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DOC 2012-02 Revision to Select Faculty and Instructional Staff Titles in Faculty Handbook

University of Dayton. Faculty Affairs Committee

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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Revision to Select Faculty and Instructional Staff Titles in Faculty Handbook

SUBMITTED BY: Faculty Affairs Committee of the Academic Senate

DATE: January 20, 2012

ACTION: Legislative authority

REFERENCE: Art. II. B. 3

RATIONALE:

The Faculty Handbook provides a description and definition of various types of faculty positions that are not tenure-track or tenured positions. These appear on page 60-62. This proposal seeks to clarify the definitions and status of four of these types of positions:

- Part-time members of the instructional staff
- Full-time members of the instructional staff (lecturers)
- Emeritus/Emerita
- Faculty members who hold joint appointments between two separate units of the University or between an academic unit and the University of Dayton Research Institute (UDRI).

Part-time faculty titles vary greatly across units, leaving many part-time faculty members unsure about what to call themselves. The Office of Human Resources currently uses the descriptor, “part-time,” to classify these employees. This proposal recommends a single consistent title for all part-time members of the instructional staff.

The current definition of lecturer is inconsistent with current practice and needs to be updated to reflect the number and status of these full-time members of the instructional staff.

A clarification is needed in the Emeritus/Emerita section of the Faculty Handbook to encourage greater consistency across units and to eliminate the Board of Trustees from the process, consistent with the University Promotion and Tenure Policy.

The current definition of Joint Appointment Faculty limits joint appointments to UDRI and the School of Engineering. There are currently additional joint appointment faculty positions between other units of the University. These positions encourage and facilitate interdisciplinary and cross-unit collaboration.

1. **Change Title of Section** Faculty Handbook: p. 60

Now: H. Faculty Titles and Ranks

Change to: H. Defined Titles and/or Status for Ranked Faculty and Members of the Instructional Staff

2. **Change description: Adjunct Professor** Faculty Handbook: p. 60

Now: (1) Adjunct Professor

An Adjunct Professor, while a part-time appointment without tenure, is one whose prestige and dedication form an unusual service to the University. This rank confers neither fringe benefits nor normal faculty privileges.

Change to: Adjunct Faculty

This title is used for all members of the instructional staff who are classified as part-time faculty employees by Human Resources.

3. **Change Description: Professor Emeritus/Emerita** Faculty Handbook: p. 60-61

(6) Professor Emeritus/Emerita

Now:

The title Emeritus/Emerita may be conferred on a person who has retired from full-time teaching or administration. The title is granted in recognition of long or exceptional service, as shown through the person's teaching or administrative ability, and dedication to the University and to the teaching profession. The recommendation is submitted by the Department, through the Dean, to the Provost, to the President who makes the recommendations to the Board of Trustees. The President confers the title. Faculty members who have the Emeritus/Emerita title retain the faculty status and faculty rank which they held at the time of retirement. They are listed in the University Bulletin, may attend faculty and department meetings as non-voting members, and, in general, are afforded the academic privileges of faculty status.

Change to:

The title Professor Emeritus/Emerita may be conferred on a person who has retired from full-time teaching or academic administration. The title may be granted to tenured faculty and academic administrators in recognition of meritorious contributions to the University shown through the person's teaching, research, service and/or administration. The faculty member will have served a minimum of 10 years at the University of Dayton. The recommendation is submitted by department or unit colleagues through the

Department Chair, to the Dean, to the Provost, and to the President. The President confers the title. Professors Emerita/Emeritae are listed in the University Bulletin, may attend faculty and department meetings as non-voting members, and, in general, are afforded the academic privileges of faculty status.

Changes:

Eligibility- 'academic administrators', tenured faculty, 10 years of service at UD.

Process: starts at department/unit level; ends with President (not Board of Trustees)

4. **Change Description of Joint Faculty Appointment** Faculty Handbook: p 61

Now:

(7) Joint Faculty Appointment

This joint appointment is between the Research Institute and the School of Engineering. It is a primary appointment in the Research Institute and, as such, is not eligible for tenure or the rights and privileges reserved for full-time faculty. Full-time effort will be devoted to a combination of research, teaching and other collaborative activities as outlined by the Research Institute and the School of Engineering.

Change to:

(7) Joint Faculty Appointment. There are three different types of joint faculty appointments. In general, joint faculty appointments are made for ongoing relationships.

7a) Joint faculty appointments across academic units. Full-time effort will be devoted to a combination of research, teaching and other collaborative activities as outlined by the participating units in a Memorandum of Understanding signed by the faculty member, and chairs and deans of participating units. The appointment may involve tenure-track, tenured appointment, or lecturer positions. One unit will be identified as the primary unit for purposes of tenure, promotion and evaluation with appropriate consultation with the secondary unit.

7b) Joint faculty appointments between the University of Dayton Research Institute (UDRI) and an academic unit.

7b1) Joint faculty appointments where the primary unit is an academic unit and the secondary unit is UDRI: Full-time effort will be devoted to a combination of teaching, research and other collaborative activities as outlined in a Memorandum of Understanding signed by the faculty member, chair, dean and director of the participating units. The appointment may be, but is not necessarily, a tenure-track or tenured appointment. The academic unit is responsible for tenure, promotion and evaluation. This may be done in consultation with appropriate parties in UDRI.

7b2) Joint faculty appointments where the primary unit is in UDRI and the secondary unit is an academic unit: Full-time effort will be devoted to a

combination of research, teaching and other collaborative activities as outlined in a Memorandum of Understanding signed by the staff member, director, chair, and dean of the participating units. UDRI, as the primary unit, is responsible for evaluation of the staff member, in consultation with the academic unit. Service in this type of joint faculty appointment does not count toward tenure or sabbatical leave and the individual is not entitled to faculty rank.

5. **Change Description: Lecturer** Faculty Handbook: p. 61

Now:

(9) Lecturer

This title is used for a full-time appointment to the University instructional staff. Lecturer status is reserved for a person who presents a genuine benefit to the University in a full-time capacity but who lacks some of the credentials or qualifications (often the terminal degree) usually expected of a faculty appointment, either tenured or probationary. The Provost makes such an appointment, after consultation with the Dean, Chairperson and Departmental Faculty. Appointments as Lecturer terminate annually but are renewable under appropriate circumstances. Appointments as Lecturer will be carefully limited in number to no more than 4% of the total faculty. Consideration should be given to demands of the University mission and to particular departmental circumstances. Lecturers will receive the fringe benefits of a full-time professional staff employee. Service as a Lecturer is not credited toward tenure, sabbatical leave, or voluntary early severance.

Change to:

(9) Lecturer

This title is used for a full-time appointment to the University instructional staff. Lecturer status is reserved for a person, primarily engaged as a teacher, who presents a genuine benefit to the University in a full-time capacity. The Provost makes such an appointment, after consultation with the Dean, Chairperson and Departmental Faculty. Appointments as Lecturer terminate annually but are renewable under appropriate circumstances. Service as a Lecturer is not credited toward tenure or sabbatical leave.

Changes: removed reference to lacking credentials; remove policy-related issues from description of position, i.e., 4% limit; remove sentence about fringe benefits.