

Final Report of the Non-tenure-track Faculty Task Force
College of Fine Arts, University of Texas at Austin
October 8, 2014

(This College of Fine Arts Policy on Non-tenure-track Faculty resulted from a COFA Task Force on Non-tenure-track Faculty charged and chaired by Dean Douglas Dempster during the 2013-14 academic year. Members of the task force included professors William Bloodgood, Ann Johns, Delaine Leonard, Edward Pearsall, Holly Williams, John Yancey, and Michael Montague, Assistant to the Dean. With the endorsement of the department chairs/director, associate deans, Dean Dempster adopted these guidelines on the recommendation of the task force and on the authority of the Handbook of Operating Procedures on October 8, 2014.)

The College of Fine Arts recognizes the crucial role of our non-tenure-track faculty in delivering our educational mission, especially to undergraduates. The primary duty of non-tenure-track faculty at The University of Texas at Austin is instruction, though these faculty may also contribute through service, administration, scholarship, and other professional activities.

While some non-tenure-track faculty members fulfill critical short-term or transient staffing requirements within departments, others have long-term teaching responsibilities as well as other duties in our programs. The College recognizes the importance of defining a promising, honorable and secure career track for faculty members dedicated primarily to undergraduate teaching.

By contrast, the tenure-track faculty ranks are reserved for faculty who are required both to maintain a vigorous research and professional life beyond campus as well as to teach and advise graduate students, especially in terminal degree programs (MFA, DMA, PhD). The College recognizes that tenure-track faculty also have an essential role in teaching undergraduates and that non-tenure-track faculty might very well maintain an active scholarly or professional life beyond teaching. The purpose of the Lecturer ranks as captured in this policy is to define a career-track that advances first and foremost on considerations of productivity and strength in undergraduate teaching. The tenure-track is defined more prominently around the research and professional accomplishments of those faculty members.

The following policy on Non-tenure-track Faculty in the College of Fine Arts accords 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.

I. Adjunct Lecturers, Lecturers, Clinical Faculty, Visiting Faculty/Artists, Instructors

There are many non-tenure-track appointments, titles and ranks at the University of Texas. The following characterizes these different titles and their recommended applications to hiring faculty in the College of Fine Arts.

Adjunct Lecturer: An Adjunct Lecturer is a faculty member appointed on a part-time and/or short-term basis solely for the purpose of teaching undergraduate courses with no expectation of continued employment beyond a semester or year. The Adjunct Lecturer has

no research or service obligations in the department except for those associated with successfully teaching his or her courses (e.g. administering teaching evaluations, submitting grades, etc.) A full teaching load for an Adjunct Lecturer would normally be four courses per semester.

Lecturers: (Lecturer—Senior Lecturer—Distinguished Senior Lecturer) The Lecturer ranks are a promotion ladder meant for faculty presumed to have long-term prospects on the COFA faculty with extensive teaching duties and possibly advising and administrative responsibilities. A full teaching load for a lecturer will be a minimum of three organized courses per semester, or its equivalent, with additional advising and service responsibilities. Given a sufficiently distinguished prior teaching career, a faculty member may on a rare occasion be hired directly into the rank of Senior Lecturer, or, if warranted, Distinguished Senior Lecturer. Lecturers are normally appointed on a year-to-year basis, but increasing seniority may warrant longer terms of appointment.

Visiting Faculty: (Visiting Assistant Professor; Visiting Associate Professor; Visiting Full Professor) These titles are used only for temporary appointments of persons either visiting from other institutions where they hold similar ranks or who are brought to the institution on a trial basis. Such appointments are limited to two years. Visiting Faculty ranks are not a promotion ladder. Teaching loads and professional expectations for Visiting faculty are normally similar to those expected of tenure-track faculty.

Clinical Faculty: (Clinical Assistant Professor—Clinical Associate Professor—Clinical Full Professor) The Clinical Faculty ranks are a promotion ladder meant for faculty appointments with well established careers outside the academy who teach or mentor COFA students in field-learning or other “clinical” or professional contexts.

[**Instructor** is a tenure-track rank reserved for pre-probationary assistant professors finishing requirements for their terminal degree before assuming an appointment as an assistant professor. This rank may not be used for non-tenure-track faculty.]

II. Evaluation and Promotion of Lecturer ranks

Any faculty member appointed at 50% or greater, including all Lecturers, Senior Lecturers, and Distinguished Senior Lecturers will be evaluated annually exactly in the same fashion as 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.

Promotion to Senior Lecturer

Exceptional teaching performance is expected for promotion to Senior Lecturer and this should be well-documented through student evaluation records, peer teaching observation reports, referee reports, and a teaching portfolio that includes a statement of teaching philosophy. The candidate’s level of teaching service is expected to be above the departmental average. In addition, a record of accomplishment in at least one of the other areas of contribution (e.g., service, creative/scholarly activity, etc.) consistent with the terms of employment is required and must be adequately documented.

Recommendations for promotion of lecturer to senior lecturer will normally be considered after a lecturer has served in his or her 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 to senior lecturer 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, which may be found at the following: <http://www.utexas.edu/provost/policies/evaluation/tenure/>

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

1. Recommendations of dean and chair
2. CV
3. Teaching
4. Letters of recommendation
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.

The ranks of Senior Lecturer or Distinguished Senior Lecturer are generally reserved for promotions, and not new hires. However, given a sufficiently distinguished prior teaching career, in rare cases a faculty member may be hired directly into these ranks.

A senior lecturer may be appointed for one year, but would normally be extended a multi-year appointment up to three years. 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 are expected for those promoted to Senior and Distinguished Senior Lecturer. Multi-year appointments 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.”

Given a sufficiently distinguished prior teaching career, a faculty member may be hired directly into the rank of Senior Lecturer.

A senior lecturer may be appointed for a minimum of one year and a maximum of three—under normal circumstances.

Full time Senior Lecturers should receive salaries that sustain a career in teaching.

Distinguished Senior Lecturer

Promotion to the rank of Distinguished Senior Lecturer should be reserved for extraordinary teachers with “distinguished” secondary credits in research/creative activity and/or substantial department service. There is no expectation or requirement that Senior Lecturers should be promoted to the rank Distinguished Senior Lecturer and there is no censure attached to a Senior Lecturer not being promoted to Distinguished Senior Lecturer.

A faculty member might rarely be appointed directly into the rank of Distinguished Senior Lecturer on the strength of a well-documented career as a superb teacher with strong professional or service credits.

Distinguished Senior Lecturers should always be on multi-year appointments that may take the form of consecutive two or three-year appointments or the form of two or three-year appointments renewed each year with a “rolling horizon.”

The Provost has provided guidelines for promotion procedures for NTT faculty:
<http://www.utexas.edu/provost/policies/evaluation/tenure/TTT+NTT.Guidelines.Fall2013.final.pdf>

III. Lecturers, Graduate Instruction, Graduate Advising, and GSCs

The Lecturer ranks are intended primarily for undergraduate instruction. Lecturers, Senior Lecturers, and Distinguished Senior Lecturers may teach organized graduate courses, serve on graduate thesis committees, advise graduate students, and even serve on Graduate Studies Committees, but only by virtue of the COFA dean petitioning the Graduate Dean for these exceptions.

The COFA dean will petition for exceptions for graduate instruction or GSC membership on a case-by-case, semester-by-semester basis when recommended by the chairs and director.

IV. Governance, Administrative Service, and Non-tenure-track Faculty

In accordance with the Handbook of Operating Procedures and Regents’ Rules, any faculty member appointed for four or more long-session semesters at half time or greater has voting rights on the faculty.

All Lecturers 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.

- Lecturers, Senior Lecturers, and Distinguished Senior Lecturers are included among the voting members of the General Faculty so long as they have four or more long-session semesters of service at these ranks at the University of Texas. (HOP 2-1010)
- Lecturers, Senior Lecturers, and Distinguished Senior Lecturers are included among the

- voting members of a division, department and college with the exception of service on an Executive Committee, Budget Council or other matters of faculty evaluation, promotion and tenure as prohibited by the HOP. (HOP Chapter 1, Section VI, Part A.)
- Lecturers, Senior Lecturers, and Distinguished Senior Lecturers 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.
 - Budget Councils/Executive Committees/Extended Budget Councils membership and voting status:

Lecturers, Senior Lecturers, and Distinguished Senior Lecturers **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.)

Additionally, departments can request changes to their governance structure to include non-voting Lecturers, Senior Lecturers, and Distinguished Senior Lecturers on the department executive committee or extended budget council. This change has to be voted on and approved by the budget council of the department (every 3 years), then submitted to the college, which then submits it to the Senior Vice Provost for Faculty Affairs for final approval.
 - The Faculty Council: Lecturer, Senior Lecturer, and Distinguished Senior Lecturer faculty are voting members of the General Faculty and, therefore, are eligible for full membership on The Faculty Council as representatives of their college or school after four or more long session semesters of service.

All other non-tenure-track faculty ranks will not have voting privileges in the departments/schools, or college except by appeal and approval by the chair/director or dean.

Lecturers, Senior Lecturers, and Distinguished Senior Lecturers may serve as division heads, program heads, center directors, and in other administrative roles in COFA departments, schools, and the college. They may not serve as department chairs or school directors.

V. Communication

The department chair should define expectations and promotion guidelines, and communicate those expectations to non-tenure-track faculty in a timely fashion.

Non-tenure-track faculty, and especially lecturers, should be included in faculty meetings and regular departmental correspondence when appropriate. This culture of inclusion extends also to online departmental faculty rosters and other instances where faculty achievements are announced or internal/external information is shared.

VI. Awards and Honors for Non-tenure-track Faculty

Lecturers 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 Teaching Excellence Award

Dad's Association Centennial Teaching Fellowship
Robert W. Hamilton Faculty book Author Awards
-Career Research Excellence
-Best Research Paper
-Creative Research
Innovative Instructional Technology Awards Program
Joe and Bettie Branson Ward Endowed Excellence Award
Provost's Teaching Fellows
Co-op Creative Research Award (Senior Lecturer and above)

COFA Awards

Departmental Teaching Excellence Awards
College of Fine Arts Teaching Excellence Awards
COFA Summer Creative Research Stipend & Creative Research Grant
(for curriculum development research only)
Dean's Fellow Leaves (for curriculum development research only)
Faculty fellowships (for curriculum development research only)

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