2. FACULTY POSITIONS

The functions and responsibilities of each faculty position and the relative priority of these responsibilities within a department should reflect agreement among the members of the department, the appropriate Dean\(^1\), and the Provost.

If there are changes in the professional expectations for a faculty member, the department and the University bear a responsibility to the faculty member to counsel and assist him/her over a transition period before the change in position expectations affect his/her eligibility for reappointment, promotion, tenure and salary increases.

Policies and procedures in this document which produce a change of status or title for a faculty member or which may adversely affect the progress of a faculty member toward desired goals of reappointment, promotion or tenure must be negotiated in an effort to achieve satisfaction of all parties and may not be applied retroactively (unless specifically authorized by these guidelines) or arbitrarily.

The evaluation of the individual for appointment, reappointment, promotion, or tenure based on these guidelines will grow out of the recommendations of a departmental committee or other clearly designated structure which may be established on a permanent or on an ad-hoc basis to include appropriate representation of all areas primarily affected by the position. Such coordination shall be assured by the Deans involved and reflect the University mission.

2.1 Definitions

All faculty appointments must fall within the categories established by the University for faculty appointments.

The term "faculty" is defined broadly at the University of Denver to include a variety of persons engaged in some aspect of one or more of the basic purposes of the University: teaching, research and/or creative activity, and service. Within this broad definition of faculty there are two major types of appointments: tenure-line faculty appointments which are appointments with tenure or eligibility for tenure and non-tenure-line faculty appointments which are appointments without eligibility for tenure. Awards of tenure may be made only within the Tenure-Line Faculty Series at the ranks of Professor and Associate Professor.

Non-tenure-line faculty appointments are further categorized as either renewable or term-

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\(^1\)The designation Dean shall be used throughout this document to designate either a Dean or a Director if there is no Dean.
limited appointments.

2.1.1 **Renewable Appointments**
Renewable appointments are those which are made with the intent that the appointment may (but need not) be renewed as the appointee engages in satisfactory service to the University. A renewable appointment implies neither tenure nor eligibility for tenure (see Section 5). A renewable position is intended to fulfill an on-going academic need.

2.1.2 **Term-Limited Appointments**
Term-limited appointments are made for a fixed term, typically of one year or less, and are not intended to be renewed. The nonrenewal of a term-limited appointment shall not be considered as a discharge. A clear end date for a term-limited appointment should be stated in the contract letter. The philosophies, policies, and procedures for the termination of the appointments of term-limited faculty during their term shall follow the procedures in Section 6. Other philosophies, policies, and procedures in the present document do not necessary apply to term-limited appointments. Instead, the philosophies, policies, and procedures for the employment of term-limited shall be established by the appropriate department, with the approval of the Dean.

When a non-tenure-line faculty appointment is made, the contract should clearly indicate whether the appointment is renewable or term-limited. If the appointment is not so specified, it shall be considered a term-limited appointment.

Another distinction that can be made concerning types of faculty appointments is between full-time and, part-time. There are also joint appointments and administrative appointments.

2.1.3 **Full-time Appointments**
Full-time appointments involve a full assignment of duties and ordinarily range over the academic year.

2.1.4 **Part-time Appointments**
Part-time appointments are those that involve less than a full-time teaching, research and/or creative activity load. Part-time appointments may be either renewable or term-limited appointments.

2.1.5 **Joint Appointments**
Joint appointments can be made between departments of the University. Such appointments must be negotiated and approved by all departments involved with the appointment. A primary department that will be responsible for personnel actions affecting the faculty member (including, if applicable, reappointment,
promotion and tenure) must be designated for faculty members holding joint
appointments, in consultation with the appropriate Deans and the Provost. The
distribution of the faculty member’s expected service contributions across the
different departments should also be specified, in consultative with appropriate
Deans and the Provost.

2.1.6 Administrative Appointments
Administrators having earned faculty rank and/or tenure in a department may
maintain their faculty rank and tenure while serving as administrators. Newly
appointed administrators desiring faculty rank and/or tenure must negotiate this
with a department or with a school or college of the University if no department
exists, and receive the approval of the Dean and Provost.

2.2 Faculty Series
Faculty appointments fall into the following series: Tenure-Line Faculty Series, Faculty
Series in University Libraries, Research Faculty Series, Clinical Faculty Series,
Professional Practice Faculty Series, Lecturer Faculty Series, Adjunct Faculty Series,
Visiting Faculty Series, In-Residence Faculty Series, and Emeritus Faculty Series. These
categories of faculty appointments and their associated titles are described below.
Appointments that use categories other than those specified herein are not to be
considered "faculty" appointments. Other persons engaged in various forms of research,
instruction, or service, such as, without limitation, Post-Doctoral Fellows, Graduate
Teaching Assistants, and Interns, are designated "other instructional personnel," and are
not regarded as faculty.

All appointments in the categories described in Sections 2.2.2 through 2.2.10 are without
tenure or eligibility for tenure.

A faculty member in any Faculty Series is eligible to apply and be considered for an
opening in any other Faculty Series. If a faculty member is appointed to a position in a
different Faculty Series, the terms of appointment shall be adjusted accordingly.

By June 1 of each year the administration shall report to the Faculty Senate and to the
Board of Trustees by department the numbers of individuals holding faculty
appointments in each of the Faculty Series and the numbers of credit hours taught within
each Faculty Series during the fall quarter or semester of the current academic year.

When performing evaluations for appointment, annual review, reappointment, promotion,
and (where appropriate) pre-tenure review and tenure, the general evaluation criteria
specified in Sections 2.2.1 to 2.2.10 should serve as general guidelines. However, a
faculty member and his or her department may negotiate different criteria than those
specified in Sections 2.2.1 to 2.2.10 when circumstances warrant. The University
recognizes that service, teaching, and the scholarship of teaching and research
increasingly encompass more than one of the traditional academic areas or disciplines. Evidence used in evaluations for appointment, annual reviews, reappointment, promotion, and (where appropriate) pre-tenure review and tenure should be sought from all the areas (including interdisciplinary areas) in which the faculty member has worked significantly.

2.2.1 Tenure-Line Professorial Series
Although it is the intent of the University to define rather broadly the general category "faculty," appointment to the Tenure-Line Faculty Series is a guarded privilege granted only to those faculty members who meet the qualifications stated for each rank, and who are either tenured or deemed likely one day to become eligible for tenured appointments.

Faculty in the Tenure-Line Faculty Series are normally appointed on a full-time basis. The Tenure-Line Faculty Series includes the ranks of Professor, Associate Professor, Assistant Professor, and Instructor.

Tenure may be granted only to those holding or being promoted to the rank of Professor or Associate Professor in the Tenure-Line Faculty Series. Tenured faculty have the right to continuous reappointments until the faculty member resigns, retires, or is terminated pursuant to the procedures in Section 6.

Appointment, reappointment, promotion, tenure, and termination of faculty in the Tenure-Line Faculty Series shall be made in accord with the philosophies, policies, procedures, and evaluation criteria in the present document.

The evaluation criteria for appointment, annual review, reappointment, promotion, pre-tenure review, and tenure for faculty in the Tenure-Line Faculty Series shall be based primarily on scholarly research and/or creative activity, teaching, participation in institutional self-governance, and service to the University, profession, and public (see Sections 3.5 through 3.8).

2.2.2 Teaching Professorial Series
The Teaching Professorial Series is appropriate for either renewable or term-limited appointments where special factors, such as experience or stature, may qualify the appointee as an excellent teacher in a particular field. This series includes the ranks of Teaching Professor, Associate Teaching Professor, and Assistant Teaching Professor.

Appointment, reappointment, promotion, and termination of faculty in the Teaching Professor Series shall be made in accord with the philosophies, policies, procedures, and evaluation criteria in the present
Evaluation criteria for appointment, annual review, reappointment, and promotion shall be based on excellence of teaching and participation in institutional self-governance, and service to the University, profession, and public (see Sections 3.6 - 3.8),

2.2.3 **Clinical Professorial Series**
The Clinical Faculty Series is appropriate where appointments involve primary responsibilities in specialized professional practice including teaching, supervising student internships, training, and participating in other practice components of degree programs. Such positions will frequently, but not exclusively, be in health-care or human service fields such as in psychology or social work. Responsibilities of clinical faculty may encompass any area of professional practice and/or technical expertise and may include professional development. This series includes the ranks of Clinical Professor, Associate Clinical Professor, and Assistant Clinical Professor, and Clinical Instructor.

Appointment, reappointment, promotion, and termination of faculty in the Clinical Faculty Series shall be made in accord with the philosophies, policies, procedures, and evaluation criteria in the present document.

evaluation criteria for appointment, annual review, reappointment, and promotion shall be the same as in Sections 3.6 through 3.8 except that they shall be primarily based on excellence in the field of specialization and quality of teaching participation in institutional self-governance, and service to the University, profession, and public.

2.2.4 **Professor of the Practice Series**
Faculty in the Professional Practice Faculty Series have expertise, achievements, and reputations developed over a sustained period of time qualify them to be distinguished professionals in an area of practice, although they may not have academic credentials or experience. The responsibilities of this position are teaching courses, seminars, and independent studies to undergraduate and graduate students or other duties that the department and Dean determine are appropriate.

This series includes the ranks of Professor of the Practice, Associate Professor of the Practice, and Assistant Professor of the Practice. Such positions will frequently, but not exclusively, be in the fields of business and law. Examples of titles in the Professional Practice Faculty Series might be Professor of the
Practice of Tax Law and Professor of the Practice of Finance.

Appointment, reappointment, promotion, and termination of faculty in the Professional Practice Faculty Series shall be made in accord with the philosophies, policies, procedures, and evaluation criteria in the present document.

Evaluation criteria for appointment, annual review, reappointment, and promotion shall be the same as in Sections 3.6 through 3.8 except that they shall be primarily based on excellence in the field of specialization and quality of teaching, participation in institutional self-governance, and service to the University, profession, and public.

2.2.5 **Professorial Series in University Libraries**

The Faculty Series in University Libraries is appropriate when appointments primarily involve responsibilities in University Libraries. This Series includes the ranks of Professor, Associate Professor, Assistant Professor, and Instructor.

Appointment, reappointment, promotion, and termination of faculty in the Faculty Series in University Libraries shall be made in accord with the philosophies, policies, procedures, and evaluation criteria in the present document.

The evaluation criteria for appointment, annual review, reappointment, and promotion shall be the same as in Sections 3.5 through 3.8 except that they shall be based primarily upon contributions made to educational and other institutional goals through librarianship participation in institutional self-governance, and service to the University, profession, and public.

2.2.6 **Research Professorial Series**

The Research Faculty Series is appropriate for research positions in an academic unit. This series includes the ranks of Research Professor, Associate Research Professor, and Assistant Research Professor.

The Research Faculty Series does not necessarily imply a remunerative relationship with the University. Appointment and reappointment are subject to the availability of funding and may terminate due to the lack of funding. Such termination shall not be considered a discharge. In most cases, the generation of adequate research funds is the responsibility of the faculty member.

Appointment, reappointment, promotion, and termination of faculty in the Research Faculty Series shall be made in accord with the philosophies, policies,
procedures, and evaluation criteria in the present document (except that no appeal/revie
for negative reappointment or promotion decision shall be considered when there is a lack of sufficient funds).

the evaluation criteria for appointment, annual review, reappointment, and promotion shall be the same as in Sections 3.6 through 3.8 except that they shall be based on the excellence of research (as demonstrated by the extent and quality of the publications and the faculty member's reputation), participation in institutional self-governance, and service to the University, profession, and public.

2.2.7 Adjunct Professorial Series
Adjunct faculty fall into two categories. The first category consists of faculty whose major assignment is in another unit of the University or outside the University. This category of faculty does not necessarily imply a remunerative relationship with the University. The second category is comprised of term-limited faculty who are hired in a non-benefitted capacity to teach on a per course basis.

This series includes the ranks of Adjunct Professor, Associate Adjunct Professor, Assistant Adjunct Professor.

The Adjunct faculty member may be a person with special competence or expertise not readily available from members of the departmental faculty. Such persons may be professionals in the community, staff or management employees of the University, other scholars and scientists, or emeritus professors.

The philosophies, policies, and procedures for the termination of the appointments of Adjunct faculty during their term shall follow the procedures in Section 6. Other philosophies, policies, and procedures in the present document do not necessarily apply to Adjunct faculty. Instead, the philosophies, policies, and procedures for the employment of Adjunct faculty shall be established by the appropriate department, with the approval of the Dean.

2.2.8 Visiting Professorial Series
Appointments in the Visiting Faculty Series are term-limited appointments. The Visiting Faculty Series includes the ranks of Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor. The designation "Visiting" is used only when a faculty member is visiting from another institution (academic or non-academic), not as a designation for an adjunct appointment.
The length of appointment for Visiting Professors is usually one or two years. The Visiting Faculty Series does not necessarily imply a remunerative relationship with the University.

The philosophies, policies, and procedures for the termination of the appointments of Visiting faculty during their term shall follow the procedures in Section 6. Other philosophies, policies, and procedures in the present document do not necessarily apply to Visiting faculty. Instead, the philosophies, policies, and procedures for the employment of Visiting faculty shall be established by the appropriate department, with the approval of the Dean.

2.2.9 **In-Residence Series**

Appointments in the In-Residence Faculty Series are term-limited appointments. The In-Residence Faculty Series is appropriate to designate special contractual arrangements such as Poet-in-Residence, Artist-in-Residence, or Scholar-in-Residence.

The length of appointment for faculty in the In-Residence Faculty Series is usually one or two years.

The philosophies, policies, and procedures for the termination of the appointments of In-Residence faculty during their term shall follow the procedures in Section 6. Other philosophies, policies, and procedures in the present document do not necessarily apply to In-Residence faculty. Instead, the philosophies, policies, and procedures for the employment of In-Residence faculty shall be established by the appropriate department, with the approval of the Dean.

2.2.10 **Emeritus Professorial Series**

The Emeritus Faculty Series includes the ranks of Emeritus Professor, Emeritus Associate Professor, Emeritus Research Professor, and Emeritus Associate Research Professor, and is used to designate distinguished faculty members in retirement. Appointment of Emeritus status is governed by the policies and procedures set forth in University of Denver Policy Manual. To obtain Emeritus Status, a faculty member must have rendered long and valuable service. A recommendation for appointment to Emeritus status must come from the department and must be approved by the Dean, the Provost, and the Board of Trustees.
3. APPOINTMENT, ANNUAL REVIEW, AND REAPPOINTMENT

3.1 Appointment Policies
The qualifications a candidate shall possess to be appointed to a rank are specified in Sections 3.5-3.8.

3.2 Appointment Procedures
All appointments must be recommended by and negotiated with a department or with a school or college of the University if no department exists. Procedures for recruiting candidates for faculty appointments vary according to the nature of the position, i.e., whether the position is a full-time or part-time position, term-limited or renewable. Refer to the Faculty Hiring Guide (which can be found at the DU Portfolio) for posting requirements of faculty positions.

A job specification must be developed or revised by the appropriate department, school, division, or college\(^2\) to describe the nature of the position and to set forth the qualifications, education, and previous experience required of candidates to qualify for the position. The process by which the job specification is developed or revised must provide representation by the faculty in the department, school, division, or college.

A screening mechanism must be developed by each department, school, division, or college for the review of applications. The mechanism should provide adequate representation by those faculty whose interests would be affected by the employment of the applicant, including opportunities for the candidate to have personal conversation with associated faculty and students. The search process must be conducted in accordance with the current Affirmative Action Plan.

An on-campus interview of the applicant is normally required for appointed positions in the Tenure-Line Faculty Series. Interview requests must be processed through the department, school, division, or college to the appropriate Dean and forwarded through the Affirmative Action Officer to the Provost. The interview process must provide for adequate representation by those faculty whose interests would be affected by the employment of the applicant. If a faculty appointment would include an award of tenure, the Provost should be included in the interview process.

At the time of initial appointment, the appropriate department, college or school will provide each faculty member with a copy of the University's Faculty Personnel Guidelines relating to Appointment, Promotion and Tenure and with a copy of any approved department, division, school or college’s corresponding philosophies, policies,

\(^2\)For joint appointments, appropriate steps have to be taken to assure that all involved units are represented.
and procedures for appointment, reappointment, promotion, and tenure (see Section 1). The faculty member will acknowledge in writing his/her receipt of those documents and said acknowledgement will be placed in his/her departmental personnel file. The University, colleges, schools, divisions, and departments have an obligation to inform faculty when changes are made to University, college, school, division, or department philosophies, policies, and procedures. Correspondingly, faculty members have an obligation to assure that they have a full understanding of the philosophies, policies, and procedures for appointment, reappointment, promotion, and (as applicable) tenure, and to keep informed of changes in these philosophies, policies, and procedures.

3.3 **Annual Review of Faculty Performance**

All tenure-line faculty and all faculty with renewable non-tenure-line appointments are subject to annual review (see Section 3.3). Each department must conduct an annual review of each faculty member, wherein the past year's performance will be discussed, evaluated, and documented. Mutually agreed upon goals and priorities for the subsequent year also shall be established during the annual review with the understanding that their attainment is to be considered as one aspect in the future evaluation by the department for reappointment, promotion, salary increases, and tenure, if applicable. Departments shall make reasonable effort to inform all non-tenured, tenure-line faculty of the tenure process, standards of judgment, and the faculty member's relative progress in fulfilling expectations.

3.3.1 In preparation for the annual review, each faculty member will submit a written summary to the department chair of her/his past year's performance and her/his goals and priorities for the subsequent year. The report will be based on the appropriate criteria for reappointment, promotion and (as applicable) tenure (see Sections 3.5 to 3.8).

3.3.2 Department chairs (or the equivalent administrative officer or designated committee) will meet with each faculty member to discuss and evaluate the report.

3.3.3 In conjunction with the annual review meeting, department chairs will prepare a brief written report of the evaluation and goals for the subsequent year with a copy given to the faculty member and a copy signed by the faculty member indicating receipt of the report to be placed in his/her department file. The faculty member may attach a written response to the department chair’s report.

3.3.4 Copies of the faculty member's report, the department chair's evaluation and the faculty member's response should be sent to the appropriate Dean and should be made available to the appropriate committees for reappointment, promotion, and tenure decisions, where appropriate.
3.4 Policies and Procedures for Reappointment

A reappointment shall be offered only following a substantive review of a faculty member's performance during the previous appointment. The qualifications a candidate shall possess to be reappointed to a rank are specified in Sections 3.5 - 3.11. Reappointment is primarily recognition of high quality performance. Reappointment decisions must be based on rigorous standards and reappointment may be denied if past performance is not of sufficiently high quality. Reappointment may also be denied for financial or programmatic reasons.

A reappointment may (or may not) involve a multi-year contract. If a reappointment is for more than one year, the number of years must be stated explicitly in the reappointment document. Appointments or reappointments without an explicitly stated time period are for a single academic year.

One year of full-time equivalent service accrues in one year when a appointment is full time or in two years when the appointment is half-time and similarly for other part-time appointments.

3.4.1 Tenure-Line Appointments

Instructors in the Tenure-Line Faculty Series

Instructors have renewable one-year appointments. Neither tenure nor long-term contract shall be awarded in the rank of Instructor. After a maximum of five years aggregate full-time service in this rank at the University of Denver, an Instructor shall be promoted to Assistant Professor or released (except as specified in Section .B below).

A. The decision by the University to either promote or release an Instructor shall be communicated to the faculty member no later than September 1 prior to the last year of service.

B. Under special circumstances and at the discretion of the Board of Trustees, a faculty member may be continued in the rank of instructor for one additional year beyond the fifth year.

Assistant Professors in the Tenure-Line Faculty Series

Assistant Professors in the Tenure-Line Faculty Series are subject to pre-tenure review (see Section 5.2) and to tenure review as specified in Section 5. In accordance with Section 5, Assistant Professors shall either be tenured and promoted to Associate Professor or their appointment shall be terminated in accord with their tenure probationary periods as specified in Section 5.5.

Tenured Faculty in the Tenure-Line Faculty Series
Tenured faculty receive career-long contracts which are not subject to reappointment review.

3.4.2 Renewable Non-Tenure-Line Appointments

A. First One-Year Contract
The initial length of appointment for renewable non-tenure line appointments shall be one year and the appointment shall be at the level of Assistant Professor. Under special circumstances, and with the approval of the Provost, the initial length of appointment of renewable non-tenure-line appointments may be for more than one year and/or the appointment may be at the level of Associate Professor, Professor. If the initial length of appointment is for more than a single year or if the initial appointment is above the level of Assistant Professor, the length of appointments and review procedures for subsequent contracts may deviate from those specified in Sections 3.4.2.A to 3.4.2.F below, but any deviations must be approved by the Provost. All deviations should be negotiated at the time of initial appointment and a written copy of the agreement saved in the faculty member’s personnel file.

B. Second One-Year Contract
Procedures for the reappointment review (following the award of a first one-year contract) should be established by the department and approved by the Dean. The results of the reappointment review shall be shared in writing with the faculty member by April 1 of the initial contract. If the decision is to renew, the faculty member shall be given a second one-year appointment. If the decision is not to renew, the faculty member’s appointment shall terminate at the end of the current contract without possibility of additional review or appeal.

C. Third One-Year Contract
Procedures for a reappointment review (following the award of a second two-year contract) should be established by the department and approved by the Dean. The results of the reappointment review shall be shared in writing with the faculty member by April 1 of the current contract. If the decision is to renew, the faculty member shall be given a third one-year appointment. If the decision is not to renew, the faculty member’s appointment shall terminate at the end of the current contract without possibility of additional review or appeal.
D. **Three-Year Contract**  
A review for reappointment (following the award of a third one-year appointment) shall be conducted by a departmental reappointment committee. Each department shall have one or more departmental reappointment committees each with at least three voting members, constituted according to written departmental guidelines agreed upon by the faculty of that department and the Dean. With the approval of the Dean, the departmental guidelines may stipulate that a single departmental reappointment committee be formed to consider reappointment decisions for all candidates or the departmental guidelines may stipulate that different departmental reappointment committees be formed for different candidates. With the approval of the Dean, the departmental guidelines may also stipulate that a departmental promotion committee (see Section 4.4.1) serve concurrently as a departmental reappointment committee. The results of the reappointment review shall be shared in writing with the faculty member by April 1 of the current contract. If the decision is to renew, the faculty member shall be given a three-year contract. If the decision is not to renew, the faculty member’s appointment shall terminate at the end of the current contract without possibility of additional review or appeal.

E. **Five-Year Contract**  
The procedures for reappointment (following the award of three-year contract) shall be the same as the procedures for promotion as specified in Sections 4.3 and 4.4 (including procedures for appeal) except that “reappointment” replaces “promotion” everywhere “promotion” appears in Sections 4.3 and 4.4. With the approval of the Dean, the departmental guidelines may stipulate that a departmental promotion committee (see Section 4.4.1) serve concurrently as a departmental reappointment committee. The results of the reappointment review shall be shared in writing with the faculty member before the first day of classes in fall quarter or semester after the current three-year appointment expires except when this deadline cannot reasonably be met because of delays resulting from the faculty member requesting a review or an appeal as specified in Section 7. To receive a five-year contract, Assistant Professors must satisfy the criteria for promotion to Associate Professors. The review shall result in either a positive or negative decision. With a positive decision, the faculty member shall be granted a five-year contract and promoted to Associate Professor.
With a negative decision, the faculty member shall be granted a one-year contract, at the end of which his or her faculty appointment shall end.

F. Subsequent Contracts
The procedures for reappointment (to a five-year contract without promotion, a five-year contract with promotion, or a seven-year contract) shall be the same as the procedures for promotion as specified in Sections 4.3 and 4.4 (including procedures for appeal) except that “reappointment” replaces “promotion” everywhere “promotion” appears in Sections 4.3 and 4.4. With the approval of the Dean, the departmental guidelines may stipulate that a departmental promotion committee (see Section 4.4.1) serve concurrently as a departmental reappointment committee. The results of the reappointment review shall be shared in writing with the faculty member before the first day of classes in fall quarter or semester after the appointment expires except when this deadline cannot reasonably be met because of delays resulting from the faculty member requesting a review or an appeal as specified in Section 7.

Faculty with a five-year appointment may request to be considered for a seven-year contract with promotion in rank. To move from a five-year to a seven-year contract, a faculty member must meet the criteria for promotion in rank from Associate Professor to Professor. Once a seven-year contract is awarded, subsequent reviews for reappointment shall only be for additional seven-year appointments.

For faculty with a five-year contract who do not request review for a seven-year contract with promotion in rank, the reappointment review shall result in either a positive or negative decision. With a positive decision, the faculty member shall be granted another five-year contract without promotion in rank. With a negative decision, the faculty member shall be granted a one-year contract, at the end of which his or her faculty appointment shall end.

For faculty with a five-year contract who request review for a seven-year contract with promotion in rank, the review shall result in one of three decisions. The first potential decision is to award the faculty member a seven-year contract with promotion in rank to either Associate Professor to Professor. The second potential
decision is to award the faculty member a five-year contract without promotion in rank. The third potential decision is to grant the faculty member a one-year contract, at the end of which his or her faculty appointment shall end.

For faculty who have previously been awarded a seven-year contract, a reappointment review shall result in either a positive or negative decision. With a positive decision, the faculty member shall be granted another seven-year contract. With a negative decision, the faculty member shall be granted a one-year contract, at the end of which his or her faculty appointment shall end.

### 3.3.3 Term-Limited Appointments
Term-Limited appointments are not renewable. The length of appointment is specified in the contract letter.

### 3.5 Qualification for: INSTRUCTOR
The candidate shall possess the same qualifications as for promotion to Assistant Professor (see Section 3.6) except that the candidate does not yet have the educational background or achievement appropriate to Assistant Professors in his/her discipline. Normally, this means the candidate is working toward but has not yet completed his/her terminal degree (a doctorate or its equivalent for the candidate’s field).

The maximum number of years of service that are allowed at the rank of Instructor are specified in Section 3.4.1.

### 3.6 Qualifications for: ASSISTANT PROFESSOR

3.6.1 The candidate should be a person of demonstrated promise.

3.6.2 The candidate shall have the educational background appropriate to Assistant Professors in his/her discipline. Normally this means the possession of a terminal degree (a doctorate or its equivalent for his/her field), but a candidate having strong achievements in scholarly research and/or creative activity may meet this criterion.

3.6.3 The candidate shall have demonstrated the ability to teach and perform scholarly work and/or creative activity (to the extent these responsibilities were or are to be assigned to the candidate during the period of evaluation) based on the following types of evidence.

A. A comprehensive and current vita.
B. Teaching ability shall be judged, to the extent possible, on:
   i. previous teaching experience (including service as a graduate teaching assistant);
   ii. letters of recommendation concerning previous teaching experience;
   iii. statements from professors concerning his/her performance as a graduate student, such as oral reports in seminars;
   iv. student evaluations, if available and representative.

C. Ability to perform scholarly work and/or creative activity shall be judged on:
   i. statements from his/her professors in graduate school, including research directors (if applicable);
   ii. copies of published and unpublished writing, including the dissertation, and/or evidence of creative activity.

D. Where feasible and appropriate, the types of evidence described in Sections 4.3.2 and 4.3.3 may also be used in assessing the candidate’s ability to teach and perform scholarly work and/or creative activity.

3.7 Qualifications for: ASSOCIATE PROFESSOR

3.7.1 The candidate shall have demonstrated growth and accomplishments in his/her academic career. The normal career would span approximately six years of increasing academic responsibility, but persons demonstrating unusually high academic promise may have gained equivalent experience in a shorter time or in nonacademic fields. When the standards of certain disciplines differ in career patterns, consideration may be given to those standards. Growth can be judged by evidence of development by the individual of new talents or expertise in successively broader fields or increasingly significant contributions made in a single field.

3.7.2 The candidate shall have the educational background appropriate to Associate Professors in his/her discipline. Normally this means possession of a terminal degree (a doctorate or its equivalent for his/her field), but a candidate having
strong achievements in scholarly research and/or creative activity, demonstrated by national or regional recognition, may also meet this criterion.

3.7.3 The candidate shall have demonstrated excellence in teaching, scholarly research, and/or creative activity, and service to the University and to the profession/public, in proportions appropriate to the responsibilities assigned to the candidate during the period of evaluation.

3.7.4 To the extent scholarly research and/or creative activity has been a component of the candidate’s responsibilities, there should be evidence of the beginning of regional, national, or international recognition of the candidate's achievements and ability.

3.8 Qualifications for: PROFESSOR

3.8.1 The candidate shall have demonstrated growth and significant accomplishments in his/her academic career. The normal career would span approximately twelve to fifteen years of increasing academic responsibility, but persons demonstrating unusually high academic promise may have gained equivalent experience in a shorter time or in nonacademic fields. When the standards of certain disciplines differ in career patterns, consideration may be given to those standards. Growth can be judged by evidence of development by the individual of new talents, or expertise in successively broader fields, or increasingly significant contributions made in a single field.

3.8.2 The candidate shall have the educational background appropriate to Professors in his/her discipline. Normally this means possession of a terminal degree (a doctorate or its equivalent for his/her field), but a candidate having unusually strong achievements in scholarly research and/or creative activity, demonstrated by national or international recognition, may also meet this criterion.

3.8.3 The candidate shall have demonstrated excellence in teaching, scholarly research and/or creative activity, and service to the University and to the profession/public, in proportions appropriate to the responsibilities assigned to the candidate during the period of evaluation.

3.8.4 To the extent scholarly research and/or creative activity has been a component of the candidate’s responsibilities, there must be evidence of regional, national, or international recognition of the candidate's achievements and ability.