



College of Social and Behavioral Sciences
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Non-Tenure Eligible Faculty: Differences in Classification, Renewability, and Faculty Review for Lecturers, Instructors, and Visiting Faculty

For information on faculty hired on a course by course basis, see the “Part-Time Faculty” document in the *SBS Handbook of Policies and Procedures*.

The information presented below comes from or is based upon the “Conditions of Faculty Service,” Section 1.2.2, “Non-Tenure Eligible Positions.” In addition to the policies found in CoFS, the Arizona Board of Regents policy is that all faculty must be evaluated every year.

LECTURERS

Classification:

- Lecturers are non-tenured, non-tenure eligible faculty in one of the following academic ranks: lecturer, senior lecturer, or principal lecturer. Lecturers are primarily responsible for teaching undergraduate, graduate, or clinical courses.

Renewability:

- **Lecturers are appointed for one to three (1-3) years.** They shall have no expectation of continued employment beyond the end of the current appointment period. **These appointments may be renewed.**

Faculty Review:

- First-year lecturers undergo both renewal and annual review of their Fall Semester performance in January. In preparing their review files, they use the materials checklist, “Non-Tenure Eligible Lecturer Renewal/Annual Review Materials Checklist.” They are reviewed by the unit review committee and, then, by the chair or director, following the dates listed on the Personnel Action Calendar for “1st Year Non-Tenure Track, Benefit Eligible Review/Annual Review.” The recommendation letters from the committee and the chair/director cover both reviews.
- Lecturers, senior lecturers, and principal lecturers, who are beyond their first year and not seeking promotion, undergo both renewal and annual review of their performance in the previous year(s), and this review takes place in September. In preparing their review file, they use the materials checklist, “Non-Tenure Eligible Lecturer Renewal/Annual Review Materials Checklist.” The annual review covers the previous academic year only; the renewal review is cumulative and covers the years since appointment or promotion to the rank. They are reviewed by the unit review committee and, then, by the chair or director, following the

- dates listed on the Personnel Action Calendar for “Continuing Non-Tenure-Track, Benefit Eligible Review/Annual Review.” The recommendation letters from the committee and the chair/director cover both reviews.
- Lecturers and senior lecturers, who are going up for promotion, undergo both promotion and annual review of their performance in the years since appointment or promotion to the rank, and this review takes place in September. In preparing their review file, they use the materials checklist, “Promotion to Senior or Principal Lecturer/Annual Review Materials Checklist.” The annual review covers the previous academic year only, and the promotion review is cumulative and covers the years since appointment or promotion to the rank. Lecturers and senior lecturers are reviewed by the unit review committee and, then, by the chair or director, following the dates listed on the Personnel Action Calendar for “Promotion & Tenure/Annual Review.” The recommendation letters from the committee and chair/director cover both reviews.

INSTRUCTORS

Classification:

- Instructors are non-tenured, non-tenure eligible faculty. This title should be used in one of two ways: (1) for appointments of no more than one year or (2) as a temporary designation for individuals who have been hired into a tenure-track assistant professor position but who have not yet completed all requirements for the terminal degree. Upon completion of the dissertation or other final degree requirements, such individuals will be ranked as tenure eligible assistant professors. Instructors are primarily responsible for teaching courses at the undergraduate level.

Renewability:

- If an individual was appointed as an instructor into a temporary one-year position, case (1) above, then s/he may normally be reappointed once. If the title of instructor was given as in case (2) above, then her/his rank may be changed during an academic year. Should it change during the fall semester, then that academic year will be considered the first year of her/his six-year probationary period. Should it change during the spring semester, however, the mandatory probation period will not begin officially until the next fall semester. **In either case, instructors are temporary faculty and shall have no expectation of continued employment beyond the end of the current appointment period.**

Faculty Review:

- For instructors who are quite literally only one-year appointments, case (1) above, the Provost’s office suggests a simple end of the year evaluation that briefly reflects on performance and accomplishments and assigns a merit rating. This gives the faculty a record to use in their job search or carry to the next university. If, for some reason, the one-year instructor continues into a second year, the faculty would be eligible for a pay raise should this opportunity arise at the end of the first year or in the second year, since a review was conducted and a merit rating assigned.

- If faculty are appointed to the rank of instructor because they have not completed the requirements for their degree, case (2) above, they must be reviewed, and that would be in January, as first-year faculty.

VISITING FACULTY

Classification:

- Visiting faculty are non-tenured, non-tenure eligible faculty. They are temporary appointees who are normally expected to return to their own institutions at the expiration of the appointment. A visiting faculty member is appointed to one of the following academic ranks: visiting assistant professor, visiting associate professor, or visiting professor. The responsibilities of visiting faculty will vary depending on the rank and the needs of the unit.

Renewability:

- Visiting faculty are typically appointed for one year or less. **They are temporary faculty and shall have no expectation of continued employment beyond the end of the current appointment period.**

Faculty Review:

- Since visiting faculty appointments are of very limited duration, visiting assistant professors fall into the same category as one-year instructors. In cases where it is not clear that the visiting faculty will return to their home institution at the end of the year, a simple end of the year evaluation that briefly reflects on performance and accomplishments and assigns a merit rating is suggested.
- The title of visiting assistant professor has been used in other ways at NAU, and partner accommodation cases are an example. In these cases the title is used as a “holding pattern” appointment, and these faculty should be treated like continuing non-tenure eligible faculty and evaluated in January for their Fall Semester performance (as first-year faculty), and, then, in September for their full first-year performance (as second-year faculty).

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