

ARTICLE 29

**PROFESSOR OF PRACTICE AND PROFESSOR OF INSTRUCTION:
FULL-TIME NON-TENURE TRACK (NTT) FACULTY**

Section 1. General Considerations

Professors of Practice and Professors of Instruction are full-time non-tenure track BUF members (NTT). Such faculty may expect continuing employment if they have satisfactory performance reviews and the University identifies a continuing need for their position. If the University's needs change, and subject to Article 15, such positions may be modified or eliminated only at the end of the appointment year for NTT holding Assistant rank or at the end of the fixed-term appointment of NTT at the Associate or Professor ranks. NTT faculty who will not be reappointed shall be notified pursuant to Section 5(C) of this Article.

Notwithstanding anything to the contrary in this Agreement, an NTT member at the rank of Associate or above who is not reappointed as a result of a change in the University's needs shall be notified as soon as possible but no later than the end of Spring Semester of the preceding academic year and receive a one-year terminal contract. During that terminal year, the University may assign the NTT member such additional duties as may be reasonable, appropriate and helpful to the University.

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Section 2. Title

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The title of a Professor of Practice or a Professor of Instruction will be specified in the letter of appointment/reappointment, defined by the purpose for the position for which the BUF member is hired/retained.

- A. *Professor of Practice* is a full-time NTT BUF member with practical experience in industry, business, medicine, government, law, and/or other professional fields. The primary purpose of such a position is to share real-world knowledge with students in a classroom or experiential setting in support of degree, certificate, and/or licensure programs. The title may be specific to the BUF member's expertise—such as "Professor of Clinical Practice," "Professor of Theatrical Practice," or "Professor of Engineering Practice."

Such faculty will have appropriate credentials and background, but need not have a terminal degree in the discipline(s) associated with the academic unit(s) in which they are appointed.

- B. *Professor of Instruction* is a full-time NTT BUF member with credentials in an academic discipline. The primary purpose of such a position is to teach

in a classroom, laboratory or other instructional setting in support of the University's degree, certificate, and/or licensure programs. The title may be specific to the BUF member's duties, such as "Professor of Clinical Instruction," "Professor of Theatrical Instruction," or "Professor of Engineering Instruction."

Such faculty will have an appropriate academic degree, but need not have a terminal degree in the discipline(s) associated with the academic unit(s) in which they are appointed.

Section 3. Rank

The rank of a Professor of Practice or Professor of Instruction will be specified in the letter of appointment, and defined by the credentials, experience, and/or years of service of the BUF member.

- A. *Assistant* rank is the initial rank for NTT faculty, and is defined by credentials and experience that meet the minimum requirements for the position, and less than five years of relevant service in or outside of the University. (Example: "Assistant Professor of Practice" or "Assistant Professor of Instruction.")
- B. *Associate* rank is the intermediate rank for NTT faculty, and is defined by credentials and experience that are greater than the minimum requirements for the position, and more than five years of relevant service in or outside of the University. (Example: "Associate Professor of Practice" or "Associate Professor of Instruction.")
- C. *Professorial* rank is the highest rank for NTT faculty, and is defined by credentials and experience that are far superior to the minimum requirements for the position, and more than nine years of relevant service in or outside of the University. (Example: "Professor of Practice" or "Professor of Instruction.")

Section 4. Appointment, Reappointment, and Promotion

- A. All NTT faculty initial letters of appointment or subsequent letters of reappointment will contain the specific duties assigned to them, including sharing expertise with students, teaching, instructional support, service or research activities. It is expected that the bulk of the duties will be sharing expertise with and/or teaching students. The appointment and reappointment letter shall specify the term of employment, and shall be approved by the dean, in consultation with the academic unit chair/director.

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- B. All NTT reappointments and promotions are subject to the evaluation process outlined below and contingent upon the duties specified in the current letter of appointment.
- C. Duties specified in letter of appointment may be amended within the term of employment by mutual consent of the faculty member and the academic unit chair/director. A faculty member may request and initiate such an adjustment in duties by a written request to the academic unit's chair/director. When a requested adjustment is not approved, the BUF member shall receive a written explanation as to the specific reason(s).
- D. NTT BUF members at the assistant rank shall be reappointed annually, subject to the evaluation process outlined below.

After three annual performance reviews (years 1 through 3) and a performance review of a three-year term of annual appointments (years 4 through 6) that yield a satisfactory evaluation, an NTT faculty member shall be promoted to associate rank. During years 4 through 6, the unit chair/direction will provide the BUF member with written feedback on their progress toward promotion to the associate rank. In cases of exceptional performance by an NTT at the assistant rank, the NTT member's chair or director may request that the Provost permit the NTT faculty member to apply for promotion to associate rank after year 3.

After six (6) years, if a BUF member at assistant rank has promotional evaluations that are unsatisfactory, the member's employment shall terminate at the conclusion of the 6th year.

After six (6) years, if the BUF member's promotional evaluation is satisfactory, but is not recommended for promotion, he or she shall receive a one-year extension of the appointment term and shall be subject to the promotional evaluation procedures for that year. Upon the expiration of the one-year extended term, if the BUF member is recommended for promotion, the member shall be promoted to the associate rank. If the BUF member is not recommended for promotion, the member's employment shall terminate at the conclusion of the extended term.

- E. NTT faculty at the associate rank shall be appointed for a ~~five~~ (5) year fixed-term renewable appointment, with a presumption that the BUF member will be renewed unless his or her performance is unsatisfactory or the University's needs have changed. During the term of such appointments, the BUF member may be terminated only for just cause and by means of due process pursuant to Article 14, or pursuant to Article 15. During the term of such appointments, the unit chair/director will provide the BUF member with written feedback on their progress toward promotion to the senior rank.

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F. NTT faculty at the associate rank with a satisfactory performance evaluation and a recommendation for promotion shall be promoted to professorial rank. NTT faculty at the associate rank with a “satisfactory” performance evaluation but who are not recommended for promotion shall be reappointed to another five (5) year term at the associate rank unless the University’s needs have changed.

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G. NTT faculty promoted to professorial rank shall be appointed for a seven (7) year fixed-term renewable appointment with a presumption that the BUF member will be reappointed unless his or her performance is unsatisfactory or the University’s needs have changed. During the term of such appointments, the BUF member may be terminated only for just cause and by means of due process pursuant to Article 14, or pursuant to Article 15. During the term of such appointments, the academic unit chair/director will provide the BUF member with written feedback on their performance.

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H. Continued reappointment of NTT faculty for longer than six (6) years shall not constitute de facto tenure.

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Section 5. Reappointment and Promotion Process

A. All academic units shall follow the University-wide procedures for reappointment and promotion in Article 13, Section 8 and adhere to the timelines set forth below when conducting a performance evaluation, or considering a reappointment or promotion application.

B. Process for Promotion

1. An application for promotion to associate or professorial ranks shall be submitted by the NTT faculty member to the academic unit NTT Evaluation Committee, in accordance with the procedures of that committee. An NTT faculty member at the associate rank may apply for promotion during their third year at associate rank, a later year in their first term at associate rank, or in any year of a subsequent term at the associate rank.
2. The NTT Evaluation Committee shall submit its recommendation to the academic unit chair/director. The committee’s recommendation may be “unsatisfactory,” “satisfactory” or “superior” performance. At appropriate times, the recommendation shall also include “not recommended for promotion,” or “recommended for promotion.”
3. The NTT Evaluation Committee’s recommendation shall include commentary on the faculty member’s performance, including suggestions for achieving promotion (if appropriate). The committee’s recommendation shall be provided to the faculty member.

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4. The NTT Evaluation Committee shall submit to the academic unit chair/director its favorable or unfavorable recommendation.
5. The academic unit chair/director shall consider the NTT Evaluation Committee’s recommendation as well as his or her own evaluations and make a recommendation to the dean regarding promotion.

The dean shall independently review the recommendations and make his or her own recommendation regarding promotion to the Provost, who shall have the final determination in his or her sole discretion regarding promotion/renewal subject to formal Board approval. Negative decisions regarding promotion/renewal may be appealed to the Provost, after which the decision will be final, subject to Section J.

6. At all levels of review, a written copy of the recommendation shall be distributed to the candidate and all prior reviewing entities.

C. Schedule of Reappointment and Promotion

NTT Faculty Appointment Year (inclusive of previous part-time service at U of A)	Actions Required
1 st Full Academic Year	<p>Fall Semester: On or before the last instructional day NTT faculty seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p>
	<p>Spring Semester: Faculty dossier/files in support of reappointment are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation by end of week 6.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>

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Also note – this table has been sent to subcommittee for consideration of moving timelines to be more in line with Article 13 timelines.

<p>2nd Full Academic Year</p>	<p>Fall Semester: On or before the last instructional day NTT faculty seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p> <hr/> <p>Spring Semester: Faculty dossier/files in support of reappointment are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation by end of week 6.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
<p>3rd Full Academic Year</p>	<p>Fall Semester: On or before the last instructional day NTT faculty seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p> <hr/> <p>Spring Semester: Faculty dossier/files in support of reappointment are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation by end of week 6.</p> <p>Reappointment is to a three-year term of annually renewable appointments.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>
<p>4th and 5th Full Academic Years</p>	<p>Fall Semester: On or before the last instructional day NTT faculty seeking reappointment for the next AY send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p> <hr/> <p>Spring Semester: No evaluation required, however chairs/directors must provide written feedback to NTT. Department Chair/Dean initiates reappointment process.</p> <p>Faculty members who are not to be reappointed shall be informed on or before the last day of week 12 of the spring semester.</p>

<p>6th Full Academic Year</p>	<p>Fall Semester: On or before the last instructional day, NTT faculty seeking reappointment for the next AY at the rank of Associate Instructor or Associate Professor NTT send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p>
	<p>Spring Semester: Faculty dossier/files in support of reappointment and promotion are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation of performance in year 6 by end of week 6. Reappointment in year 7 will be at the rank of Associate Professor of Instruction or Associate Professor of Practice for a three year fixed-term renewable appointment.</p> <p>If the Member's promotional evaluation is unsatisfactory, the Member's employment shall terminate at the conclusion of the term. If the Member's promotional evaluation is "satisfactory but not recommended for promotion," the member shall receive a one-year extension of the appointment term and shall be subject to the promotional evaluation procedures that year. Upon the expiration of the one-year extended term, and provided the Member meets the promotional criteria, the Member shall be promoted to Associate Professor of Instruction or Associate Professor of Practice.</p> <p>If the Member does not meet the criteria for promotion, the Member's employment shall terminate at the conclusion of the extended term.</p>
<p>7th and 8th Full Academic Years</p>	<p>Fall Semester: Reappointment in year 7 is at Rank of Associate Professor of Instruction or Associate Professor of Practice for a three (3) year fixed-term, renewable appointment, excepting those faculty who are appointed for a one-year additional term as described above.</p>
	<p>Spring Semester: No evaluation required. Department Chair/Dean initiates reappointment process.</p> <p>Faculty members who are not to be reappointed and promoted shall be informed on or before the last day of week 12 of the spring semester.</p>

<p>9th Full Academic Year</p>	<p>Fall Semester: On or before last instructional day Associate Professors of Instruction and Associate Professors of Practice seeking reappointment for the next AY or seeking reappointment and promotion to the rank of Senior Professor of Instruction or Senior Professor of Practice send letters of intent to academic unit chairs/directors or deans in colleges without departments.</p>
	<p>Spring Semester: Faculty dossier/files in support of reappointment and promotion are due to the chair of the evaluation committee by the end of week 2.</p> <p>Department/Unit Evaluation committee completes evaluation of performance in year 9 by end of week 6. Faculty members who are not to be reappointed or promoted shall be informed on or before the last day of week 12 of the spring semester.</p>
<p>10th Full Academic Year</p>	<p>Fall Semester: Rank of Senior Professor of Instruction or Senior Professor of Practice, if approved, is in effect. The term of appointment shall be a five (5) year fixed-term renewable appointment.</p> <p>Associate Professors of Instruction and Associate Professors of Practice who are reappointed but not promoted will receive a three (3) year fixed-term renewable appointment.</p> <p>Associate Professors of Instruction and Associate Professors of Practice who intend to seek promotion to the rank of Senior Professor of Instruction and Senior Professor of Practice in the next academic year send letters of intent by the last instructional day of the semester to academic unit chairs/directors or deans in colleges without departments.</p>
	<p>Spring Semester: No evaluation required unless Associate Professors of Instruction and Associate Professors of Practice seek promotion to rank of Senior Professor of Instruction or Senior Professor of Practice. In such cases faculty dossier/files in support of promotion are due to the chair of the evaluation committee by the end of week 2 and the department/unit evaluation committee completes evaluation by end of week 6.</p>
<p>Subsequent to the years itemized here, performance reviews/evaluations are conducted in the Spring Semester of the final year of a three (3) or five (5) year fixed-term of appointment. Associate Professors of Instruction and Associate Professors of</p>	

Practice who have not been promoted to the highest rank in year 10 may apply for such promotion in any subsequent year.

- D. The criteria to be considered for evaluation for reappointment and promotion are found in the letters of appointment/reappointment and as those described in Article 13, Section 3(b) for tenure track faculty, if relevant. If an Assistant Professor of Instruction or an Assistant Professor of Practice is not required to engage in research activities, those criteria will not apply. Professional activities submitted by the faculty member shall be considered in the evaluation, including the achievement of additional credentials, such as a relevant terminal degree.
- E. It is not necessary for departments and units to compose additional formal guidelines for evaluation and promotion of non-tenure-track faculty. The specific duties of each NTT faculty member are to be identified in each appointment letter and may differ among faculty members and from year to year according to the needs of the academic unit. The duties specified in current the letter of appointment form the basis for evaluation of NTT faculty.
- F. All tenured faculty and all NTT faculty of a higher rank in the academic unit shall constitute the NTT Evaluation Committee. For academic units with fewer than three (3) tenured and NTT faculty of a higher rank, eligible faculty from outside the academic unit shall be added so that the committee has three (3) members. The process used to identify these outside members is the same as is used in the RTP process, Article 13, in accordance with the same college rules. These outside members may be tenured faculty or NTT faculty of higher rank. The academic unit chair/director shall call an organizational meeting where the committee shall elect a chair from its members.
- G. The candidate's file shall include evidence of teaching performance, as described in Article 13, Section 3(E), and shall include evidence of service and scholarly achievement if such duties are listed in the current letter of appointment.
- H. There is no external review process for reappointment or promotion of NTT faculty.

Section 6. Credit For Past Service

Former part-time instructors and visiting faculty with teaching experience at the University who have been hired into full-time NTT service shall be credited with equivalent full-time years of service at the rate of twenty-four (24) credit hours per year. This credit shall be used only for scheduling the performance evaluations. For example, an individual with fifty (50) credit hours of teaching experience hired as Assistant professor NTT shall be

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credited with two years of experience and shall undergo the second initial performance review in their first (1st) year of full-time service. Similarly, an individual with only twenty-three (23) credit hours of teaching experience is not credited with any prior experience.

Section 7. Annual Merit Evaluation

All NTT faculty may submit evidence of service and research/scholarship in their annual merit self-assessment reports even if such activities are not assigned in the letter of appointment. Credit for such additional activities shall be awarded to the same fashion as for tenured and tenure-track faculty per the academic unit’s merit evaluation guidelines, but cannot be substituted for evaluation of the duties assigned in the letter of appointment.

Section 8. All NTT faculty may apply and compete for tenure-track positions as they become available. NTT faculty who meet the minimum qualifications as outlined in the job announcement shall be interviewed for the position with the “first round” of qualified applicants. After the first interview, NTTs applying for internal tenure-track positions will compete on the same basis as all other qualified candidates from within or outside the University, and without jeopardy to the appointment he/she currently holds.

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Similarly, nothing in this Agreement shall either guarantee, or preclude the University from offering, a tenure-track appointment to an NTT faculty member during the term of his/her appointment, consistent with the fulfillment of the criteria, procedures and policies for making appointments to such positions.

Section 10. NTT faculty shall have the same bases of appeal and grievance – procedural error or inadequate consideration – as are set forth in Section 9 of Article 13. In addition, nonrenewal due to changes in the University’s needs must be demonstrated and is subject to the appeal and grievance process.

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¶ All current NTT faculty shall be reclassified as Professors of Practice or Professors of Instruction, with comparable rank, as of Fall semester 2016.¶

¶ After consultation with the BUF members and the individual NTT faculty, the unit chair/director shall recommend the reclassification of all current NTT in the unit. Individual NTT faculty may petition the unit chair/director for reclassification to a different title and/or rank based upon the faculty member’s credentials, experience, and length of service in or outside of the University.¶

¶ If disputes arise about reclassification, a special joint labor/management committee shall meet to resolve the dispute.¶

¶ Current terms of appointment for NTT faculty will continue unchanged until the next reappointment cycle at which time sections F and G will apply. No current NTT faculty will receive reduced compensation as part of this implementation.¶

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