

## **Arts & Sciences Teaching Faculty Framework**

**Guiding principles** are as follows:

- Distinguish between appointments that are renewable and those that are non-renewable
- Create a path to promotion for renewable appointments
- Establish titles for renewable appointments that indicate that promotional path

### **I. Oversight of implementation of the A&S Teaching Faculty Framework**

To oversee the initial implementation of the TFF, an ad hoc Teaching Faculty Committee (TFC) composed of 6 A&S faculty members—3 tenured/tenure-eligible and 3 teaching faculty—will be appointed by the Faculty Affairs Committee (FAC). In year 3, the FAC will evaluate the utility of the TFC and recommend whether it should become a permanent A&S committee following the procedures in Article VI in the Bylaws of the Faculty of Arts and Sciences, or whether another advising, consultative, and oversight alternative should be adopted. Should the Faculty vote to make the TFC a permanent A&S committee, its six members shall be elected by the Faculty of A&S and serve three-year terms.

The ad hoc Teaching Faculty Committee will be advisory to the Dean of A&S and partner with the Dean of the Faculty of Arts & Sciences (hereafter referred to as the Dean) to address teaching faculty matters. The TFC will:

- Advise the Dean on policies and procedures related to teaching faculty at the A&S, department, and program levels;
- Advise the Dean on principles of teaching faculty promotion decisions;
- Monitor teaching faculty policies in each A&S department or program to ensure they are aligned with the Teaching Faculty Framework;
- Understand and monitor processes for annual evaluation of teaching faculty and the awarding of merit-based compensation changes;
- In cases of nonrenewal of teaching faculty because of changing institutional need or shifts in resources, advise the Dean on issues and opportunities related to possible redeployment.

### **II. Teaching Faculty Recruitment**

Recruitment and hiring of teaching faculty shall be in accordance with all university procedures identified by W&M Human Resources and by the *Faculty Handbook*. Moving from one faculty position to another (excepting promotion or reorganization) shall always require a search, consistent with the Faculty Handbook III.B.1.

### **III. Teaching Faculty Titles**

- Visiting Assistant Teaching Professor. These are designed to fill temporary and short-term needs. Renewal of visiting positions will be rare, and visiting positions are generally renewed for no more than a few years (excluding post-doctoral fellows).
- Adjunct Faculty. Part-time faculty who are paid by the course or for specific contracted

service; these positions are not eligible for benefits.

- Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor. Renewable appointments with the possibility of promotion.

#### **IV. Teaching Faculty Job Responsibilities**

- The standard teaching load for a teaching professor at every rank is 6 3-4 credit courses per year, plus mentoring as appropriate
- There is no service expectation for visiting assistant teaching professors
- Assistant teaching professors spend 5% of their time on service (i.e. 2 hours a week)
- Associate teaching professors spend 10% of their time on service (approximately 4 hours per week)
- Teaching professors spend 20% of their time on service (approximately 8 hours per week)
- Teaching professors at all ranks may choose to teach an additional course or courses as overloads. They will be compensated for this work at the appropriate adjunct rate for each course.

As members of the A&S faculty, teaching faculty are expected to attend department and program faculty meetings and Faculty of A&S meetings, to participate in the life of their home units, to join in school or division-wide gatherings, and to regularly intersect and collaborate with other W&M faculty and staff.

#### **V. Teaching Faculty Participation in the Academic Community**

A&S teaching faculty have access to faculty offices and institutional resources, as well as to faculty grievance processes, procedural protections for addressing misconduct, and university ombuds services. W&M's Human Resources Office partners on all employment matters in partnership with the Provost's Office. Within parameters set by the Dean's Office, each department or program shall determine the best internal structure to manage teaching faculty matters. Teaching faculty should have representation in governance structures; be included in home unit, school and university-wide faculty meetings; and collaborate regularly with other W&M faculty, administrators, and staff.

In A&S, each department and program shall clearly outline in their approved bylaws and/or personnel policies the specific ways that teaching faculty participate in their mission.

Teaching faculty may not have oversight on TTE personnel-related issues or serve on committees overseeing TTE personnel issues, such as the Committee on Retention, Promotion, and Tenure. Teaching faculty may participate in but not vote on searches for tenured and tenure-eligible faculty; they may participate in merit reviews of tenured and tenure-eligible faculty.

#### **VI. Teaching Faculty Contracts**

##### **a. Length**

- Visiting teaching professors will normally be hired for 1 or 2 years.

- Current teaching faculty will receive initial transition contracts of the following lengths:
  - Assistant teaching professors: 3 years
  - Associate teaching professors: 4 years
  - Teaching Professors: 5 years
- Subsequent contracts will be 3 to 5 years in length and renewable
- New teaching professors will normally be hired on 2-year renewable contracts. Rank at time of hire will be determined based on same criteria used for placement decisions for current faculty.

**b. Notification regarding additional contract**

**i. Notice of Nonrenewal**

- For teaching faculty on 2-year renewable contracts, notification of nonrenewal will occur or the issuance of a new contract will occur *no later than the 15th day in December* of the second year of the contract. New appointments will begin on August 10 of the following year.
- For teaching faculty on renewable contracts of 3 or more years in length, notification of nonrenewal or renewal will occur *no later than May 9 of the penultimate year of the contract*. The issuance of a new contract will occur *no later than June 30 of the penultimate year of the contract*. New appointments will begin on August 10 of the following year.
- If not otherwise specified above, notices shall be provided in accordance with the requirements of the Faculty Handbook.

**ii. Process and criteria for renewal**

- The Department/Program will assess continuing institutional need for the position. No position will be renewed without demonstrated need, including data on historical and projected student enrollments, student demand, and curricular need for courses to be taught by the faculty member.
- The faculty member's performance in the position will be assessed through departmental and program review of CV, syllabi, student evaluations, annual merit reviews, and other relevant evidence of teaching effectiveness. Satisfactory performance is indicated by clear and appropriate syllabi; strong student evaluations; and course development and innovation.
- Requests for renewal for assistant, associate, and full teaching professors will be submitted to the Dean at the same time that requests for new TE and teaching faculty hires are due, usually in the spring. Requests to renew teaching faculty on contracts that are three years or longer should be made one year in advance of the expiry date on the current contract (i.e., for a contract of 3 years or longer ending May 2025, request to renew with the new contract starting August 2025 should be made by the deadline in 2024). The Dean, in consultation with the Vice and Assistant Deans, will make the final determination on renewal.
- Requests for renewals of visiting assistant teaching professors (which will be rare) will be made when the Dean calls for requests for new visiting assistant professors. The Dean, in consultation with the Vice and Assistant Deans, will make the final determination on renewal.
- If a teaching faculty member in a promotional position is notified that they will not be receiving a new contract, they may request that the TFC – or other body charged with this function if, after year 3 of implementation, FAS chooses to dissolve the TFC — review the matter and consider opportunities for redeployment from the responsibilities of the previous contract to new duties. Teaching faculty members who receive a notice of nonrenewal may also follow Faculty Handbook procedures to grieve the nonrenewal.

## **VII. Teaching Faculty Performance Evaluation**

Teaching faculty will be evaluated for merit annually at the same time as tenured and tenure-eligible faculty. They will be evaluated on a 10-point scale, with points allotted in proportion to contractual duties. Each department and program will develop policies that define criteria for varying scores and allow for flexible merit if service is increased.

## **VIII. Failure to Meet Expectations**

If a teaching faculty member's merit score falls below the standard of acceptable performance as defined by the department or program personnel policies, the Dean's office, in consultation with the Chair or Director of the relevant academic unit, will initiate the process for addressing teaching faculty performance (as defined in the department or program's personnel policies). When improvement of performance is required, a performance improvement plan for the following academic year will be created collaboratively between the teaching faculty member; their Chair, Program Director, or supervisor; and the A&S Dean's office. The performance improvement plan will include a mid-year assessment of performance and will be guided jointly by the department or program and the appropriate Vice-Dean. Retention decisions will be based on a teaching faculty member's success on their plan, not simply on merit evaluation. Failure to show sufficient improvement within a calendar year is justification for nonrenewal of the contract. If performance has not improved, notice of nonrenewal will be communicated from the Chair or Program Director. In cases of performance issues requiring contracts to end prematurely due to alleged faculty incompetence, neglect of duty, or misconduct, the processes outlined in the Faculty Handbook shall apply.

## **IX. Promotional Processes**

Listed below are the A&S guidelines for promotion of teaching faculty to be incorporated into Department and Program personnel policies.

- Promotion dossiers may be submitted whenever a position is due for renewal as part of the request for renewal.
- The Department/Program will assess continuing institutional need for the position. No faculty member will be promoted without demonstration of longer-term need for the position, including data on historical and projected student enrollments, student demand, and curricular need for courses taught by the faculty member.
- No faculty member will be promoted without demonstration of excellent performance in the position. The faculty member's performance as an instructor will be assessed through departmental and program review of CV, syllabi, student evaluations, annual merit reviews, and/or classroom observations by peers. Excellent performance is indicated by clear and innovative syllabi; strong student evaluations; and other evidence of teaching effectiveness. Service will be assessed both in terms of quantity (ie service commensurate with the expectations of the position, which is 5% for assistants, 10% for associates and 20% for professors) and quality (ie effectiveness in service roles).
- Promotion dossiers will be submitted to the Dean at the same time as renewal requests (see 6.b.2 above). The dossier must include a report by the Personnel Committee(s) of the

department and/or program, a brief letter from the Chair and/or Program Director, and a vote of all TTE faculty and TF in the department or program at the rank above the candidate.

- The Dean, in consultation with the Vice and Assistant Deans, will make the final determination on promotion.

**Placement process for faculty who are transitioning from positions as Lecturers/Senior Lecturers into the new teaching positions**

The following categories and criteria will be considered in the placement process, which will include consultation with responsible Chairs and Directors, and with the faculty members themselves. The expectation is that current Lecturers will usually be assigned to Assistant or Associate positions and current Senior Lecturers will be placed in Associate or Full positions.

POSITION	Category	Criteria
<b>Assistant Teaching Professor</b>	Education/training	Master's or terminal degree
	Previous experience	Teaching experience, including some in a university setting: for example, served as a graduate TA several times, taught an independent college course, taught in K-12 setting with some in a higher education setting
	Professional contribution	Strong collaborator in a teaching environment with a record of teamwork and collaboration in an instructional setting, recognition of engagement and effort in instruction
<b>Associate Teaching Professor</b>	Education/training	Master's or terminal degree
	Previous experience	Significant experience in university instruction: for example, taught or coordinated many college level classes, taught at a variety of levels, contributed to both major/minor and general education/COLL instruction, recognized as being a talented and committed instructor
	Professional contribution	Demonstrated leader in shared work and innovation around instruction: for example, contributed to the evaluation and consideration of curriculum, played a role in innovation of degrees and/or courses
<b>Teaching Professor</b>	Education/training	Master's or terminal degree
	Previous experience	Substantial experience in university instruction: taught or coordinated many college level classes, taught at a variety of levels, contributed to both major/minor and general education/COLL instruction, recognized as being a leader in instructional space, contributes to policy decisions related to instruction, participates as a scholar of teaching and learning
	Professional contribution	Respected senior leader in shared work and innovation around instruction: contributed to the evaluation and consideration of curriculum, played a role in innovation of degrees and/or courses, served in senior roles around curriculum planning

If you have concerns about your placement decision, please contact your Vice-Dean within 15 calendar days of the notification of placement. The Dean and Vice-Dean will review the decision in consultation with all Vice and Assistant Deans and the relevant Chair and/or Program Director, preserving confidentiality to the extent possible. The Vice-Dean will confirm the final decision placement as soon as possible after receipt of your initial message.