

Personnel Procedures for Contingent Faculty at the University of the South

I. CONTINGENT APPOINTMENTS DEFINED

Contingent faculty appointments are all those for faculty positions that are not tenured or tenure-track. All contingent appointments will be designated as full- or part-time by the appropriate Dean and Provost in the appointment letter. Contingent appointments do not entail rights to reappointment and are thus always contingent upon departmental and University needs and on the continued effective performance of those holding such appointments. Such appointments are thus for a limited term, generally one semester or one year, and will be designated as visiting or adjunct appointments.

The University adheres to the 1940 AAUP Statement on Academic Freedom, the text of which is reproduced in the University's Personnel Procedures for Full-time Faculty. The protection of academic freedom and the requirements of academic responsibility apply to all who exercise teaching responsibilities.

(A) Full-time Contingent Appointments

In the College of Arts and Sciences, full-time contingent appointments entail teaching six courses over the course of two consecutive semesters. In the School of Theology, full-time contingent appointments entail teaching at least four courses over the course of two consecutive semesters. Full-time contingent appointments may not be renewed beyond five consecutive years. After five years of consecutive appointments, a person may be reappointed to a contingent position, part- or full-time, after a break of one year. Normally, full-time contingent appointments are made for sabbatical replacement or grant-funded positions.

(B) Part-time Contingent Appointments

Part-time appointments in the College normally entail teaching five or fewer courses over two consecutive semesters or three or fewer courses for one semester only. In the School of Theology, part-time appointments are generally those of fewer than two courses per term, or two courses without the full range of responsibilities of School of Theology faculty. Deans may determine that, in particular temporary circumstances, a part-time faculty member may teach more than the number of courses listed above. Part-time faculty are employees at will and may resign at any time and may have their employment terminated at any time, ordinarily at the end of an academic term.

(C) Adjunct Appointments

Persons whose appointments are primarily as administrators or staff may teach part-time and in their capacity as teachers will be termed Adjunct faculty. If senior administrators also teach, their rank and titles as faculty will be stipulated in their letters of appointment.

Adjunct faculty and senior administrators who teach are evaluated primarily through the Performance Improvement Plan (PIP) process.

(D) Titles for Contingent Appointments Other than Adjunct

Contingent appointments may be designated with the title of Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, or Lecturer. At the discretion of the appropriate Dean and Provost, a title designated as visiting will be given a rank appropriate for the credentials and with consideration of rank earned elsewhere or at this University in the case of an emeritus professor. The title of Lecturer, without rank, may be used in instances in which the dean and appointee prefer not to use a rank-related title.

II. HIRING PROCEDURES FOR CONTINGENT APPOINTMENTS

Full-time contingent appointments for a full academic year or longer will generally be advertised nationally and follow the other procedures as outlined in the Faculty Appointments Procedures.

All faculty appointments, including part-time appointments, require that a candidate be recommended by the appropriate Dean to the Provost and Vice Chancellor for appointment subject to the approval by the Board of Regents. Hiring procedures for part-time faculty are determined by the appropriate Dean and may vary from the procedures used for hiring full-time faculty.

III. UNIVERSITY PROCEDURES FOR THE EVALUATION OF FACULTY ON CONTINGENT APPOINTMENTS

(A) Course Evaluations

Standard course evaluations are required for all faculty on contingent appointments in every course.

(B) Evaluations of Faculty on Full-time Contingent Appointments

Department chairs in the College and the Associate Dean for Academic Affairs at the School of Theology may, at their option, conduct reviews of contingent faculty members teaching for one year. Reviews are advisable if there is the possibility of reappointment. If there was no review in the first year of an appointment, contingent faculty members teaching for more than one year will be reviewed during their second year, and every other year of full-time service thereafter. These reviews will be conducted in consultation with tenured members of the department, base on the criteria of teaching excellence, scholarship, and University service. While these reviews are less formal than the ones for tenure-track faculty, they will include some pre-arranged class visits by colleagues, results from the course evaluation form that is standard in the College or the School of Theology and any other materials the chair deems useful. The department chair, Associate Dean for Academic

Affairs, or some other tenured member of the department designated by the chair will write a letter summarizing the results of the review and should discuss the letter with the faculty member, who will receive a copy of it. The Dean of the College or of the School of Theology, and the chair of the department or Associate Dean for Academic Affairs, will receive copies of the departmental letter, course evaluations, curriculum vitae, and any other materials collected for the review.

If possible, reviews should be conducted in the Easter semester.

(C) Evaluations of Faculty on Part-time Contingent Appointments

Department chairs in the College or the Associate Dean for Academic Affairs in the School of Theology may, at their option, conduct reviews of faculty members teaching on part-time appointments at any time. If a person teaches in a part-time appointment for five years, however, he or she must undergo a review and must be reviewed thereafter at intervals no longer than five years as long as the employment continues. These reviews will be conducted in consultation with tenured members of the department or School, based on the criteria of teaching excellence, scholarship, and University service. While these reviews are less formal than the ones for tenure-track faculty, they will include some pre-arranged class visits by colleagues, results from the course evaluation form that is standard in the College or the School of Theology, and any other materials the chair deems useful. The chair, Associate Dean for Academic Affairs, or some other tenured member of the department designated by the chair or Associate Dean will write a letter summarizing the results of the review and will discuss the letter with the faculty member, who will receive a copy of it. The Dean of the College or of the School of Theology and the chair of the department or Associate Dean for Academic Affairs, and the faculty member will receive copies of the letter, course evaluations, curriculum vitae and other relevant materials collected during the review.

If possible, reviews should be conducted in the Easter semester.

IV. SALARY SETTING FOR CONTINGENT APPOINTMENTS

Salary setting is an administrative responsibility. Compensation is set by the appropriate Dean and the Provost in light of the following criteria: whether the faculty member has a terminal degree in the field; extent of college or university teaching experience; expected service beyond teaching; and (in rare cases) the difficulty of hiring faculty in the field.

Approved in Principle by the Joint Faculties April 25, 2006

Approved by the Vice Chancellor after consulting with the Board of Regents, May 2006