

The University of Alabama
College of Arts and Sciences
Personnel Policies
Non-Tenure, Renewable Contract Faculty (NTRC)
Revised and Approved November 2017

I. Introduction

The College of Arts and Sciences (A&S) has four categories of faculty: Tenure-Track Faculty (TTF), Non-Tenure, Renewable Contract Faculty (NTRC), and part-time (PTTI) or full-time instructors (FTTI) on temporary or renewable appointments.

For Tenure-Track Faculty, expectations for promotion, and specified evaluation procedures and schedules for such appointments, are set forth in Criteria and Standards for Promotion and Tenure, as found in the University of Alabama (UA) *Faculty Handbook*, and in the College of Arts and Sciences Policies and Procedures for Retention, Tenure, and Promotion.

This document describes procedures and processes for evaluation and promotion for NTRC faculty. NTRC faculty are appointed to full-time, 9 or 12-month, multi-year positions that are not on the tenure track. Consequently, it does not apply to part-time appointments (PTTI), full-time temporary appointments (FTTI), adjunct appointments, visiting appointments, or appointments intended to be for one-year only.

NTRC faculty efforts are based primarily on clinical responsibilities, teaching, program administration, or a combination thereof, plus service. NTRC faculty do not have a primary responsibility in research or scholarship or creative activity outside teaching/clinical responsibility and thus have a much less or non-existent research-intensive focus.

II. Ranks and Terms of Appointment

A. *Ranks*. This policy applies to full-time, 9 or 12-month, multi-year appointments at the ranks of Assistant, Associate, and Full NTRC Professor, collectively referred to hereafter as Non-Tenure, Renewable Contract Faculty (NTRC Faculty).

B. *Terms of Appointment*.

1. Initial appointments may take place at any rank, contingent upon experience. Initial appointments will normally be for a period of three years. Offer letters will be issued by the Office of the Dean. Continuation in the appointment throughout the contract term is contingent on satisfactorily meeting the departmental and College's performance standards, compliance with all policies in the *Faculty Handbook*, general UA employment policies, and the needs of the department and College. If an NTRC faculty appointment should begin in January, the term subject to evaluation for promotion will begin the following August.
2. Unlike tenured faculty, this is a temporary appointment that, by definition, is not tenure-earning and does not convey any right or expectation of continued employment after the time specified. The position is subject to policies and procedures of The University of Alabama, the College of Arts and Sciences, and the Department. The University reserves the right to terminate employment immediately if, in the judgment of the Department Chair and Dean, such action is warranted.
3. Each NTRC faculty will participate in an annual review by creating a dossier in the on-line Faculty Activity Report system, just as TTF do. Renewable contracts every three years will be

based on program need, performance, other criteria stated in this document, the absence of instances outlined in Section IX below, and other terms and conditions noted herein.

4. Assistant NTRC Professors, in the sixth year of service will undergo review for promotion to Associate NTRC Professors. After six years of appointment, persons who choose not to apply for promotion or who are not promoted will have one final year of appointment as a NTRC faculty.
5. Associate NTRC Professors, after five years in rank will be eligible to apply for promotion to Full NTRC Professor.

III. Qualifications

NTRC faculty should, at a minimum, possess the appropriate terminal degree for their field (or the equivalent credentials in special cases as approved by the Department in consultation with the Dean of the College of Arts and Sciences).

The most important criterion for NTRC faculty appointment and promotion is outstanding teaching ability/clinical competency including classroom or clinical presence, knowledge of the discipline and specific subject area as well as competence with current instructional pedagogy.

IV. Searches

Procedures for searches for all NTRC faculty appointments will be the same as for entry-level tenure-track recruitments.

V. Responsibilities

The responsibilities for NTRC faculty, which are determined at the discretion of the Dean and Department Chair, include, but are not limited to:

- A. *Teaching/Clinical Workload.* NTRC faculty will be the equivalent of a full-time teaching/clinical practice load in the fall, spring, and summer terms and as reflected in the appointment letter. Any variation in the workload of a NTRC faculty member must be approved by the Dean.
- B. *Service.* NTRC faculty are expected to carry the same service load as TTF. They are expected to contribute to the life of the college through appropriate departmental faculty committees and other forms of academic service consistent with policies of the Department, College and the University.
- C. *Scholarship.* NTRC faculty are not required to engage in the preparation and publication of original scholarship. See Section VI.C and D of this document.
- D. *Voting Privileges.* NTRC faculty shall have the same voting rights as TTF in College faculty meetings. Each department shall determine the voting rights of NTRC faculty in their department. As indicated in Chapter 2.V and Appendix P of the Faculty Handbook, membership on department and divisional faculty committees which make recommendations concerning tenure-track faculty appointments, progress review, promotion, tenure, and matters related to graduate work and graduate standards is limited to persons holding tenured or tenure-track faculty positions.

VI. Reappointment, Evaluation, and Promotion

- A. *Reappointment.* Reappointment of NTRC faculty depends not only on annually-documented-meritorious teaching and service, and the absence of instances outlined in Section IX below, but also on

continued departmental need for the faculty member's services and continued availability of funding as determined by the Dean. The final decision and notification of reappointment and non-reappointment will be made by the Dean.

B. *NTRC Faculty Evaluation Committee.* Departments are required to create a committee to work in conjunction with the chair or director to evaluate the NTRC faculty who are applying for promotion to Associate or Full NTRC Professor. The committee should be constituted with retention, tenure, and promotion (RTP) Committee members and NTRC Professors. However, the majority of the committee must be tenured faculty. The constitution of the NTRC faculty Evaluation committee must be approved by the Dean. The Departmental NTRC faculty Committee will review the NTRC faculty's teaching/clinical practice, course and curricular development, pedagogy, and service to the department.

In cases where there are fewer than three department members who are eligible to serve on the evaluation committee, the Dean will appoint additional members to the committee from other departments with related interests. However, the evaluation committee chairperson must be a member of the candidate's department.

C. *Evaluation.* Evaluation of NTRC faculty fall into three different categories: Annual evaluations, third-year reappointment evaluations, and promotion evaluations. In all types of NTRC faculty evaluations, the departmental NTRC faculty evaluation committee communicates their evaluation to the department chair who recommends to the Dean.

1. *Annual Evaluations.* NTRC faculty, like all instructional/clinical staff including tenure-track faculty, must be evaluated annually. The chair is responsible for annual evaluation of the teaching and service of each NTRC faculty. Evaluations will be completed through the online Spring FAR process. Three unsatisfactory reviews in five consecutive years will be cause for termination at the end of the academic year or non-reappointment.
2. *Progress Feedback Reports.* Assistant NTRC faculty will undergo progress reviews by the Department NTRC Committee, Department Chair, and Dean on an annual basis; these will occur during the fall semester retention, tenure, and promotion process and will follow the same timeline as that set out for TTF. The purpose of these reviews will be to provide feedback from the Department, Chair, and Dean to NTRC faculty prior to consideration for contract renewal and promotion to the rank of Associate NTRC. The first progress review will occur in the fall of the second year. During year three, candidates will be reviewed for reappointment (Section C.3). Progress reviews will be held during the fall of the fourth and fifth years in anticipation of the promotion evaluation in year six. Candidates will submit their dossier using the online FAR-RTP system by October 1st. The dossier will be reviewed by the Department NTRC committee, then by the Department Chair, and these reviews will be complete by November 1st. The Dean will then make his recommendation by March 1st.
3. *Third-Year Reappointment Evaluations.* When a NTRC faculty is being considered for contract reappointment after a three-year term or for any subsequent reappointment to a three-year term at that rank, the Chair of the department and the Dean will first consider whether both programmatic need and available resources support reappointment of a NTRC faculty. If position reappointment is warranted, the Chair of the department will determine if the current NTRC faculty in the position should be recommended for position reappointment based on annual evaluations and the absence of instances outlined in Section IX below. Should renewal be recommended, the NTRC faculty will submit the dossier for renewal to the department Chair by October 1st. The Chair will

forward the dossier to the departmental NTRC faculty evaluation committee, which will make a written recommendation on renewal to the Chair. As with the Progress Feedback Reports, the Chair will make an independent review of the dossier and submit the Committee's and his/her recommendation by November 1st. The Dean will make the final decision regarding whether to renew the three-year contract or not by March 1st. At no time will a NTRC faculty contract renewal be deemed de facto tenure.

D. *Promotion.* Unless specified differently in this document, the promotion process for NTRC faculty follows the departmental, College, and Dean-level timeline and process for TTF as described in Section III and IX of Chapter 2 of the *Faculty Handbook*. The evaluation committee will base its recommendation on job descriptions, review criteria in the faculty member's appointment letters, and reference to the criteria for promotion as described by the Departmental NTRC Faculty Review Committee reports that have been approved by the Dean's office.

Assistant NTRC Professors are eligible to apply for promotion to Associate NTRC Professor during the fall of their sixth year of service. Associate NTRC Professors are eligible for promotion to Full NTRC Professor any time after fully completing five years of service after promotion to the rank of Associate NTRC Professor.

Promotions for NTRC faculty will require submission of a dossier through the online RTP FAR system. The dossier will include a current curriculum vita; external and internal letters of evaluation; evidence of effective teaching/clinical practice from a variety of sources; evidence of service at the departmental, College, University and/or professional levels; a statement of professional activities and documentation of other relevant activities. Any modification from the aforementioned requirements requires approval by the Dean.

External Letters of Review. The dossier of a candidate for promotion must include three external evaluations of the candidate's teaching/clinical competency. It is expected that the documentation of outcome measures and the Active Learning Initiative will generate substantial data for evaluation of teaching/clinical competency. The candidate suggests in a timely fashion the names of several experts in his or her field who might provide external evaluations. The departmental chairperson requests evaluation statements from at least two of those persons, but is not limited to names furnished by the candidate. These evaluative statements shall be sent to the departmental chairperson who must put them in the dossier. They are considered only if they are in the candidate's dossier at the time that it is reviewed by the departmental committee.

The dossier for promotion must be forwarded to the department Chair by October 1st. The Chair will forward the dossier to the departmental NTRC faculty evaluation committee, which will, by mid October, make a written recommendation on promotion to the Chair. The Chair will make an independent review of the dossier and external letters if present and, taking into account the committee input, make a written recommendation to the Dean by November 1st. Likewise the Dean will make an independent review of the dossier and, taking into consideration the recommendations from the committee and the department chair, make a recommendation to the Provost. This recommendation will normally be received by the Provost by March 1st.

Promotion to Associate NTRC Professor. Promotion to Associate NTRC Professor will be based on evidence of noteworthy activity in the areas of teaching/clinical practice, advising, and departmental, College and University service, as well as public service. While not required, candidates applying for promotion to Associate NTRC Professor may include evidence of scholarship/creative activity and

professional development. This will be viewed favorably as it contributes to the teaching and research mission of the college.

Promotion to Full NTRC Professor. Promotion to Full NTRC Professor requires compelling evidence of significant contribution to one's department, to the College and the University, and to the pedagogical or clinical aspects of one's field. While not required, candidates applying for promotion to Full NTRC Professor may include evidence of scholarship/creative activity and professional development. However, NTRC faculty are encouraged to contribute to the understanding and practice of teaching or clinical service by disseminating their contributions in national and regional conference presentations and in teaching-related or practice-related publications. Documentation of high-quality service is expected.

VII. Support

A. *Operating Support.* NTRC faculty will be provided the appropriate office and/or laboratory space and computer equipment, with access to the same support for their teaching and service role as tenure-track faculty (e.g., eTech, Active Learning college workshops). NTRC faculty are eligible for departmental and College travel and professional development funds.

B. *Teaching and Curricular Proposals.* NTRC faculty are eligible to apply for internal curricular development support on the same basis as tenure-track faculty. NTRC faculty may, and are encouraged to, submit proposals for internal and external grants.

C. *Salary Enhancements for Promotion.* Unless otherwise modified by practice, Assistant NTRC faculty Professors promoted to Associate NTRC Professor and Associate NTRC Professors promoted to Full NTRC Professors will receive a 10 percent enhancement of base salary.

D. *Raises.* The raise process for NTRC faculty will be consistent with the raise process for TTF.

VIII. Benefits

All NTRC positions are eligible for faculty benefits applicable to 9 month full-time non-tenured or non-tenure track faculty members as described on the UA benefits website, and as amended from time to time. The *Faculty Handbook* defines a non-tenured faculty member as being either probationary (tenure-track) or temporary (with no right or expectation of continued employment beyond the period specified in the letter of appointment). All NTRC positions are akin to what the *Faculty Handbook* defines as temporary for purpose of interpreting applicable provisions in the *Faculty Handbook*.

IX. Termination

The position is subject to policies and procedures of The University of Alabama, the College of Arts and Sciences, and the Department. The University reserves the right to terminate employment immediately if, in the judgment of the Dean and concurrence of the Provost, such action is warranted. Examples of instances in which employment may be terminated immediately include, but are not limited in any way to

- falsification of information on an employment application or other information concerning qualifications for a position;
- a pattern of unfair or abusive treatment of students;
- consistently substandard performance or academic incompetence;
- incompetence, neglect, or dishonesty in performance of duties;

- excessive absenteeism;
- a pattern of insubordination or failure to carry out reasonable, job-related duties assigned by a supervisor when such assignments are reasonable and non-discriminatory;
- a violation of State Ethics laws or other University policy, including but not limited to appropriating state or student equipment, time or resources for personal use or gain, fraudulent research or plagiarism, theft of University property, or unethical conduct;
- violation of UA's Harassment Policy or Policy on Consensual Romantic Relationships;
- committing a serious criminal offense, a crime involving moral turpitude, a felony, or a crime involving immoral or unethical conduct;
- illegal possession of a drug or controlled substance, or improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and university duties and responsibilities or violations of the University's Drug-Free Workplace Policy;
- a serious violation of one or more of the faculty behavioral obligations set forth in the Code of Conduct section of the *Faculty Handbook*; or
- any other behavior or condition, which significantly affects a faculty member's fitness to carry out his or her professional responsibilities.