The College of Science recognizes that faculty with term appointments provide quality instruction for students across campus, contribute in substantive ways to research and extension enterprises, and are valued members of the College and their respective departments. It is important that there be some College-wide guidelines that relate to this important segment of our faculty so that all departments deal with faculty on term appointments in a consistent and equitable manner. In the event that statements presented in this document are in conflict with the University Faculty Code, the Code clearly has precedence. Please forward any comments or suggestions for changes to the Dean's Office.

1. General reminder: The faculty code provides basic information on faculty with term appointments (sec 401.4) and the related hiring and promotion procedures (sec 404 and 405). In the College of Science, these include lecturers, research faculty, and professional practice faculty.

2. Role statements are to be provided to all faculty with term appointments following the same guidelines and principles as used for regular tenure-track faculty as specified in the faculty code (sec 405.11.1).

3. Although the code states that a promotion advisory committee be appointed when a faculty member with a term appointment is to be considered for promotion (sec 405.11.2), faculty with term appointments are entitled to the same mentoring and advisement process as tenure-track faculty. Consequently, it is recommended that an ad hoc mentoring committee be established in the first semester of appointment. The duties of this committee are to mentor and advise prior to the time that a promotion advisory committee is established. Members may transition from the ad hoc mentoring committee to the promotion advisory committee.

4. An ombudsperson is required to be present for all meetings of the promotion advisory committee. For meetings of the ad hoc mentoring committee, the presence of an ombudsperson may be requested by the faculty member, the committee chair, or the department head.

5. The composition of the promotion advisory committee for faculty with term appointments is specified in the faculty code (sec 405.11.2). It consists of 5 members, the majority of whom are tenured, with at least one member from outside the department. Every effort should be made to include faculty with term appointments to this committee. It is recommended that the ad hoc mentoring committee have a similar structure.
6. The ad hoc mentoring committee (and when established, the promotion advisory committee) makes an annual report to the department head following the same timetable as tenure-track faculty.

7. Faculty with term appointments are to receive annual reviews by department heads for salary adjustments and term appointment renewal (sec 405.12.1).

8. Consideration for promotion within the term faculty ranks does not require a fixed time interval of service (sec 405.10.43). It is recommended that consideration for promotion come after completion of 5 years of service, i.e., promotion review would occur in the sixth year. The intent of this recommendation is to parallel the process for promotion from assistant professor to associate professor. This does not preclude earlier consideration for promotion for exceptional performance.

9. Consideration for promotion may be initiated by the candidate and/or the department head, in consultation with the ad hoc committee.

10. According to faculty code (Sec 405.11.4(1)), an external review process is not required for those seeking promotion in the lecturer ranks.

11. When being considered for promotion, the code (sec 405.11.4) specifies a review process of the candidate’s file parallel to that for tenure and promotion.

12. Promotion increments for lecturers and professional practice faculty are provided by central administration and added to base salary in the fiscal year following said promotion. Promotion increments for research faculty should be budgeted into the funding proposals for projects on which those faculty work.