](https://provost.uark.edu/policies/140511.php), II, B, 1).

Deans, directors and department chairs should be careful to note the 30-day deadline for faculty appointed at other times as well. Documents to be delivered to new faculty members are listed in the memorandum [Academic Policy 1405.12 A](https://provost.uark.edu/policies/140512a.pdf) . Each director, chair, or head should prepare an individual memo to each new faculty member using this format and should send the appropriate materials with it or identify how they may be accessed. Each dean should maintain a record that the documents were distributed.

Review Schedule

A schedule of important review and notification deadlines is contained in [policy 1405.121](https://provost.uark.edu/policies/1405121.php). This policy will be revised annually. Entries are derived from policy statements in the current [Board Policy 405.1](http://www.uasys.edu/policies/405.1.PDF) and the current campus Evaluative Criteria document. Each faculty member must receive (or have access to) a copy of this schedule, together with information about any other deadlines or dates established by the approved college or department documents.

Documents and Forms

Website addresses for referenced documents are provided at the end of this policy. Personnel documents to be used are those that are current for the college, school, library, or department with any exceptions as noted in letters of approval. Deans, chairs and faculty are responsible for compliance with all applicable policy documents.

In the absence of specific and separate policies and procedures for the annual review of non-tenure track faculty, those in place for other faculty are to be used for such faculty who are appointed for an academic or fiscal year. For faculty appointed for one term, only, or for shorter periods, appropriate policies should be developed, if they are not in place, and notice distributed to the faculty members to whom they apply, consistent with the campus deadlines.

All faculty personnel policies, including those which apply to non-tenure track faculty only, should be included in college, school, library, or department personnel documents and approved through the usual procedures.

Referenced documents:

* [Board of Trustees Policy 405.1](http://www.uasys.edu/policies/405.1.PDF)
* [Evaluative Criteria](https://provost.uark.edu/policies/140511.php) document as approved August 18, 2003, and Faculty Review Checklist ([PDF version](https://provost.uark.edu/policies/faculty-review-checklist.pdf) | [DOC version](https://provost.uark.edu/policies/faculty-review-checklist.doc))
* Schedule of Deadlines for Non-Tenure Track Faculty [[Academic Policy 1405.121](https://provost.uark.edu/policies/1405121.php)]
* Suggested form of memo to all non-tenure-track faculty members [[Academic Policy 1405.12A](https://provost.uark.edu/policies/140512a.pdf)]

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