

Arts, Sciences & Engineering Non-tenure Faculty Guidelines

(Applies to appointments with primary teaching responsibilities)

Instructional Track Faculty

The Instructional Track in Arts, Sciences & Engineering is available for individuals engaged principally in undergraduate teaching (e.g., classroom instruction, individual mentoring, pedagogy) and who play significant roles in shaping and managing undergraduate programs. Faculty in these positions have appointments that range from 9 to 12 months, depending on the distribution of responsibilities. Appointments are multi-year with the possibility of promotion to higher ranks based on the criteria below. The Instructional Track provides the titles of Assistant Professor, Associate Professor, and Professor.

Instructional track faculty have broad rights as full participants in the undergraduate affairs of their departments and in the undergraduate-related activities in Arts, Sciences and Engineering. Faculty in this track may work with graduate students, but they must petition the University Office of Graduate Education and Postdoctoral Affairs prior to inclusion in committees for PhD qualifying exam or PhD thesis defenses. Please see the [University Graduate Studies Regulations](#).

Faculty in this track have all the obligations and privileges described in the Faculty Handbook unless noted to the contrary in this document. Faculty in the instructional track will not be eligible for academic leave of absences, which are intended principally to strengthen disciplinary research and scholarship. Faculty may apply for support for professional development (e.g., attending conferences).¹

Principal Duties

Instructional track faculty are expected to be engaged in undergraduate teaching and mentoring, and with the development and management of undergraduate programs and degree requirements. As is the case for tenure-track faculty, teaching loads and other duties are set by the department chair with the approval of the dean. The typical teaching load is six standard courses or the equivalent. Equivalencies vary by field but may take into account the teaching of very large or complex courses, service, advising, curricular development, or other related work.

Instructional track faculty are expected to remain conversant with advances in their field and be engaged in research, scholarship, and/or creative work to the extent that it supports their development as pedagogical experts in their field(s). This engagement may take various forms, including attending or presenting at conferences/meetings, or participation in a lab, or publishing, or developing community partnerships, or joining department seminars/ workshops, or including recent scholarship in teaching materials, etc. We do not categorically value any one form of engagement over another; each faculty member should determine, in consultation with their department chair/program director and colleagues, what is most appropriate for their work.

Committees and Service

¹ Sources of funding include the Hajim Instructional Conference and Travel Grant (HICAT), Course development grants at the Center for Community Engagement.

The table in Appendix A summarizes eligibility for committee service in AS&E.

Departmental – Instructional track faculty should as far as possible be full participants in the life of their departments or programs and be encouraged and expected to serve on departmental committees relating to undergraduate education. Such faculty are eligible to participate in departmental recruitment committees and on promotion committees for faculty within their track. Instructional track faculty are not eligible for appointment as department chairs.

School/College – Instructional track faculty are eligible to serve in general faculty meetings of the Faculty Council. They are also eligible to participate in College committees related to undergraduate education (e.g., Curriculum Committee, Board of Academic Honesty, Administrative Committee). At the discretion of the dean, they may be invited to participate in committees related to graduate education or other school matters. Three years of service at the rank of Assistant Professor is a pre-requisite for appointment to School and College committees; for this reason, instructional track faculty may serve on these committees only after renewal of their initial three-year appointment (see later on duration of appointments).

University – The involvement of instructional track faculty in committees and governance at the University level (e.g., Faculty Senate) will be guided by the rules and regulations of those bodies. Instructional track faculty will be subject to University rules on participation in doctoral committees.

General Criteria for Appointment and Promotion in the Instructional Track – All Ranks

(See additional information below for rank-specific requirements)

- Terminal degree (e.g., Ph.D.) or professional equivalent. Dean’s approval required, following department/program recommendation.
- Primarily full-time, but part-time allowed in exceptional cases. Benefits eligibility based on employment status.
- Initial appointment term for three years; reappointment will typically be for four years. There is no guarantee of reappointment for any rank. Reappointment within the track is based on satisfactory performance (see next bullet) and departmental and School need.
- Annual review, which includes a discussion with departmental chair and materials provided in one’s Faculty Activity Report (FAR).
- No “up-or-out” provision for promotion or maximum time within rank.
- No possibility of conversion from this track to a tenure-track position (but no restriction on applying for tenure-track positions). A faculty member in this track who is subsequently appointed to a position in the tenure track would not be considered to have had any ‘time in rank’ for the purposes of calculating allowable years of service per the Faculty Handbook.
- National search typically required for new appointments.
- Letters of support for initial appointment and promotion within the track: Refer to guidelines below. Templates with suggested wording for referee letter requests for promotion to Associate Professor NT and Professor NT are included below.

Criteria for Initial Appointment and Promotion

Assistant Professor (instruction)

In addition to the general criteria outlined above, this appointment requires:

- Clear potential for success in teaching undergraduates, including strong interest in curriculum design and innovative pedagogies.
- Past success in collaborating with colleagues and with assisting in the management of academic programs.
- A record of scholarly and/or creative achievement and/or specialized expertise in industry (e.g., demonstrated involvement and practice in the field).
- PhD required, or other appropriate terminal degree.

Associate Professor (instruction)

In addition to the general criteria outlined above, this appointment requires:

- Minimum of six years in previous rank, or equivalent experience.
- Record of excellence in classroom teaching, mentoring undergraduates, and in the development of new courses, curricula, and innovative pedagogies.
- Proven effectiveness in collaborating with colleagues and assisting in the management of academic programs. Record of service on departmental, school or University committees and/or governance activities.
- Continued engagement with scholarship or creative work, with proven success in contributing to the field or translating this knowledge of field into the classroom and other educational activities. If an individual faculty member's responsibilities are such that evidence of active continued engagement in the field is not considered necessary, the review committee and/or department chair should explicitly address the issue in their report.

Professor (instruction)

In addition to the general criteria outlined above, this appointment requires:

- Minimum of six years in previous rank, or equivalent experience.
- Sustained record of excellence in classroom teaching, mentoring undergraduates, and in the development of new courses, curricula, and innovative pedagogies. Proven success in mentoring students and faculty on best practices in pedagogy.
- Proven effectiveness in collaborating with colleagues and assisting in the management of academic programs. Strong record of service on departmental, school or University committees and/or governance activities.
- Continued engagement with scholarship or creative work, with proven success in contributing to the field or translating this knowledge of field into the classroom and other educational activities. If an individual faculty member's responsibilities are such that evidence of active continued engagement in the field is not considered necessary, the review committee and/or department chair should explicitly address the issue in their report.
- Evidence of excellent standing as an educator (e.g., presentations at national conferences, strong record of publications on pedagogical issues, course development, significant innovations to existing and/or new curricula)

Relationship of Instructional Track Titles to other Non-Tenured Faculty Appointments (Lecturer/Sr. Lecturer)

The instructional track described here supersedes the previous AS&E definition (pre-2017-2018) for non-tenure track faculty in the Assistant/Associate/Professor positions.

In addition to those in the instructional track, full-time faculty who have primary teaching responsibilities hold functional titles such as lecturer and senior lecturer. To distinguish from the instructional track, these are referred to as ‘teaching track faculty’. These individuals are hired to teach for a limited term without expectation of other service to the department or University. Those who hold the title of lecturer and senior lecturer may be considered for conversion to the instructional track, with appropriate length of service, positive review and appropriate recommendation from their department chair.

Adjunct faculty appointments remain for those individuals contracted to teach on a per course basis. These appointments may also be used for individuals with independent professional careers and for whom formal affiliation will mutually benefit the department and the individuals.

Faculty holding research appointments (e.g., Scientist, Engineer) may teach courses and supervise undergraduate research in their areas of expertise; as in the past, these instructional contributions will be recognized through the additional title of lecturer.

Review for determination of Reappointment, Promotion or Non-renewal for those with a multi-year appointment

Instructional track and teaching faculty **with multi-year appointments** are required to complete a FAR (Faculty Activity Report) annually for activities during the previous calendar year. FARs are reviewed by one’s respective department chair/program director. These faculty should be included in the director/chair’s evaluations of faculty and annual report provided to the respective school dean.

Process and timeline for review of materials for reappointment or recommended promotion follows:

- Chairs/program directors conduct a review on each full-time faculty member (instructional and teaching) who holds a multi-year appointment.
- Although the chair typically initiates the review process for promotion, instructional-track faculty may request that all department/program faculty of appropriate rank vote on the matter if they consider themselves ready for review.
- In addition to chair/program director review, an ad hoc committee (generally 3) of faculty at the appropriate rank (appropriate rank = faculty at or above the rank the individual being reviewed will hold) reviews assembled materials with consideration to the stated criteria for reappointment at or promotion to the relevant rank. If a program/department does not have enough faculty within it to warrant ad hoc committee construction, the ad hoc committee should be assembled from adjacent programs/departments. The director/chair can consult the relevant school dean for guidance if needed. In most cases the director/chair will appoint the committee and not serve on it, however, where review is within a small program/department (e.g., SBAI, GIDS), the director/chair is allowed to serve on the committee.
- The review committee submits a recommendation letter that the department chair endorses/signs, or the chair may write a brief statement supporting the committee’s findings. If there is a

difference in opinion, the school dean would then decide how to move forward.

- All recommendations must include a description of the process by which the candidate was evaluated.
- Should review be conducted and a decision made not to renew, the chair/director must write a narrative to the respective school dean outlining the reasons for non-renewal and describing the process by which the individual was reviewed by faculty at the appropriate rank. The full dossier of materials should accompany this narrative.
- Required materials (see Appendix C below) are submitted to the Dean's office 16 months before the end of a faculty member's appointment. For example, for someone with an end date of June 30, 2022 materials are submitted no later than February of 2021. This allows time for review of materials by the Dean's office, construction of contract renewal, promotion notification or notice of non-reappointment one year before the contract end date.
- In cases of promotion where the department chair/program director is not at or above the rank that the individual being reviewed would hold (for instance, if the chair is an associate professor and the case at hand is for promotion to full professor of instruction), the chair's statement should not contain an additional review of the candidate's qualifications. Rather, it should be limited to the process by which the candidate was evaluated and the level of support in the department for the promotion (e.g., selection of the committee, vote count, etc.).
- Similar to the reappointment process for tenure track faculty, renewal of appointment would **not** change the initial appointment term. Therefore, in the example above the individual with an end date of June 30, 2022 would receive a letter to confirm continuation of their appointment for X years, however, the new term would be added on after the original end date. For example, a first appointment is for three years from July 1, 2019 through June 30, 2022. Notification is provided no later than May of 2021 that the appt would renew for an additional 4 years which would extend the end date to June 30, 2026.
- When a promotion is recommended and approved, the promotion takes effect immediately at the beginning of the upcoming academic year. In the example above, if the individual were being promoted to Associate Professor, the effective date would be July 1, 2021 and would not be delayed until the end of the current appointment term.

Information regarding non-renewal:

Non-tenure faculty with the title of instructor, assistant professor, associate professor or professor are required written notification of renewal (or non-renewal) as required in the University Faculty Handbook (page 21) http://www.rochester.edu/provost/assets/PDFs/Faculty_handbook.pdf

Directly from the University Faculty Handbook July 2020

*Notification of Reappointment or Termination of an **instructor, assistant professor, associate professor, or professor on an appointment of two years or less must be notified in writing, five months before the appointment expires, whether or not they are to be reappointed.** An assistant professor, associate professor, or professor without tenure whose total appointments at these ranks exceed two years must be notified in writing, not later than one year before the appointment expires, whether or not they are to be reappointed. Failure to receive notification does not entitle a faculty member to reappointment, promotion, or tenure. If they have not been notified, the dean or director of the school should be informed, and a prompt response will be provided. (If a prompt response is not obtained, the faculty member should consult with the provost or the president.) If the response is to inform the individual of termination, then the termination shall not be sooner than five months from the sending of the response in the case of individuals on appointments of two years or less, or one year in the case of individuals whose total appointments at these ranks exceed two years.*

Non-tenure Faculty with one-year or two-year appointments

One-year and two-year non-tenure faculty appointments must contain verbiage to confirm that the appointment will terminate upon its end date, unless discussion of a new appointment is initiated before the end date. The one-year and two-year faculty offer letter template on the AS&E intranet for use by all programs and departments contains the following language. Faculty with a one or two-year appointment are not required to complete a Faculty Activity Report as multi-year appointed faculty are.

*Your appointment will expire on xx date (**this date is one year/two years from the effective date of the appointment**). Should there be an opportunity to discuss a new contract your department chair/program director will be in contact with you prior to the end of your appointment.*

Example of timeline for faculty member with an end date in June 2025

Late Summer/ early Fall 2023

The Faculty Affairs office for AS&E will confirm with each program/department the list of non-tenure faculty who have multi-year appointments whose contract end dates are June 2024. This communication is to be sure the Deans' office and department records are in sync. Departments should keep their own internal timeline of review of faculty, which may start before the late summer/early fall correspondence from Faculty Affairs.

The department chair/program director will oversee review of each faculty member for determination of reappointment, promotion if applicable or notice of non-renewal. There is no required timeline for promotion of non-tenure faculty.

Spring 2024 - No later than February 1, 2024

Departments upload appropriate documentation for each faculty member in a folder created and shared by Faculty Affairs in BOX.

No later than April 1, 2024

The relevant school dean will complete review.

No later than May 1, 2024

Correspondence (reappointment, promotion or non-renewal letter) will be sent to faculty for signature with a copy to programs/departments. Department chairs/directors will be consulted with regard to terms of a new contract letter with regard to teaching and other responsibilities.

No later than May 15, 2024

Return of signed letters will be required by mid-May.

No later than May 31, 2024

Departments send appropriate reappointment, promotion or termination (faculty 510) form to the Deans' Office for processing by emailing the form and signed offer letter to ASE_FACPDforms@lists.rochester.edu

The Faculty Affairs Office will provide the Provost's office materials for non-tenure faculty members in the rank of Associate or Full Professor so that Provost approval can be granted as required. The Faculty Affairs Office will send a copy of the Provost confirmation letter by email to the department administrator/chair/program director for their departmental records.

The Provost reviews appointment actions on a monthly basis throughout the academic year, and usually during each summer month. It is important that the timeline above is followed so that submission of materials to the Provost is not delayed and in turn the faculty member's promotion/possible salary delayed beyond July 1.

Suggested Wording for Referee Letter Requests

The following two letter templates contain suggested wording to aid in the solicitation of internal letters of support for promotion to Associate Professor (non-tenure) of Instruction and promotion to Professor (non-tenure) of Instruction.

Associate Professor (non-tenure) of Instruction (internal candidate)

Dear _____:

_____, currently an Assistant Professor (non-tenure) of Instruction in the Department of _____/_____ Program, is being considered for promotion to Associate Professor (non-tenure) of Instruction. I am writing to ask your help in assessing **Professor _____**'s performance in their role. I would be very grateful for your frank analysis of the candidate's academic activities.

If you are able to advise us, it would be especially helpful if your letter could address the following, commenting on both strengths and weaknesses:

- **Teaching:** The effectiveness of their classroom teaching, mentoring of undergraduates, and development of new curricula and innovative pedagogies as well as any practices that promote inclusive teaching, learning, and mentoring.
- **Scholarship:** Assessment of **Professor _____**'s continued engagement with research, scholarship, and/or creative work, and translation of this knowledge into the classroom and other educational activities.
- **Service:** **Professor's** collaboration with colleagues and assistance in the management of academic programs as well as their record of service on departmental, school, or University committees and/or governance activities. Please also comment on any broader impacts of the candidate's service, including those that promote diversity, equity, and inclusion.

I enclose their *curriculum vitae* as well as a statement that describes their contributions to the department or program, engagement in scholarship, and any expansion of duties and responsibilities.

I realize that this request may be an imposition, but, as you know, assessments of the kind we hope you will be able to provide are essential components of a proper review for promotion.

I thank you in advance for your willingness to assist in this review. Please send your assessment by _____. Your reply will, of course, remain confidential within our review process.

Sincerely,

Professor (non-tenure) of Instruction (internal candidate)

Dear _____:

_____, currently an Associate Professor (non-tenure) of Instruction in the Department of _____ / _____ Program, is being considered for promotion to Professor (non-tenure) of Instruction. I am writing to ask your help in assessing **Professor _____**'s performance in his/her role. I would be very grateful for your frank analysis of the candidate's academic activities.

If you are able to advise us, it would be especially helpful if your letter could address the following, commenting on both strengths and weaknesses:

- **Teaching:** The effectiveness of their classroom teaching, mentoring of undergraduates, and development of new curricula and innovative pedagogies as well as any practices that promote inclusive teaching, learning, and mentoring.
- **Scholarship:** Assessment of **Professor _____**'s continued engagement with research, scholarship, and/or creative work, and translation of this knowledge into the classroom and other educational activities.
- **Service:** **Professor's** collaboration with colleagues and assistance in the management of academic programs as well as their record of service on departmental, school, or University committees and/or governance activities. Please also comment on any broader impacts of the candidate's service, including those that promote diversity, equity, and inclusion.

I enclose their *curriculum vitae* as well as a statement that describes their contributions to the department or program, engagement in scholarship, and any expansion of duties and responsibilities.

I realize that this request may be an imposition, but, as you know, assessments of the kind we hope you will be able to provide are essential components of a proper review for promotion.

I thank you in advance for your willingness to assist in this review. Please send your assessment by _____. Your reply will, of course, remain confidential within our review process.

Sincerely,

Appendix A: Eligibility for AS&E Committee Service

Committee	Eligibility for faculty in instructional track
Departmental faculty meetings	Eligible
Departmental academic program committees	Eligible
Departmental student recruitment	Eligible
Department hiring committees	Eligible, if hiring faculty in instructional track
Departmental promotion committees	Eligible, if reviewing faculty in instructional track
Faculty Council	Eligible, after 3 years of service (same as tenure-track)
College Administrative Committee	Eligible, after initial (three-year) appointment
College Board on academic honesty	Eligible
College Curriculum Committee	Eligible, after initial (three-year) appointment
College Committee on Interdisciplinary Programs	Eligible, after initial (three-year) appointment
Doctoral committees	No, unless as exception approved by University Dean of Graduate Studies.

Appendix B: Non-tenure Instructional/Non-tenure Teaching Job Codes

Job code descriptors below include attributes such as T = Teaching, S = Service. These job codes require the attributes assigned, although individuals in them may participate in research.

The instructional track makes use of these job codes:

- Job code 0110: Asst Prof: T, S. Functional title: Assistant Professor (of instruction).
- Job code 0111: Assoc Prof: T, S. Functional title: Associate Professor (of instruction).
- Job code 0012: Professor: T, S. Functional title: Professor (of instruction).

Appointments for full-time teaching faculty make use of these job codes:

- Job Code 021: Instructor: T Functional title: Lecturer (non-tenure).
- Job Code 019: Sr. Instructor: T. Functional title: Senior Lecturer (non-tenure).

Conversion of teaching appointments is an administrative process. Conversion does not automatically carry a salary increase, which would need to be justified separately.

Conversion Options for Faculty in Non-Tenured Positions from Lecturer/Sr. Lecturer to the Instructional Track

Senior Lecturer	<ol style="list-style-type: none">1. If qualified, can be considered for conversion to Associate Professor.2. If qualified can be considered for promotion to Professor.
Lecturer or FT Instructor	<ol style="list-style-type: none">1. If qualified, can be considered for conversion to Assistant Professor.2. If qualified can be considered for promotion to Associate Professor.

Appendix C:

Materials required at each rank for initial appointment, reappointment and promotion.

Should review be conducted and a decision made not to renew, the chair/director must write a narrative to the respective school dean outlining the reasons for non-renewal and describing the process by which the individual was reviewed by faculty at the appropriate rank. In addition to the chair/director narrative, the full dossier of materials that were reviewed are shared with the respective dean(s).

Each year, the Faculty Affairs Office will create departmental folders in BOX, in which will be a folder for each Instructional or teaching faculty member where materials can be uploaded for dean review.

Assistant Professor

Initial Appointment	<ol style="list-style-type: none"> 1. Current CV 2. 2-3 letters of recommendation 3. Detailed description of proposed duties 4. Teaching record – Incorporate same requirement for TT 5. Written statement from candidate describing potential for success teaching undergraduates, interest in curriculum design and innovative pedagogies, past success in collaborating with colleagues and managing academic programs, and record of scholarly or creative achievement, or expertise in industry. 6. Comments from the director/chair on the faculty members’ proposed duties.
Reappointment at same rank	<ol style="list-style-type: none"> 1. Current CV 2. Satisfactory faculty activity report reviewed by the department chair 3. Teaching and service record since appointed as Assistant Professor 4. Written recommendation from the faculty review committee that evaluates the candidate’s contributions to the department/program, the quality of their teaching, their engagement with research, scholarship, and/or creative work, and any expansion of duties and responsibilities. 5. Statement/recommendation from the director/chair. The program director/department chair may sign the faculty committee report or include a brief statement to support the committee’s findings in their report to the dean that includes the process by which faculty at the same rank reviewed the reappointment. 6. Comments from the director/chair on the faculty members’ proposed duties.
Promotion to Associate Professor	<ol style="list-style-type: none"> 1. Current CV. 2. 2-3 internal letters from those at rank of associate professor or higher that include attestation to teaching skills or other duties. 3. Written statement from candidate describing contributions to department/program, engagement with research, scholarship, and/or creative work, and any expansion of duties and responsibilities. 4. List of courses taught with enrollments each year for the past 3 years and evaluations. 5. Written recommendation from the faculty review committee that evaluates the candidate’s contributions to the department/program, the quality of their teaching, their engagement with research, scholarship, and/or creative work, and any expansion of duties and responsibilities.

	<ol style="list-style-type: none"> 6. Statement/recommendation from the director/chair. The program director/department chair may sign the committee report or include a brief statement to support the committee's findings in their report to the dean that includes the process by which faculty at the same rank reviewed the promotion. 7. Comments from the director/chair on the faculty members' proposed duties.
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Associate Professor

Initial Appointment	<ol style="list-style-type: none"> 1. Current CV. 2. 3-5 letters of recommendation. 3. Teaching record/evaluations. 4. Written statement from candidate describing potential for success teaching undergraduates, interest in curriculum design and innovative pedagogies, past success in collaborating with colleagues and managing academic programs, and record of scholarly or creative achievement, or expertise in industry. 5. Comments from the director/chair on the faculty members' proposed duties.
Reappointment at same rank	<ol style="list-style-type: none"> 1. Current CV. 2. Satisfactory faculty activity report reviewed by the department chair. 3. Teaching and service record since promoted or initial appt as associate professor. 4. Written recommendation from the review committee that evaluates the candidate's contributions to the department/program, the quality of their teaching, their engagement with research, scholarship, and/or creative work, and any expansion of duties and responsibilities. 5. Statement/recommendation from the director/chair. The program director/department chair may sign the faculty committee report or include a brief statement to support the committee's findings in their report to the dean that includes the process by which faculty at the same rank reviewed the reappt. 6. Comments from the director/chair on the faculty members' proposed duties.

Promotion to Professor	<ol style="list-style-type: none"> 1. Current CV. 2. 2-3 internal letters from those at the rank of full professor to include attestation to teaching skills or other duties. 3. Written statement from candidate describing contributions to department/program, engagement with research, scholarship, and/or creative work and any expansion of duties and responsibilities. 4. List of courses taught since with enrollments each year for the past 3 years and evaluations. 5. Written recommendation from the faculty review committee that evaluates the candidate's contributions to the department/program, the quality of their teaching, their engagement with research, scholarship, and/or creative work, and any expansion of duties and responsibilities. 6. Statement/recommendation from the director/chair. The program director/department chair may sign the committee report or include a brief statement to support the committee's findings in their report to the dean that includes the process by which faculty at the same rank reviewed the promotion. 7. Comments from the director/chair on the faculty members' proposed duties.
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Professor

Initial Appointment	<ol style="list-style-type: none"> 1. Current CV. 2. 3-5 letters of recommendation. 3. Teaching record/evaluations. 4. Written statement from candidate describing potential for success teaching undergraduates, interest in curriculum design and innovative pedagogies, past success in collaborating with colleagues and managing academic programs, and record of scholarly or creative achievement, or expertise in industry. 5. Comments from the director/chair on the faculty members' proposed duties.
Reappointment at same rank	<ol style="list-style-type: none"> 1. Current CV. 2. Satisfactory faculty activity report reviewed by the department chair. 3. Teaching and service record since promoted or initial appointment as full professor. 4. Evidence of excellent standing as an educator (e.g., presentations at national conferences, strong record of publications on pedagogical issues, course development, significant innovations to existing and/or new curricula). 5. Written recommendation from the review committee that evaluates the candidate's contributions to department/program, the quality of their teaching, their engagement with research, scholarship, and/or creative work, and any expansion of duties and responsibilities. 6. Statement/recommendation from the director/chair. The program director/department chair may sign the faculty committee report or include a brief statement to support the committee's findings in their report to the dean that includes the process by which faculty at the same rank reviewed the reappt. 7. Comments from the director/chair on the faculty members' proposed duties.

Lecturer

Initial Appointment	<ol style="list-style-type: none"> 1. Current CV. 2. Teaching statement. 3. 2-3 letters of recommendation to attest to teaching skills. 4. Comments from the director/chair on the faculty members' proposed duties.
Reappointment at same rank	<ol style="list-style-type: none"> 1. Current CV. 2. Satisfactory faculty activity report reviewed by the department chair. 3. List of courses taught with enrollments, and course evaluations, peer evaluation where appropriate. 4. Written recommendation from the review committee. 5. Statement/recommendation from the director/chair. The program director/department chair may sign the faculty committee report or include a brief statement to support the committee's findings in their report to the dean that includes the process by which faculty at the same rank reviewed the reappt. 6. Comments from the director/chair on the faculty members' proposed duties.
Promotion to Sr Lecturer	<ol style="list-style-type: none"> 1. Current CV. 2. 2-3 internal letters from those at rank of Sr. Lecturer or higher to attest to teaching skills and peer- based evaluation of teaching where appropriate. 3. Written statement from candidate to describe continued pedagogical development. 4. List of courses taught since with enrollments each year for the past 3 years and evaluations. 5. Written recommendation from the faculty review committee. 6. Statement/recommendation from the director/chair. The program director/department chair may sign the committee report or include a brief statement to support the committee's findings in their report to the dean that includes the process by which faculty at the same rank reviewed the promotion. 7. Comments from the director/chair on the faculty members' proposed duties.

Sr Lecturer

Initial Appointment	<ol style="list-style-type: none"> 1. Current CV. 2. Teaching statement 3. 2-3 Letters of recommendation to attest to teaching and skills 4. Comments from the director/chair on the faculty members' proposed duties.
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<p>Reappointment at same rank</p>	<ol style="list-style-type: none"> 1. Current CV. 2. Satisfactory faculty activity report reviewed by the department chair. 3. List of courses taught with enrollments, and course evaluations, peer evaluation where appropriate. 4. Written recommendation from the review committee. 5. Statement/recommendation from the director/chair. The program director/department chair may sign the faculty committee report or include a brief statement to support the committee's findings in their report to the dean that includes the process by which faculty at the same rank reviewed the reappt. 6. Comments from the director/chair on the faculty members' proposed duties.
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Job Code	Job Code Descriptor	AS&E Functional Title - modify as needed for named professorship, administrative title, adjunct or "Visiting" label is appropriate	Values/Attributes for job code	Max Credentia (Terminal Degree) Required	Tenure eligible (TE)	Teaching/ Education (T)	Research/ Scholarship /Inst Scholarship (R)	Service (S)	Specialty (Sp)	Admin	Level
Tenure track (eligible) job codes											
0005	Asst Prof: TE, T, R, S	Assistant Professor	TE, T, R, S		Y	Teach	Research	Service	None	None	Assistant
0003	Assoc Prof: TE, T, R, S	Associate Professor	TE, T, R, S		Y	Teach	Research	Service	None	None	Associate
0001	Professor: TE, T, R, S	Professor	TE, T, R, S		Y	Teach	Research	Service	None	None	Full
Instructional Track job codes (See AS&E College Rules Appendix II)											
0110	Asst Prof: T, S	Assistant Professor (Non-tenure)	T, S		N	Teach	No research	Service	None	None	Assistant
0111	Assoc Prof: T, S	Associate Professor (Non-tenure)	T, S		N	Teach	No research	Service	None	None	Associate
0012	Professor: T, S	Professor (Non-tenure)	T, S		N	Teach	No research	Service	None	None	Full
Teaching Faculty job codes (for faculty whose primary responsibility is teaching and are usually full-time effort in AS&E with a year appt or longer.)											
0021	Instruct: T, Qual	Lecturer	T, Qual	N	N	Teach	No research	No service	None	None	Entry level
0019	Sr Instruct: T, Qual	Sr. Lecturer	T, Qual	N	N	Teach	No research	No service	None	None	Specialist
Teaching Faculty job codes (for faculty whose primary responsibility is teaching, may have primary appt outside AS&E or the University. Assign 'adjunct' faculty type in most instances when individual is teaching per semester, or may have primary appt outside AS&E (i.e., those who teach a summer course, grad students who are instructor of record, etc.)											
0045	Instruct: T	Instructor (Add Adjunct when appropriate)	T		N	Teach	No research	No service	None	None	Entry level
0043	Sr Instruct: T	Sr. Instructor (Add Adjunct when appropriate)	T		N	Teach	No research	No service	None	None	Specialist
0041	Asst Prof: T	Assistant Professor (Add Adjunct when appropriate)	T		N	Teach	No research	No service	None	None	Assistant
0039	Assoc Prof: T	Associate Professor (Add Adjunct when appropriate)	T		N	Teach	No research	No service	None	None	Associate
0037	Professor: T	Professor (Add Adjunct when appropriate)	T		N	Teach	No research	No service	None	None	Full
Job codes primarily used for those hired into tenure-eligible positions and have not yet completed PhD requirements. Appt as full-time instructor until PhD is complete.											
0009	Instruct: T, R, S	Instructor	T, R, S		N	Teach	Research	Service	None	None	Entry level
0007	Sr Instruct: T, R, S	Sr. Instructor	T, R, S		N	Teach	Research	Service	None	None	Specialist
Job codes for those whose primary responsibility is teaching, and may have a component of service or research as indicated											
0044	Instruct: T, S	Instructor	T, S		N	Teach	No research	Service	None	None	Entry
0010	Sr Instruct: T, S	Senior Instructor	T, S		N	Teach	No research	Service	None	None	Specialist
0049	Assoc Prof: T, R	Associate Professor	T, R		N	Teach	Research	No service	None	None	Associate
0061	Instruct: T, R	Instructor	T, R		N	Teach	Research	No service	None	None	Entry level
0059	Sr Instruct: T, R	Sr. Instructor.	T, R		N	Teach	Research	No service	None	None	Specialist
0057	Asst Prof: T, R	Assistant Professor	T, R		N	Teach	Research	No service	None	None	Assistant
0047	Professor: T, R	Professor	T, R		N	Teach	Research	No service	None	None	Full
Job codes for those whose primary responsibility is research											
0121	Active Researcher: R	Early Career Researcher or Research Scholar	R		N	Don't teach	Research	No service	None	None	Entry level
0063	Intermediate Researcher: R	Scientist	R		N	Don't teach	Research	No service	None	None	Specialist
0062	Advanced Researcher: R	Sr. Scientist	R		N	Don't teach	Research	No service	None	None	Assistant
0065	Expert Researcher: R	Research Associate	R		N	Don't teach	Research	No service	None	None	Associate
0064	Distinguished Researcher: R	Sr. Research associate	R		N	Don't teach	Research	No service	None	None	Full
Job codes for those whose primary responsibility is research and may have a component of service											
0042	Asst Prof: R, S	Research Assistant Professor	R, S		N	Don't teach	Research	Service	None	None	Assistant
0040	Assoc Prof: R, S	Research Associate Professor	R, S		N	Don't teach	Research	Service	None	None	Associate
0038	Professor: R, S	Research Professor	R, S		N	Don't teach	Research	Service	None	None	Full
Job codes for those whose primary responsibility is research. Terminal degree not always required.											
0053	Engineer: R, Qual	Research Engineer	R, Qual	N	N	Don't teach	Research	No service	None	None	Specialist
0052	Sr Engineer: R, Qual	Sr. Research Engineer	R, Qual	N	N	Don't teach	Research	No service	None	None	Full
Job code for faculty who have no expected effort although maintains a relationship with the University. (Has full-time, paid appt outside U of R and is here for a short time observing, those who retire and need a no pay appt to maintain access to systems, Emeritus appointments that are unpaid.											
0123	Faculty No Pay Appt	Appropriate title, such as Emeritus Professor, or appropriate corresponding rank at primary (home) institution	Limited		N	Don't teach	No research	No service	None	None	None
Instructor of non-credit course											

0122	Instructor: non-credit	Instructor.	Limited	N	N	Teach	No research	No service	None	None	Entry level
Clinical Assistant, Associate Sr. Associate - Specific to Children's Institute											
0036	Asst: T, Sp, Qual	Clinical Asst	T, Sp, Qual	N	N	Teach	No research	No service	Performance	None	Assistant
0074	Assoc: T, Sp, Qual	Clinical Associate	T, Sp, Qual	N	N	Teach	No research	No service	Performance	None	Associate
0120	Sr. Assoc: T, Sp, Qual	Clinical Sr. Associate	T, Sp, Qual	N	N	Teach	No research	No service	Performance	None	Full

Revision dates:

Revision July 2019: Addition of suggested wording for internal referee letters and updated service eligibility table, update eligibility within track and relationship to other non-tenure appointments.

Revision October 2019: Approved by AS&E Faculty Steering Committee and Faculty Council Page 1: Clarification of appointments that range from 9 to 12 months.

Page 3: Relationship to other full-time non-tenure faculty appointment titles Page 4: Annual review and

reappointment/promotion materials guidance|

Pages 6-7: Edits to Appendix A and B – Committee service and appropriate conversions current (instead of proposed from original revision document)

Revision February 2020: Inclusion of materials required for appointment, reappointment and promotion to include already approved (current) process.

Revision August 2020: Add reappointment timeline, initial instructional track term three years, one and two-year appt term non-renewal language

Revision January 2021: Inclusion of requirement of a faculty committee to review NTT faculty for reappointment or promotion.

Revision August 2023: Clarification of materials needed for appointment, renewal, and promotion. Clarification of renewal and promotion process.