

# 2019 College of Fine Arts Non-Tenure Track Guidelines and Best Practices

## **Final Report of the Non-tenure-track (NTT) Faculty Task Force College of Fine Arts, University of Texas at Austin**

April 29, 2019

This College of Fine Arts Non-Tenure Track Guidelines and Best Practices originated from the COFA Task Force on Non-tenure-track Faculty charged and chaired by Dean Douglas Dempster in 2014.

This revised document was created in Spring 2019 by COFA NTT Task Force that included the following faculty: Holly Williams (committee Chair, Senior Associate Dean), William Bloodgood (Associate Professor of Practice, Theatre and Dance), Eric McMaster (Assistant Professor of Practice, Art and Art History), Guido Olivieri (Associate Professor of Instruction, Butler School of Music), Neal A. Daugherty (Associate Professor of Practice, Arts and Entertainment Technologies), James Walker (Associate Professor of Practice, Department of Design), and Tim Creswick, (Executive Assistant for Faculty Advancement). With the endorsement of the department chairs and directors, Dean Dempster adopted these guidelines on February 20, 2020 on the recommendation of the task force and on the authority of the Handbook of Operating Procedures.

The College of Fine Arts recognizes the crucial role of non-tenure-track faculty in delivering its educational mission. The primary duty of non-tenure-track faculty at The University of Texas at Austin is instruction, though these faculty may also contribute significantly through departmental and university service, governance, administration, scholarship, student advising and other professional activities.

While some non-tenure-track faculty members fulfill critical short-term or transient instructional requirements within departments (adjunct lecturers), others - defined in this document as "career track" faculty - have long-term teaching responsibilities as well as other duties in our programs. The College recognizes the importance of defining a promising and secure career track for faculty members dedicated primarily to teaching. This document seeks to clarify the titles, promotion guidelines, culture and best practices for NTT faculty in the College of Fine Arts.

The following policy on Non-tenure-track Faculty in the College of Fine Arts aligns with the recommendations of the President's *Ad Hoc* Committee on Non-tenure-track Teaching Faculty (2002), the Recommendations of the Implementation Committee on the Status of Non-Tenure-Track Faculty (2005), the University of Texas System Rules and Regulations of the Board of Regents on "Faculty Appointments and Titles" (Rule 31001), and The University of Texas at Austin Handbook of Operating Procedures (HOP) 2-2010.

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## 2019 College of Fine Arts Non-Tenure Track Guidelines and Best Practices

### I. Title Series

In 2018, new title series were adopted by University of Texas: Assistant/Associate/Full Professor of Instruction and Assistant/Associate/Full Professor of Practice. Career track NTT faculty in the College of Fine Arts were given the option to shift to these titles. The “Lecturer” titles continue to be used for the appointment of short-term or adjunct faculty members. The legacy titles “Senior Lecturer” and “Distinguished Senior Lecturer” persist as a promotion ladder alongside the new Practice and Instruction title series.

#### Career Track Faculty

**Assistant, Associate or Full Professor of Instruction:** The Instruction series will be used in the College of Fine Arts as a career ladder for NTT faculty members who are primarily focused on teaching in a print scholar format, such as history or theory seminars or lectures. Appointments to the Instruction series will typically be full time (100% time). In general, Instruction series faculty members are expected to teach more organized courses than their research-active tenure-track faculty colleagues, because the Instructions series faculty members are not expected to maintain a nationally or internationally recognized research or professional career. A full teaching load for a faculty member in the Instruction series will be four organized courses per semester, or its equivalent; at the discretion of the department chair, adjustments based on advising and service responsibilities, or accommodation for research, may result in three organized courses per semester.

**Assistant, Associate or Full Professor of Practice:** The Practice series will be used in the College of Fine Arts as a career ladder for NTT faculty members who are primarily focused on teaching in a studio or laboratory setting. Appointments to the Practice series will typically be full time (100% time). In general, Practice series faculty members are expected to teach more organized courses than their research-active tenure-track faculty colleagues, because the Practice series faculty members are not expected to maintain a nationally or internationally recognized research or professional career. A full teaching load for a faculty member in the Practice series will be four organized courses per semester, or its equivalent; at the discretion of the department chair, adjustments based on advising and service responsibilities, or accommodation for research, may result in three organized courses per semester.

**Clinical Assistant, Associate or Full Professor:** The College of Fine Arts generally does not utilize this title series, which typically defines affiliated faculty teaching or mentoring students in the field in professional clinical contexts.

**Senior Lecturers:** The Senior Lecturer and Distinguished Senior Lecturer ranks are used in rare circumstances as a promotion ladder. A full teaching load for a Senior Lecturer or Distinguished Senior Lecturer will be four organized courses per semester, or its equivalent; at the discretion of the department chair adjustments based on advising and service responsibilities, or accommodation for research, may result in three organized courses per semester.

In general, the workload expectation of a faculty member in the Instruction series should be the same as the workload expectation of a faculty member in the Practice series and Senior Lecturer or Distinguished Senior Lecturer ranks.

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### Contract Terms:

Actual contract term length will be determined on a case-by-case basis by recommendation of the department chair, with approval of the dean.

Multi-year contracts are intended to recognize extended and exemplary service to the instructional mission and are normally extended after six or more semesters at UT Austin. Multi-year contracts must be for employees who are at least half-time, and can take the form of consecutive appointments renewed at the end of each period of appointment or a multi-year appointment renewed each year with a “rolling horizon.”

Per Provost’s Office guidelines, COFA schools and departments will use the following minimum contract terms for NTT faculty, starting September 1, 2018.

<b>Rank Level</b>	<b>Contract Type</b>	<b>Lecturer Series</b>	<b>Instruction Series</b>	<b>Practice Series</b>
*Entry	Short Term (1 year)	Lecturer	Assistant Professor of Instruction	Assistant Professor of Practice
Mid	2 year fixed or rolling	Senior Lecturer	Associate Professor of Instruction	Associate Professor of Practice
Highest	3 year fixed or rolling	Distinguished Senior Lecturer	Professor of Instruction	Professor of Practice

### Lecturer and Visiting Faculty

Adjunct Lecturers, Lecturers, Visiting Faculty/Artists

#### Lecturer Faculty

A Lecturer is a faculty member appointed on a part-time and/or short-term basis solely for the purpose of teaching courses with no expectation of continued employment beyond a semester or year. The Lecturer usually has no research or service obligations in the department except for those associated with successfully teaching their courses (e.g. administering teaching evaluations, submitting grades, etc.) A full teaching load for a Lecturer appointed at fulltime (100% time) would normally be four courses per semester.

#### Visiting Faculty

Visiting Assistant Professor; Visiting Associate Professor; Visiting Full Professor

Visiting Faculty appointments are intended as appointments not exceeding three consecutive years for faculty members with careers or credits that warrant the rank were they on a tenure track at UT. Visiting Faculty ranks are not a promotion ladder. Teaching loads and professional expectations for Visiting faculty are normally similar those expected of tenure—track faculty.

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## II. Evaluation and Promotion of NTT ranks

The process for annual evaluation of faculty members appointed at 50% or greater in all NTT titles will parallel that of tenure-track faculty members, including the submission of Faculty Activity Reports, Budget Council or Executive Committee review and evaluation, and a chair's/director's report to the faculty member.

Exceptional teaching performance is expected for promotion in all NTT ranks, and this should be well-documented through student evaluation records, peer teaching observation reports, external or internal letters of evaluation, and a teaching portfolio that includes a statement of teaching philosophy. In addition, a record of accomplishment in at least one of the other areas of contribution (e.g., service, creative/scholarly activity, advising, honors and awards) consistent with the terms of employment is required and must be adequately documented.

NTT faculty are encouraged to attend a NTT promotion workshop (generally offered once per academic year) and to review resource materials available on the [COFA faculty website](#).

Recommendations for promotion will normally be considered after a NTT faculty has served in their current rank at the university for at least six years. Cumulative service in rank may be either full or part time. Recommendations for early promotion should be explained and justified.

A promotion case receives the same ladder of review and commentary as a tenure-track promotion. The president makes final decisions.

Promotion files should be assembled in the department according to the [General Guidelines for Promotion and Tenure of All Faculty Ranks](#) on the UT website.

Dossiers for promotion will include the following major chapters of information:

1. Recommendations of dean and chair
2. CV
3. Teaching
4. Letters of recommendation (2-3)
5. Supplemental material
6. Additional statements

And at least one of the following:

7. Research/scholarship/creativity
8. Academic Advising, counseling, and other student services
9. Administrative and professional service
10. Honors and other evidence of merit or recognition

Department chairs should consider faculty members who are eligible for a change in academic rank in the spring semester, and forward a list of those to be reviewed to the dean by May 15.

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The ranks of Professor of Instruction and Professor of Practice are generally reserved for promotions. Rank determination at the time of hiring is a consequence of professional and/or teaching experience, awards and honors, and recommendation of the chair and dean.

### III. Lecturers, Graduate Instruction, Graduate Advising, and Graduate Studies Committees

Professors of Practice/Instruction as well as Senior Lecturers and Distinguished Senior Lecturers may teach at the graduate level (upon approval of the Graduate School) and serve on graduate thesis committees, advise graduate students, and serve on Graduate Studies Committees. To serve on a GSC, the GSC Chair must petition the Graduate School on a case-by-case basis and consider whether voting rights are/are not to be granted. Criteria for a successful petition should include: graduate degree in the corollary field, departmental commitment to a multi-year appointment, length of service to the department.

### IV. Governance, Administrative Service, and NTT Faculty

1. In accordance with the HOP and Regents' Rules, any faculty member appointed for four or more long-session semesters at half time or greater has voting rights on the general faculty (HOP 2-1010) Voting members of the General Faculty include the following:
  1. All tenured and tenure-track professors and tenure-track instructors.
  2. All professors of practice, professors of instruction, lecturers and clinical faculty who teach organized courses as the instructor of record (with the exception of those listed in B.4. below), who have had a total of two or more academic years of service at these ranks at The University of Texas at Austin and who meet these criteria for an instructional appointment:
    1. were appointed an average of at least 50% time at UT Austin during each of the two preceding academic years (excluding summer), and
    2. are currently appointed at least 50% time at UT Austin (faculty who have served an average of 50% for the past two years become eligible to vote in the next semester they are appointed at least 50% time), and
    3. have their primary academic home at UT Austin.
    4. Those faculty who satisfy b (i, ii, and iii) will maintain their status except if they fall below an average of 50% appointment for more than two academic years. Also see 4.b below.

All NTT ranks are entitled to vote in most aspects of departmental, school/college and General Faculty matters as provided for in the University Handbook of Operating Procedures ([HOP 2-1020](#)).

#### A. Colleges and Schools.

1. The voting members of the college or school faculty are the same as for the General Faculty (see [HOP 2-1010](#)) unless the college or school elects its own criteria for voting rights to allow for exceptions.
2. Dual titles such as Professor of Human Ecology and Education indicate voting membership in both units provided the faculty member holds a joint appointment in each unit.

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3. Standing committees of the colleges and schools shall be appointed by the respective deans, either annually or biennially.
- B. Other Appointing Units, including Departments.
  1. A faculty member shall have voting status in an appointing unit if:
    - a. He or she holds a full-time appointment in that department with the rank of professor, associate professor, assistant professor, instructor (after four consecutive semesters of service). The assignment of a faculty member to an administrative or research post, or if on released time for research, career development, endowed chair, or such other activities as may be approved by the president shall not jeopardize the voting status of the individual under this provision.
    - b. He or she holds joint appointments in two or more units - the sum of which corresponds to a full-time appointment in the University.
  2. In principle, a lecturer or clinical faculty member who meets the criteria identified in Sec. B.1.b. of HOP 2-1010 should have voting rights at least in the areas listed above under HOP 2-1020.

NTT ranks are included among the voting members of a division, department and college with the exception of matters of faculty evaluation and promotion and tenure as prohibited by the HOP. (HOP 2-1310)

Departments, colleges, and schools may create establish a different set of voting eligibility criteria in their governance documents (HOP 2-1010)

NTT ranks are entitled to vote on all matters of curriculum as members of a division or department or school faculty, and they may serve and vote on departmental, school, and college curriculum committees. NTT ranks are entitled to vote to elect members to budget councils or executive committees.

Budget Councils/Executive Committees/Extended Budget Councils membership and voting status:

Non-tenure-track faculty are entitled to vote to elect members to these councils.

By policy, responsibility for evaluating and hiring faculty and for determining salary matters is vested in the tenured and tenure-track professorial ranks in accordance with the governance mode established in the department. (HOP Chapter 2, Section 8.) The department may request to create a governance mode that extends membership on the executive committee to non-tenure track faculty members, just as it may extend membership to associate professors and assistant professors. However, these members may be consulted and may participate in the discussions, but may not vote formally, on salary matters affecting their own or higher ranks and on matters affecting promotion from or continued appointment in their own rank or higher ranks. (HOP 2-1310)

Faculty in NTT ranks may serve as division heads, program heads, center directors, and in other administrative roles in COFA departments, schools, and the college.

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### **V. Communication**

The department chair should define teaching and service expectations and promotion guidelines to all NTT faculty, and communicate those expectations to NTT faculty prior to appointment.

NTT faculty should be invited to faculty meetings and included in all regular departmental correspondence when appropriate. This culture of inclusion extends also to online departmental faculty rosters, web bios, and other instances where faculty achievements are announced or internal/external information is shared.

### **VI. Awards and Honors for NTT Faculty**

NTT faculty ranks in the College of Fine Arts will be eligible and should be routinely nominated for the following awards, honors, research grants, and leaves:

#### University or System-wide Awards

Regents' Outstanding Teaching Award

Texas Exes Elizabeth Shatto Massey Award

Dad's Association Centennial Teaching Fellowship

VPR-Administered Grants and Awards

- Robert W. Hamilton Faculty book Author Awards
- Career Research Excellence
- Best Research Paper
- Creative Research

Joe and Bettie Branson Ward Endowed Excellence Award

Provost's Teaching Fellows

President's Associates Teaching Excellence Awards

Minnie Stevens Piper Professor Award

#### COFA Awards

Departmental Teaching Excellence Awards

College of Fine Arts Distinguished Teaching Award

College of Fine Arts Distinguished Research Award

College of Fine Arts Distinguished Service Award

COFA Summer Creative Research Stipend & Creative Research Grant

For other faculty awards, leaves, or research programs, career track NTT ranks should be presumed eligible unless there is some explicit directive to the contrary.

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### VII. Best Practices for Inclusive Departmental Culture, Practices and Procedures for NTT faculty

1. Orientation: It is recommended that early on, preferably at the initial time of appointment or during faculty orientation, NTT faculty be made aware of this guideline and best practices document, and that they also be made aware of the differing expectations for NTT and TT faculty.
2. Mentoring: All NTT faculty, particularly those considered career faculty, should be assigned a departmental mentor to support and include the faculty in departmental culture.
3. Appointment letters:
  - i. Faculty on one-year appointments should receive notification from the chair/director of the intent to hire for the subsequent year, prior to course scheduling in the spring semester. This may require early evaluation of teaching by the department/school.
  - ii. Non-renewal of expiring multi-year contracts (fixed or rolling) should be communicated to the NTT faculty by the beginning of the final appointment year, to allow reasonable opportunity for job search.
  - iii. Appointment letters should reasonably articulate service and/or research expectations as well as teaching commitments, particularly with career track faculty.
4. Evaluation: The Chair/Director should communicate, in writing and in a timely fashion, a summary response of the faculty's annual merit review. NTT faculty may request that feedback.
5. Travel grants: Career NTT faculty should have the opportunity to compete for departmental travel support.
6. Third Year Review: Career NTT faculty should be included in the Budget Council or Executive Committee process of a third year review, to help evaluate a potential promotion dossier.
7. Governance: Departments/Schools should extend ex-officio membership of NTT faculty to department Executive Committee or Budget council, in accordance with the HOP.
8. Voting Rights: NTT career track faculty should be extended departmental voting rights upon appointment.
9. Departmental governance documents: On a regular basis Departments/Schools should review their governance documents to better include NTT faculty in departmental operations.
10. Ongoing Review of NTT document and best practices: The NTT Task Force should be an ongoing committee that annually reviews the College of Fine Arts Non-Tenure Track Guidelines and Best Practices document and makes revision recommendations. The committee membership should include representation from each academic unit in COFA.