



# **POLICY MANUAL**

## **FACULTY**

---

**Number 401**

**Subject: Composition and Authority of the Faculty**

**Effective Date: July 1, 1997**

**Revision: July 1, 1999**

**Date of Last Revision: March 6, 2009**

---

### **401.1 FACULTY MEMBERSHIP**

The faculty consists of the President, the Provost, deans, and other members of the tenured and tenure-eligible faculty, faculty with term appointments, faculty with special appointments, and emeritus faculty as defined herein.

### **401.2 DEFINITIONS**

#### **2.1 Faculty Defined; Faculty Categories**

The terms "faculty" and "faculty members" designate university employees appointed for the purpose of carrying out one or more of the following primary functions of the University: (1) academic instruction, (2) enlargement of knowledge through research and other creative activities, and (3) dissemination of knowledge beyond the campus through extension, service, and other methods.

Faculty members receive appointments in one of the following four separate categories: (1) tenured or tenure-eligible appointments; (2) term appointments without eligibility for tenure; (3) special appointments without eligibility for tenure; and (4) emeritus appointments.

#### **2.2 Academic Units and Academic Departments Defined**

An academic unit is a group of faculty of the University with an identifiable teaching, research, or other academic mission. To be designated an academic unit, the group of faculty must fulfill all of the following criteria: (a) have an identifiable curriculum or formal description in current University catalogs or other publications; (b) have a separate, identifiable budget; (c) be designated an academic unit by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by

the President, the Board of Trustees and the Board of Regents.

An academic department is a group of faculty of the University with an identifiable teaching, research, or other academic mission. To be designated an academic department, the group of faculty must fulfill all of the following criteria: (a) offer or administer a degree, certificate, or some other official credential of the University; (b) have an identifiable curriculum and formal description in current University catalogs or other publications; (c) have a separate identifiable budget; (d) be designated an academic department by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the President, the Board of Trustees and the Board of Regents.

All academic departments are academic units. Two academic units are not academic departments. These are the Library and Extension.

### **401.3 RESIDENT AND NONRESIDENT FACULTY MEMBERS DISTINGUISHED**

The resident faculty consists of all those faculty members who work at the Logan campus and maintain a primary office there. The nonresident faculty consists of all faculty members whose primary place of work and primary office is off the Logan campus.

### **401.4 THE TENURED AND TENURE-ELIGIBLE FACULTY**

#### **4.1 Description and Eligibility**

The tenured and tenure-eligible faculty consists of those individuals appointed to carry out the University's scholarly and educational functions and who have been or may be granted permanent status (policy 405.1.2). They receive their appointments within academic units.

All faculty in this category either hold tenure or enter the process that leads to the granting of tenure.

Tenured and tenure-eligible faculty appointments shall not be made for less than 50 percent time.

#### **4.2 Academic Ranks: Core Faculty**

Tenure and tenure-eligible faculty members appointed to an academic department are the "core" faculty and hold one of the following ranks: Instructor, Assistant Professor, Associate Professor, or Professor. A description of each follows. (See policy 405.2 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Instructor.

Appointment as instructor requires a master's degree or its equivalent and demonstrated ability related to the role statement.

(2) Assistant Professor.

Appointment as or advancement in rank to Assistant Professor requires a terminal degree or its equivalent; demonstrated ability in teaching, research, extension, or other qualifying work; evidence of scholastic promise; and evidence of progressive professional development. Section 405.2.1

(3) Associate Professor.

Appointment as or advancement in rank to Associate Professor requires all the qualifications prescribed for an Assistant Professor; an established reputation in scholarship, teaching and service; and broad recognition for professional success in the field of appointment. Section 405.2.2

(4) Professor.

Appointment as or advancement in rank to Professor requires all the qualifications prescribed for an Associate Professor and an established outstanding reputation in the field of appointment. Section 405.2.4

### **4.3 Academic Ranks: Librarians**

Faculty members appointed to the academic unit of the library hold one of the following ranks: Affiliate Librarian, Assistant Librarian, Associate Librarian, or Librarian. A description of each follows. (See policy 405.3 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Affiliate Librarian.

Appointment as Affiliate Librarian requires, a master's degree in library and information science from an institution accredited by the American Library Association or a master's degree and appropriate credentials for assignment to areas with specialized needs and demonstrated ability related to the role statement.

(2) Assistant Librarian.

Appointment as or advancement in rank to Assistant Librarian requires all the qualifications prescribed for an affiliate librarian; demonstrated ability in librarianship, research, or other qualifying work; evidence of scholastic promise; and evidence of professional development. Section 405.3.1

(3) Associate Librarian.

Appointment as or advancement to Associate Librarian requires all the qualifications prescribed for an Assistant Librarian; an established reputation in librarianship based on scholarship, and service; and- broad recognition for professional success in librarianship. Section 405.3.2

(4) Librarian.

Appointment as or advancement to Librarian requires all the qualifications prescribed for an Associate Librarian and an established outstanding reputation in the field of academic librarianship. Section 405.3.4

#### **4.4 Academic Ranks: Extension**

Faculty members appointed to the academic unit of Extension and who fulfill general Extension responsibilities hold one of the following ranks: Extension Instructor, Extension Assistant Professor, Extension Associate Professor, or Extension Professor. A description of each follows. (See policy 405.4 for a complete discussion of the criteria for appointment or promotion for these ranks.)

(1) Extension Instructor.

Appointment as Extension Instructor requires a master's degree or its equivalent and demonstrated ability related to the role statement.

(2) Extension Assistant Professor.

Appointment as or advancement in rank to Extension assistant professor requires a terminal degree or its equivalent; demonstrated ability in teaching, research, extension, or other qualifying work; evidence of scholastic promise; and evidence of progressive professional development. Section 405.4

(3) Extension Associate Professor.

Appointment as or advancement in rank to Extension associate professor requires all the qualifications prescribed for an Extension Assistant Professor; an established reputation based upon a balance of scholarship, teaching, and service; and broad recognition for professional success in the field of appointment. Section 405.4

(4) Extension Professor.

Appointment as or advancement in rank to Extension Professor requires all the qualifications prescribed for an Extension Associate Professor and an established outstanding reputation in the field of appointment. Section 405.4

#### **4.5 Academic Ranks: Extension Agents**

Faculty members appointed to the academic unit of Extension and who serve as Extension Agents hold one of the following ranks: Affiliate Extension Agent, Assistant Extension Agent, Associate Extension Agent, or Extension Agent. A description of each follows. (See policy 405.5 for a complete discussion of the criteria for appointment or promotion for these ranks.)

##### **(1) Affiliate Extension Agent.**

Appointment as Affiliate Extension Agent requires a bachelor's degree and demonstrated ability in Extension related to the role statement.

##### **(2) Assistant Extension Agent.**

Appointment as or advancement in rank to Assistant Extension Agent requires a master's degree or its equivalent; demonstrated ability in teaching and developing programs relevant to the identified population; evidence of scholastic promise; and evidence of progressive professional development.

##### **(3) Associate Extension Agent.**

Appointment as or advancement in rank to Associate Extension Agent requires all the qualifications prescribed for an Assistant Extension Agent; an established reputation based upon a balance of scholarship, teaching, Extension work and service; and- broad recognition for professional success in Extension.

##### **(4) Extension Agent.**

Appointment as or advancement in rank to Extension Agent requires all the qualifications prescribed for an associate Extension Agent and an established outstanding reputation in the field of appointment.

#### **4.6 Exceptions**

Under extraordinary circumstances exceptions may be made to the qualifications for appointment in the various ranks in order to fulfill the mission of the University. Exceptions require petition to and approval by the President, and must specify a time period for meeting the qualifications.

### **401.5 THE FACULTY WITH TERM APPOINTMENTS**

#### **5.1 Description and Appointment Requirements**

The faculty with term appointments consists of individuals appointed to perform specialized academic duties who make substantial and regular contributions to a

University academic unit, but do not have the permanence of appointment of tenured faculty.

These appointments must be commensurate with the specialized duties to be performed. Proposed term appointments must be considered by committees using appropriate standards and procedures which apply to an appointment to a tenured and/or tenure-eligible faculty position.

Term appointments are for one academic or fiscal year in duration and are automatically renewed based on funding and performance, unless the faculty members holding such appointments are given notice of nonrenewal (policy 404.1.2(4)). The faculty member who holds a term appointment has no claim to a de facto permanent appointment based on length of service. Appointments for less than one academic or calendar year's duration are made to the temporary ranks (policy 401.6.2(3)). For those faculty whose appointments depend on extramural funds, the appointment is dependent upon the availability of those funds. Term appointments are established only in an academic unit.

## **5.2 Academic Ranks**

The academic ranks for the faculty with term appointments follow.

### **(1) Lecturer Ranks.**

Faculty members whose function it is to teach remedial, beginning, or, on occasion, intermediate university courses, are appointed to one of the following titles: Lecturer, Senior Lecturer, or Principal Lecturer.

### **(2) Clinical Ranks.**

Faculty members whose primary function is the supervision of students in clinical practicum, residency, and intern programs are appointed to one of the following ranks: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

### **(3) Research Ranks.**

Faculty members whose primary function is research and whose source of funding is extramural are appointed to one of the following ranks: Research Assistant Professor, Research Associate Professor, or Research Professor.

### **(4) Federal Cooperator (FC) Ranks.**

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the University is equivalent to core faculty, and who serve as faculty under cooperative agreements between the University and the federal government (e.g., U.S. Department of the Interior, Fish and Wildlife Service) are

appointed to one of the following ranks: Instructor (FC), Assistant Professor (FC), Associate Professor (FC), or Professor (FC).

Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

(5) Federal Research (FR) Ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the University is research, and who serve as faculty under agreements between the University and the federal government (e.g., U. S. Department of Agriculture) are appointed to one of the following ranks: Assistant Professor (FR), Associate Professor (FR), or Professor (FR). Appointments to federal research ranks are made only in academic units where such agreements exist.

(6) Edith Bowen Teachers.

Faculty members who hold certification or licensure required by public schools and whose primary function is teaching preschool, elementary school, or developmentally disabled students at Edith Bowen Elementary School are appointed to one of the following titles: Teacher, Mentor Teacher, or Master Teacher. Appointments to teacher ranks are made only by the College of Education and Human Services.

### **5.3 Limitations on Positions: Faculty with Term Appointments**

(1) No Tenure.

Faculty with term appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

(2) Changes in Status.

All changes in status from term appointment faculty to faculty with tenure or tenure-eligibility require a national search.

(3) Leave.

Faculty with term appointments are not eligible for sabbatical leave, but under appropriate conditions may be granted professional leave.

(4) Limitations on Faculty Participation.

Faculty with term appointments are eligible to be elected to and to vote for members of the Faculty Senate. The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or teacher positions is subject to the following limitations: (a) they may participate in the processes of setting policy within

their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may serve as members of appointed faculty committees and may vote on all matters except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty; and (c) they may not be counted among the number of tenured and tenure-eligible resident faculty members for purposes of apportioning Faculty Senate members. Federal Cooperator ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to retention or tenure of tenure-eligible faculty.

## **401.6 FACULTY WITH SPECIAL APPOINTMENTS**

### **6.1 Description and Appointment Requirements**

The faculty with special appointments consists of those individuals whose appointments confer a limited association with the University. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with special appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or term appointment faculty. Proposed special appointments must be considered by appropriate departmental procedures. Periodic reviews of the performance of faculty members with special appointments may be conducted. Faculty with special appointments are not eligible for tenure.

### **6.2 Academic Ranks**

The academic ranks for the faculty with special appointments follow.

#### **(1) Adjunct Ranks.**

Faculty members whose association with an academic department is secondary to an appointment within a different department, institution, organization, or other personal and professional interests are appointed to one of the following ranks: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. Adjunct appointments are made for less than 50 percent time only.

#### **(2) Visiting Ranks.**

Faculty members from other academic institutions who are participants in a university exchange program or who are employed to teach one or more quarters for an academic department while on leave from another academic institution are appointed to one of the following ranks: Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor.

### (3) Temporary Ranks.

The term “temporary” may precede all tenure-eligible academic ranks. In extraordinary circumstances, academic units may be forced to fill faculty appointments on a temporary basis. The temporary nature and the length of the term of such a position must be clearly specified in advance. The term cannot exceed one academic year and is renewable up to an additional two years. An exception may be made for long-term international assignment. Temporary appointments shall not be used as long-term strategies for accomplishing the duties of academic departments or academic units.

### **6.3 Limitations on Positions: Faculty with Special Appointments**

#### (1) No tenure eligibility.

Faculty with special appointments are ineligible for tenure.

#### (2) Limitations on faculty participation.

The participation of faculty members holding adjunct, temporary, or visiting positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; (b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; (c) they may not be counted among the number of resident faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to and to vote for members of the Faculty Senate.

### **401.7 EMERITUS FACULTY**

At the time of retirement and upon recommendation of the President and the approval of the Board of Trustees, faculty members may be awarded the honorary rank of Emeritus preceding their final academic rank.

### **401.8 LIST OF FACULTY**

Prior to the end of fall semester of each year the University shall publish a list of all faculty which states the faculty category and the academic unit to which they are appointed.

### **401.9 AUTHORITY OF THE FACULTY**

#### **9.1 Policy Statement**

(1) American Association of University Professors Joint Statement.

This policy statement contains some provisions which are the same or similar to certain principles promulgated by the American Association of University Professors (AAUP). This policy statement is not intended to incorporate AAUP principles and interpretations, and any such incorporation by reference is expressly disclaimed.

#### (2) Faculty Responsibility for Educational Process.

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, and those aspects of student life which relate to the educational process. In those exceptional circumstances when the power of review or final decision of the President is exercised adversely on these matters, it shall be communicated to the faculty. Following such communication, the faculty shall have the opportunity for further consideration and further transmittal of its view to the President.

The faculty sets the requirements for the degrees offered, determines when the requirements have been met, and recommends to the President that the degrees be granted.

#### (3) Faculty Status and Related Matters.

Faculty status and related matters, such as appointments, reappointments, nonrenewals of appointments, terminations, dismissals, reductions in status, promotions, and the granting of tenure are primarily a faculty responsibility. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Determination in these matters should be first by faculty action through established university procedures, reviewed and approved by the President, followed where necessary, by the approval of the Board of Trustees and/or the Board of Regents.

#### (4) Collegial Governance of the University.

There is shared responsibility in the governance of the University with a meaningful role for the faculty. This role includes participation in decisions relating to the general academic operations of the University, such as budget matters and the appointment of administrators. The faculty should actively advise in the determination of policies and procedures governing salary increases.

Organizations and methods for faculty participation in the collegial governance of the University should be established wherever faculty responsibility is present. The organizations and methods may consist of meetings of the faculty members of a department, college, library, extension, other academic unit, or the University as a whole; or they may take the form of faculty-elected committees in academic units and a faculty designed, approved, and established through joint effort of the faculty and the administration.

(5) Faculty and Administration Communications.

Suggested means of communication among the faculty, the University administrators, and Board of Trustees are:

- (a) circulation of memoranda and reports,
- (b) joint ad hoc committees of the groups,
- (c) standing liaison committees of the groups, and
- (d) membership of faculty members on administrative councils, committees, and other bodies.

## **9.2 Legislative Authority of the Faculty**

Subject to the authority of the Board of Regents, the Board of Trustees, and the President, faculty shall legislate on all matters of educational policy, enact such rules and regulations as it deems desirable to promote or enforce such policies, and decide upon curricula and new courses of study.

The legislative power will normally be exercised by the Faculty Senate. In all matters except those within the authority of the Faculty Senate, the faculty retains original jurisdiction.

Whenever the faculty is acting within the scope of its authority, its actions shall be effective.

## **9.3 Appellate Authority of the Faculty:**

Right to Review and to Modify Faculty Senate Actions

Faculty shall have the appellate power to review all Faculty Senate actions by means of a special meeting. See policy 402.1. Upon the written petition of 10% of resident faculty who are eligible to vote in Faculty Senate elections, or upon the written request of 25 senators, the faculty must meet to reconsider Faculty Senate actions and to ratify, modify, or repeal them. The petition or request must be submitted to the President as chair of the faculty.

## **401.10 CHAIR OF THE FACULTY; SECRETARY OF THE FACULTY**

The President of the University (and in the President's absence, the Provost) is the chair of the faculty and presides over all its meetings.

The President of the University shall appoint a secretary for the faculty who will also be ex officio Executive Secretary of the Faculty Senate. The secretary shall record all actions of the faculty when it meets, and shall preserve the records in a form convenient for reference. See also policy 402.8.

## **401.11 MEETINGS OF THE FACULTY**

### **11.1 Calling Meetings**

Meetings of the faculty may be convened upon the call of the President. Upon receipt by the President of a written request or a written petition as provided in policy 401.9.3, the President must call a meeting of the faculty within ten working days to discuss and/or act on issues raised in the request or petition.

### **11.2 Notice**

Faculty must receive individual notice of the meeting and its agenda a minimum of five days before the meeting, unless a majority of them waives that notice prior to or at the meeting or unless the President waives the notice on the grounds of emergency.

### **11.3 Quorum**

Any number over ten percent of the resident faculty eligible to vote in Faculty Senate elections shall constitute a forum for discussion at faculty meetings, but no vote shall be binding unless a quorum is present. Fifty percent plus one member of the voting resident faculty shall constitute a quorum. A quorum being present, all actions shall be by majority vote of those in attendance with voting power. Meeting procedures shall be governed by Robert's Rules of Order.

## **401.12 COMMITTEES OF THE FACULTY**

The faculty may appoint, at any time, such committees as the work of the University may require. These committees must report to the faculty and to the Faculty Senate the progress of their work and the action they have taken.