



June 6, 2014

Michael K. Young, President  
Office of the President  
301 Gerberding Hall  
Box 351230

Dear President Young:

In accordance with the rules, the faculty has approved the *Faculty Code* amendment in Class A Bulletin No. 133: Professor of Practice.

The results of the election submitted to the faculty for vote on May 16, 2014, are:

Total ballots distributed electronically:	4,414
Total ballots returned:	971
Percent of faculty who voted:	22%
Percentage of "yes" votes:	75.9%
Percentage of "no" votes:	15.35%
Percentage of abstentions:	8.75%

(The above percentage figures are based on ballots recorded electronically by the Catalyst Group.)

Attached is Professor Jack Lee's certification that the faculty has voted to approve the changes as proposed in Class "A" Bulletin No. 133. Before the *Faculty Code and Governance* can be revised, we need your approval. According to the *Faculty Code*, you have fourteen days to respond.

Sincerely,

Marcia Killien  
Secretary of the Faculty

/jwb

Cc: Jack Lee, Faculty Senate Chair  
Jack Johnson, Chief of Staff, Office of the President  
Rebecca Deardorff, Director of Rules Coordination

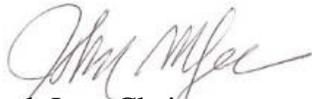
**Class A Legislation #133**

**Proposed amendments to the Faculty Code.**

Chapters 21, 24, and 25  
(Related to: Professor of Practice)

CERTIFIED AS APPROVED:

APPROVED:



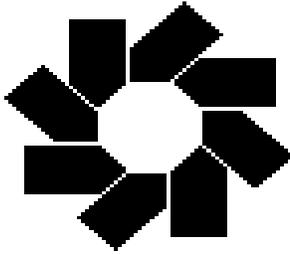
Jack Lee, Chair  
Faculty Senate



Michael K. Young  
President

Date: 6/6/2014

Date: 6/11/14



University of Washington  
**FACULTY SENATE**  
Box 351271

Class A Bulletin No. 133

May 16, 2014

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**GENERAL LEGISLATIVE ACTION**

At its meeting on May 15, 2014, the Faculty Senate approved legislation that updates the Faculty Code. These changes, which would amend the Faculty Code, have been approved twice by a majority at both the Faculty Senate Executive Committee and the Faculty Senate.

***PLEASE VOTE BY June 6, 2014 at 12 p.m.***

**Class A Legislation: Faculty Code Sections 21, 24, and 25, Professor of Practice**

**Introduction:**

The Faculty Council on Faculty Affairs (FCFA) voted on April 1<sup>st</sup> 2014 to forward proposed code changes to add the rank of Professor of Practice to the Faculty Code.

**Rationale:**

There are a large number of people outside the academy who have made significant and ground breaking contributions to their field (e.g. distinguished). Their presence as part of the faculty would contribute to the quality of the university.

There is no easy way for the university to invite these people into the academy to teach a special topics course, help start a program, or collaborate on research with a title commensurate with their standing in the field.

**Background:**

The request for these changes started when a group of deans brought this proposal to the FCFA. Members of FCFA discussed how a position like this would be beneficial to their units. This type of appointment is used at peer institutions including Harvard, Tufts, Penn State, and Arizona State University (See examples on the Senate Website: [Issues Under Consideration](#).)

The deans and FCFA envisioned that there would only be a few of these positions in any given unit or department. No explicit limit is set in the proposed legislation on the number of such positions in a unit, though it is expected that there would be no more than one or two without a careful review. These positions are meant to be for highly distinguished individuals, at the top of their respective fields.

FCFA discussed potential arguments against adding this position to the faculty, which included tenure erosion, allocation of funds away from new hires, and using resources that could be used for salaries of ladder faculty. The proposed legislation reflects attempts to minimize these potential risks. The final version passed by FCFA included voting rights for Professors of Practice. Additional concerns were raised in the SEC about the voting status and the legislation was amended to remove voting rights.

Some senators continued to express concerns about oversight, tenure erosion, and giving the title of 'professor' to individuals potentially less deserving than some current faculty members who do not carry that title.

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## Proposed amendments to the Faculty Code:

### Section 21-31 Membership in the Faculty

The University faculty consists of:

- The president,
- The vice presidents,
- The professors,
- The associate professors,
- The assistant professors,
- The principal lecturers,
- The senior lecturers and senior artists in residence,
- The professors of practice
- The lecturers and artists in residence,
- The instructors,
- The teaching and research associates,

whether serving under visiting, acting, research, clinical, or affiliate appointment, whether serving part-time or full-time, and whether serving in an active or emeritus capacity. The faculty, beginning with the professor, are listed in order for purposes of determining voting eligibility based on superior rank.

*Section 13–31, April 16, 1956; S–A 29, June 8, 1964, S–A 32, May 8, 1967, S–A 78, December 14, 1988: all with Presidential approval; RC, February 1, 2008; S–A 124, July 5, 2011 with Presidential approval.*

### Section 21-32 Voting Membership in the Faculty

A. Except as provided in Subsection B of this section the voting members of the University faculty are those faculty members holding the rank and/or title of:

- Professor, 50% appointment or greater,
- Research professor, 50% appointment or greater,
- Associate professor, 50% appointment or greater,
- Research associate professor, 50% appointment or greater,
- Assistant professor, 50% appointment or greater,
- Research assistant professor, 50% appointment or greater,
- Full-time principal lecturer,
- Full-time senior lecturer,
- Full-time senior artist in residence,
- Full-time lecturer,
- Full-time artist in residence, or
- A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor during the quarter(s) he or she is serving on a part-time basis.

B. Notwithstanding the rank or title held, the following are **not** voting members of the faculty:

- Persons serving under acting or visiting appointments,
- Persons on leave of absence,
- Persons serving under clinical or affiliate appointments,
- Persons serving under professor of practice appointments.
- Persons of emeritus status unless serving on a part-time basis,
- Persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

[For definitions of faculty titles, see Section 24-34.]

C. Research faculty may vote on all personnel matters as described in the *Faculty Code* except those relating to the promotion to and/or tenure of faculty to the following ranks and titles:

- Senior artist in residence
- Senior lecturer,
- Principal Lecturer,
- Associate professor,
- Professor,
- Associate professor WOT,
- Professor WOT.

Section 13–31, April 16, 1956; S–A 32, May 8, 1967; S–A 37, February 8, 1971; S–A 45, January 17, 1975; S–A 78, December 14, 1988; S–A 98, May 12, 1998; S–A 103, March 6, 2001; S–A 108, June 21, 2002; S–A 124, July 5, 2011: all with Presidential approval.

## Section 24–34 Qualifications for Appointment at Specific Ranks and Titles

### A. Qualifications for Appointment at Specific Ranks

1. Appointment with the rank of assistant professor requires completion of professional training, in many fields marked by the Ph.D., and a demonstration of teaching and research ability that evidences promise of a successful career.
2. Appointment to the rank of associate professor requires a record of substantial success in both teaching and research, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.
3. Appointment to the rank of professor requires outstanding, mature scholarship as evidenced by accomplishments in teaching, and in research as evaluated in terms of national or international recognition.

### B. Qualifications for Appointments with Specific Titles

1. Lecturer and artist in residence are *instructional* titles that may be conferred on persons who have special instructional roles. Appointments may be renewed pursuant to Section 24–53.
2. Senior lecturer and senior artist in residence are *instructional* titles that may be conferred on persons who have special instructional roles and who have extensive training, competence, and experience in their discipline. Appointments may be renewed pursuant to Section 24–53.
3. Principal lecturer is an *instructional* title that may be conferred on persons whose excellence in instruction is recognized through appropriate awards, distinctions, or major contributions to their field. Appointments may be renewed pursuant to Section 24–53.
4. Appointment to one of the ranks in Subsection A with a *research* title requires qualifications corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is not acquired through service in research appointments.

Research professor and research associate professor appointments are term appointments for a period not to exceed five years. The question of their renewal shall be considered by the voting faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non–renewal of the appointment of a research professor. Such consideration shall be conducted in accord with the provisions of Section 24–53.

Research assistant professor appointments are for a term not to exceed three years with renewals and extensions to a maximum of eight years (see Section 24–41, Subsection G.) The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of Section 24–41.

Research associate appointments are for a term not to exceed three years, with renewals to a maximum of six years. The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or

school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of Section 24–53.

Research faculty titles and the qualifications for them are described in Section 24–35.

5. Appointment with the title of Professor of practice is made to a person who is a distinguished practitioner or distinguished academician, and who has had a major impact on a field important to the University's teaching, research, and/or service mission.

Professor of practice appointments are term appointments for a period not to exceed five years. The question of their renewal shall be considered by the voting faculty who are superior in academic rank and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of Section 24–53. This title is available to address a unique appointment need and is intended to be sparingly used. Tenure is not acquired through service in this title.

6. ~~5.~~ Appointment with the title of *instructor* is made to a person who has completed professional training, in many fields marked by the Ph.D., and is fulfilling a temporary, clinical, or affiliate instructional need, or is in a temporary transition period between post-doctoral training and mentoring and entry into the professorial ranks. These appointments are limited to acting, affiliate, or clinical.
7. ~~6.~~ An *affiliate* appointment requires qualifications comparable to those required for appointment to the corresponding rank or title. It recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University. Affiliate appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
8. ~~7.~~ An *adjunct* appointment is made only to a faculty member (including one in a research professorial rank) already holding a primary appointment in another department. This appointment recognizes the contributions of a member of the faculty to a secondary department. Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the secondary department. These appointments are annual; the question of their renewal shall be considered each year by the faculty of the secondary department.
9. ~~8.~~ A *joint* appointment recognizes a faculty member's long-term commitment to, and participation in, two or more departments. A joint appointment may be discontinued only with the concurrence of the faculty member and the appointing departments. One department shall be designated the primary department and the others secondary, and this designation can be changed only with the concurrence of the faculty member and the appointing departments. Personnel determinations (salaries, promotions, leave, etc.) originate with the primary department, but may be proposed by the secondary department(s), and all actions must have the concurrence of the secondary department(s). A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes. The agreement can be revised with the concurrence of the faculty member and the department involved.
10. ~~9.~~ A *clinical* appointment in the appropriate rank or title is usually made to a person who holds a primary appointment with an outside agency or non-academic unit of the University, or who is in private practice. Clinical faculty make substantial contributions to University programs through their expertise, interest, and motivation to work with the faculty in preparing and assisting with the instruction of students in practicum settings. Clinical appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
11. ~~10.~~ Appointment with the title of *teaching associate* is made to a non-student with credentials more limited than those required of an instructor. Teaching associate appointments are annual, or shorter; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
12. ~~11.~~ The *emeritus* appointment is recommended by departmental action for a regular, WOT, research or clinical faculty member who has retired under the UW Retirement Plan or is receiving benefits as if he or

she retired under another state of Washington retirement plan and whose scholarly, teaching, or service record has been meritorious. Such a recommendation requires approval by the college dean and the President of the University. The normal criteria for appointment with the emeritus title are at least ten years of prior service as a member of the faculty and achievement of the rank of professor or associate professor. Under certain circumstances the President may grant emeritus status to an administrator at the level of dean or vice president, or at other levels if deemed appropriate.

13.        ~~42.~~ The *acting* title denotes a temporary appointment for properly qualified persons in the instructor title or at the professorial ranks. It commonly is used for persons who are on the faculty for a year or less or for persons who have not yet completed the requirements for a regular appointment. In the latter case, the acting title is dropped when the requirements are completed. The total service of a faculty member with an acting appointment may not exceed four years in any single rank or title, or six years in any combination of ranks or titles. A faculty member whose appointment as assistant professor has not been renewed may not be given an acting appointment.

14.        ~~43.~~ Appointment to one of the ranks in Subsection A with a *visiting* title indicates that the appointee holds a professorial position at another institution of higher learning and is temporarily employed by the University. An employee who does not hold a professorial position elsewhere, but who is otherwise qualified, may be designated as a visiting lecturer.

15.        ~~44.~~ The *visiting scholar* title is an honorary title awarded to persons who hold professorial (including research titles) positions at other institutions and who are visiting the University but who are not employed by the University during their stay. The purpose of this title is recognition of the visitor's presence at the University, and to make University facilities and privileges (library, etc.) available.

*Section 13–31, April 16, 1956; S–A 23, February 22, 1959; S–A 32, May 8, 1967; S–A 33, June 13, 1967; S–A 37, February 8, 1971; S–A 64, May 29, 1981; S–A 78, December 14, 1988; S–A 81, January 30, 1990; S–A 94, October 24, 1995; S–A 97, January 10, 1997; S–A 103, March 6, 2001; S–A 108, June 21, 2002; S–A 109, June 5, 2003; all with Presidential approval; RC, April 18, 2006; S–A 124, July 5, 2011 with Presidential approval.*

#### **Section 24–41 Duration of Nontenure Appointments**

A. The first appointment or the reappointment of an assistant professor is for a basic period of three years, subject to earlier dismissal for cause. Although neither appointment period shall extend beyond the academic year in which a decision on tenure is required, the year in which a negative tenure decision is made must be followed by a terminal year of appointment. If the assistant professor is reappointed, the period of reappointment must include a tenure decision. Assistant professors holding positions funded by other than state funds shall be treated in the same way except that the appointment may be to a position without tenure by reason of funding as provided in Subsection D. Procedures governing the reappointment of assistant professors are as follows:

1. During the second year of the initial appointment, the dean of the assistant professor's college or school shall decide whether:

- a. The appointment is to be renewed under the above provision for reappointment;
- b. The appointment is not to be renewed beyond the initial three-year period, in which case the appointment will terminate at the end of the third year; or
- c. The decision concerning the appointment is to be postponed to the following year.

2. Should the above decision result in a postponement, during the third year of the initial appointment the dean shall decide whether:

- a. The appointment is to be renewed under the above provision for reappointment, or
- b. the appointment is not to be renewed; if it is not, the basic appointment is extended to include a fourth and terminal year.

3. The dean shall inform the professor in writing within 30 days of any decision made pursuant to this section.

#### **B. Lecturer and Artist in Residence**

1. Appointment as a full-time lecturer or artist in residence shall be for a term not to exceed five years.

The normal appointment period of a part-time lecturer or artist in residence shall be for one year or less with exceptions to be reviewed by the Provost.

2. Appointment as a full-time senior lecturer, principal lecturer, or senior artist in residence shall be for a term not to exceed five years. The normal appointment period of senior and principal lecturers shall be for a minimum of three years with exceptions to be reviewed by the Provost.

The normal appointment period of a part-time senior lecturer, principal lecturer, or senior artist in residence shall be for one year or less with exceptions to be reviewed by the Provost.

3. Except as provided in Subsection B.4 below, at least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment of a full-time lecturer, artist in residence, senior lecturer, principal lecturer, or senior artist in residence, the dean shall determine, pursuant to Section 24–53, whether this appointment shall be renewed and shall inform the faculty member in writing of the decision.
  4. A renewal decision in accord with Subsection B.3 above is not required where an initial appointment of a full-time lecturer, artist in residence, senior artist in residence, senior lecturer, or principal lecturer is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal.
  5. Part-time appointments as lecturer, artist in residence, senior lecturer, principal lecturer, and senior artist in residence are for the period stated in the letter of appointment. If such appointments are to be renewed the procedures in Section 24–53 shall be followed in a timely manner with knowledge of funding availability and staffing needs.
- C. A full-time lecturer, artist in residence, or senior lecturer may, prior to expiration of an existing appointment, be considered for appointment as, or promotion to, a senior lecturer, senior artist in residence, or principal lecturer, respectively.
- D. Notwithstanding the provisions of Subsection A, appointments of assistant professors who are supported by other than state-appropriated funds are subject to termination should the supporting agency fail to continue the funding for the appointment, provided that the assistant professor supported by other than state-appropriated funds is advised in writing prior to commencement of his or her appointment that such appointment is at all times subject to the continued availability of grant or contract funds.
- E. The first appointment or the reappointment of a faculty member to less than 50% of full-time status shall be made on an annual, or shorter, basis. A faculty member who is appointed to a position with less than 50% of full-time status shall not accumulate eligibility toward tenure.
- F. The first appointment or the reappointment of a research assistant professor is for a basic period of three years, subject to earlier dismissal for cause. Research assistant professors may not be reappointed more than once, except that a research assistant professor who does not receive promotion in rank must receive a terminal year of appointment. Procedures governing the reappointment of research assistant professors are as follows:
1. During the second year of the initial appointment, the dean of the research assistant professor's college or school shall decide whether:
    - a. The appointment is to be renewed under the above provision for reappointment;
    - b. The appointment is not to be renewed beyond the initial three-year period, in which case the appointment will cease at the end of the third year; or
    - c. The decision concerning the appointment is to be postponed to the following year.
  2. Should the above decision result in a postponement, during the third year of the initial appointment the dean shall decide whether:
    - a. The appointment is to be renewed under the above provision for reappointment or
    - b. The appointment is not to be renewed; if it is not renewed, the basic appointment is extended to include a fourth and terminal year.

3. Not later than the end of the third year of a second appointment, the dean of the research assistant professor's college or school shall decide whether:
  - a. The research assistant professor is to be appointed as research associate professor, associate professor without tenure by reason of funding or associate professor with tenure;
  - b. The appointment is to cease at the end of the following year; or
  - c. The decision concerning the appointment is to be postponed to the following year. In cases b and c the appointment is extended by one year.
4. Should the above decision result in a postponement, during the extension year of a second appointment, the dean of the research assistant professor's college or school shall decide whether:
  - a. The research assistant professor is to be appointed as research associate professor, associate professor without tenure by reason of funding or associate professor with tenure, or
  - b. The appointment is to cease; in which case the basic appointment is extended by one year.
5. The dean shall inform the professor in writing within 30 days of any decision made pursuant to this section.

G. At least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment of a Research Associate Professor, Research Professor, or Professor of Practice, the dean shall determine, pursuant to Section 24-53, whether this appointment shall be renewed and shall inform the faculty member in writing of the decision. A renewal decision is not required where an initial appointment of a Research Associate Professor, Research Professor, or Professor of Practice is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal.

H. Notwithstanding the provisions of this subsection, research assistant professors are subject to removal during the term of their appointment for cause (see Chapter 25, Section 25–51), for termination of funding, or for reasons of program elimination (see Chapter 25, Section 25–52.)

I. Research professors and research associate professors are not subject to removal during the term of their appointment except by removal for cause (see Chapter 25, Section 25–51), for termination of funding as defined in Subsection I, or for reasons of program elimination (see Chapter 25, Section 25–52.)

J. Termination of funding is defined as failure, for a continuous period of more than 12 months, to obtain funding sufficient to provide at least 50% of the faculty member's base annual salary. The University is not obligated to provide replacement funding during lapses of a faculty member's external support.

K. In unusual cases, an individual may be appointed to the title of research assistant professor when there is no known funding to support the appointment. The department and dean shall determine that the individual will seek external funding to support his or her appointment. Such appointments shall be made on an annual or shorter basis, and may be renewed annually upon evidence of research grant or contract pursuit activity. Upon receipt of salary funding support, said appointments shall be converted to initial three–year appointments in conformance with Subsection G.

L. The procedures prescribed in Section 24–53 for renewal of appointments and in Section 24–54 for Procedure for Promotion shall govern actions taken under this section.

*Section 13–31, April 16, 1956; S–A 31, December 28, 1966; S–A 41, April 3, 1972; S–A 42, June 9, 1972; S–A 49, December 4, 1975; S–A 62, December 2, 1980; S–A 64, May 29, 1981; S–A 67, December 5, 1983; S–A 68, April 19, 1984; S–A 81, January 30, 1990; S–A 98, May 12, 1998; S–A 102, July 7, 2000; S–A 108, June 21, 2002: all with Presidential approval; RC, June 19, 2008; S–A 124, July 5, 2011; S–A 127, June 11, 2012 with Presidential approval.*

### **Section 24–53 Procedure for Renewal of Appointments**

When it is time to decide upon renewal of a nontenure appointment to the faculty (Section 24–41), the procedure described below shall be followed.

- A. The voting members of the appropriate department (or undepartmentalized college or school) who are superior in academic rank or title to the person under consideration shall decide whether to recommend renewal or termination of the appointment. Research faculty shall be considered by voting faculty who are superior in rank to the person under consideration, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the appointment of a research professor. Faculty with instructional titles outlined in Section 24–34, Subsection B shall be considered by voting faculty who hold a professorial rank or instructional title superior to the person under consideration. The voting faculty of an academic unit may, by majority vote, delegate authority to recommend the renewal of affiliate or clinical faculty, research associate, or annual or quarterly part-time lecturer appointments to an elected committee of its voting faculty. In an undepartmentalized college or school, this delegation may be made to an elected committee of its voting faculty. The delegation:
1. Does not alter faculty rank requirements for considering appointment renewals, and
  2. Shall expire one calendar year after it is made.
- B. If this recommendation is a departmental one, the chair shall transmit it to the dean. If the chair does not concur in the recommendation he or she may also submit a separate recommendation.
- C. The dean shall decide the matter within the time prescribed in Section 24–41 and inform the faculty member concerned of the decision.
- D. If a faculty member requests a written statement of the reasons for the non-renewal of his or her appointment, the dean shall supply such a written statement within 30 days.

*Section 13–31, April 16, 1956; S–A 41, April 3, 1972; S–A 60, June 25, 1979; S–A 81, January 30, 1990; S–A 94, October 24, 1995; S–A 124, July 5, 2011; S–A 126, June 11, 2012: all with Presidential approval.*

### **Section 24–57 Procedural Safeguards for Promotion, Merit–Based Salary, and Tenure Considerations**

All procedures regarding promotion, merit–based salary, and tenure considerations outlined in the relevant sections of the *Faculty Code* must be followed. Open communication among faculty, and between faculty and administration, must be maintained in order to insure informed decision making, to protect the rights of the individual and to aid the faculty in the development of their professional and scholarly careers.

Each faculty member must be allowed to pursue those areas of inquiry which are of personal scholarly interest; at the same time, however, each faculty member must be informed of the expectations a department holds for him or her and of the manner in which his or her activities contribute to the current and future goals of the department, school, college, and University. In order to enable the faculty member to establish priorities in the overall effort of professional career development and to fulfill the University's obligations of fair appraisal and continual monitoring of faculty development, the following procedural safeguards shall be adopted in each department, school, or college.

#### **A. Assessment of Teaching Effectiveness**

To implement the provision stipulated in Section 24–32, Subsection C, the standardized student assessment of teaching procedure which the University makes available may be used for obtaining student evaluation of teaching effectiveness, unless the college, school, or department has adopted an alternate procedure for student evaluation, in which case the latter may be used. Each faculty member shall have at least one course evaluated by students in any academic year during which that member teaches one or more courses. The teaching effectiveness of each faculty member also shall be evaluated by colleagues using procedures adopted within the appropriate department, school, or college.

The collegial evaluation of teaching effectiveness shall be conducted prior to recommending any renewal of appointment or promotion of a faculty member. In addition, for faculty at the rank of assistant professor, or associate professor or professor "without tenure" under Chapter 25, Section 25-32, Subsection D, or with the instructional title of lecturer the collegial evaluation shall be conducted every year. For other faculty at the rank of associate professor or professor or with the instructional title of senior lecturer, or principal lecturer, or professor of practice the collegial evaluation shall be conducted at least every three years. A written report of this evaluation shall be maintained and shared with the faculty member.

## B. Yearly Activity Report

Each department (or undepartmentalized college) shall adopt a suggested format by which each faculty member will have the opportunity to provide information on professional activities carried out during the prior year. These reports shall be prepared in writing by each faculty member and submitted to the chair (or dean) in a timely fashion each year, and shall be used as reference and as a source of information for consideration of promotion, merit salary, or tenure. These forms shall be used as evidence for recommendations of promotion, merit salary, or tenure. Such information may be updated by a faculty member at any time during the academic year.

## C. Regular Conference with Faculty

Each year the chair, or where appropriate the dean, or his or her designee, shall confer individually with all full-time lecturers, assistant professors, and associate professors and professors "without tenure" appointed under Chapter 25, Section 25-32, Subsection D. The chair (or dean or his or her designee) shall confer individually with the other associate professors and senior lecturers at least every two years, and with the other professors, ~~and~~ principal lecturers, and professors of practice at least every three years. The purpose of the regular conference is to help individual faculty members plan and document their career goals. While the documentation of those goals will be part of the faculty member's record for subsequent determinations of merit, the regular conference should be distinct from the merit review pursuant to Section 24–55.

At each such conference, the chair, dean, or his or her designee, and the faculty members shall discuss:

1. The department's present needs and goals with respect to the department's mission statement and the faculty member's present teaching, scholarly and service responsibilities and accomplishments;
2. Shared goals for the faculty member's teaching, scholarship and service in the forthcoming year (or years, as appropriate) in keeping with the department's needs and goals for the same period; and
3. A shared strategy for achieving those goals.

The chair, dean, or his or her designee and the faculty member shall discuss and identify any specific duties and responsibilities expected of, and resources available to, the faculty member during the coming year(s), taking into account the academic functions described in Section 24–32. The chair, dean or his or her designee should make specific suggestions, as necessary, to improve or aid the faculty member's work.

## Section 25-32 Criteria for Tenure

- A. Unless he or she is disqualified under any other provision of this section, a full-time member of the faculty has tenure if:
1. He or she is a professor or associate professor; or
  2. He or she has held full-time rank as assistant professor in the University for seven or more years and has not had his or her term of appointment extended by the Provost or received notice terminating his or her appointment.
- B. Generally, recommendation for tenure (Section 25-41) is made concurrently with recommendation for promotion to the rank of associate professor (except in the circumstances listed in the subsequent paragraphs of this section.)
- C. A faculty member does not acquire tenure under:
1. An acting appointment, or
  2. A visiting appointment, or
  3. Any appointment as lecturer, artist in residence, senior lecturer, senior artist in residence, principal lecturer, or
  4. An appointment as teaching associate, or

- 5. An appointment as professor of practice, or
- 6. ~~5~~ Any appointment specified to be without tenure, or
- 7. ~~6~~ An adjunct appointment, or
- 8. ~~7~~ A research appointment, or
- 9. ~~8~~ A clinical appointment, or
- 10. ~~9~~ An affiliate appointment, or
- 11. ~~10~~ Any other appointment for which the University does not provide the salary from its regularly appropriated funds, unless the President notifies the appointee in writing that tenure may be acquired under such appointment.

*Approved by:*  
Senate Executive Committee  
April 7, 2014

*Approved by:*  
Faculty Senate  
May 1, 2014

*Approved by:*  
Senate Executive Committee  
May 5, 2014

*Approved by:*  
Faculty Senate  
May 15, 2014