

NTE Personnel Policies Approved by A&S Faculty

Approved by College Personnel Policy Committee, April 8, 2013, updated February 2nd, 2017

I. Recommendations for Arts & Sciences Personnel Policies for Instructional Non-tenure Eligible (NTE) Positions

The A&S Faculty reaffirms its belief that the College must be committed to meeting the needs of our ongoing instructional programs through the establishment of tenure-eligible faculty positions. These tenure-eligible positions come with expectations of excellence in instruction and scholarship, as well as involvement in the governance of the College.

At the same time, we recognize that there are some limited instructional needs that can be met effectively with excellent teachers who may have somewhat different credentials, or who are not expected to engage in scholarly research as part of their employment. These positions should not be seen simply as a way to reduce costs, but must be carefully considered to determine if they offer a better way to meet our academic objectives. When such a situation exists, it is important that the faculty filling any resulting positions be treated with fairness and be encouraged to become as fully engaged in the role of a faculty member as possible. We also recognize that there will be a regular need for a limited number of temporary full-time faculty members to replace tenure-eligible faculty on leaves, etc. These faculty members should also be accorded fair and supportive treatment by the College.

1. Faculty Position Categories

Definitions: All Arts & Sciences instructional faculty who are not eligible for tenure, and who instruct any for-credit courses or activity at the College must have an appointment within one of the following categories.

- A. **Full-Time Continuing NTE:** positions have no term limit and hold a presumption of continuation.
- B. **Full-Time Specified-Term NTE:** positions that terminate on the date specified in the contract and hold no presumption of continuation beyond that date.
- C. **Part-time NTE (Adjunct):** faculty who are paid by the course or for specific contracted service; these positions do not normally receive benefits. Part-time NTE positions may be designated as either continuing or specified-term.
- D. **Post-doctoral fellows:** specified-term appointments as defined in and subject to the conditions of the Faculty Handbook. The term of appointment is subject to the terms of funding and may be no longer than 5 years unless specified in the terms of the external funding document, the appointment may be either full- or part-time.

2. Titles

Instructional NTE positions must carry one of the following titles that indicate the contractual nature of the position. NTE faculty who are in these positions are academic professionals who are engaged primarily in fulfilling the teaching mission of the College and who possess at minimum a master's degree or terminal master's degree. The recommended standard NTE teaching load for Full-Time faculty is 6 courses per year.

A. **Full-Time Continuing NTE** positions have no term limit and hold a presumption of continuation. Faculty in this category would be designated as Senior Lecturer.

- **Senior Lecturers** must show a sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and supervision of curriculum in the discipline in addition to the qualifications expected for lecturers.

Senior Lecturer category must have the following:

- 1) The individual has normally successfully completed a five-year period as a Lecturer.
- 2) The department or program has communicated a clear rationale as to how a long-term NTE (Senior Lecturer) best meets the curricular demands of the department or program in ways that a TE line would not. Budgetary rationales alone are not sufficient for increasing the number of faculty in this category.
- 3) Recommendations for promotion to Senior Lecturer will be forwarded to the Dean of Arts & Sciences for approval.

B. **Full-Time Specified-Term NTE**

- a. **Full-Time Specified-Term NTE (Lecturer):** positions that terminate on the date specified in the contract. Faculty in this category would be designated as Lecturer. Lecturers are eligible to be considered for promotion to Senior Lecturer, provided the conditions listed above are fulfilled.
 - i. **Lecturers** must possess a record of significant contribution to teaching not only through classroom performance, but also through the broader support of the College's teaching mission. Lecturers are eligible for promotion to Senior Lecturer after five years of service and/or renewal of contract.
- b. **Full-Time Specified-Term NTE (Visiting):** positions that terminate on the date specified in the contract and hold no presumption of continuation. This category includes:
 - i. Replacements for faculty on leave (administrative, research, or other) and
 - ii. Visiting distinguished professors.

- iii. According to individual qualifications and experience, faculty in this category would be designated by the following titles:
 - 1. **Visiting Instructor**
 - 2. **Visiting Assistant Professor**
 - 3. **Visiting Associate Professor**
 - 4. **Visiting Professor**
 - 5. **Visiting Distinguished Professor**

C. **Part-time NTE faculty (Adjunct):** faculty who are paid by the course or for specific contracted services; they normally do not receive benefits. Part-time NTE (Adjunct) positions may be designated as either continuing or specified-term. Faculty in this category would be designated as **Adjunct Lecturer**.

D. **Post-doctoral fellows:** hold specified-term appointments as defined in and subject to the conditions of the Faculty Handbook; appointments may be either full- or part-time. Faculty in this category would be designated as **Post-doctoral Fellow**.

E. **Other:** When engaged in the practice of teaching for Arts & Sciences, non-instructional faculty and professionals will be given an appropriate title from the list above. This instructional title will be in addition to, not in replacement of, the employee's existing title (administrative, research, or other).

3. Procedures for Evaluation of Non-tenure Eligible Faculty

All NTE Faculty must be evaluated by their departments or programs each year under approved personnel policies, unless they are ending their employment with the College. This evaluation will be on a three-category scale: Exceeds Expectations; Meets Expectations; and Fails to Meet Expectations. Evaluations should be restricted to contractually specified responsibilities of the faculty member, which are primarily instructional, but in some cases the NTE may also have service-related or other responsibilities. NTE Faculty will not be evaluated based on a research expectation. Departments and Programs should clarify for their NTE faculty the following: the expectations of NTE faculty, the documentation required for the evaluation, and the criteria for the evaluation, including the role of student evaluations, etc. A copy of departmental or programmatic policies should be provided to NTE faculty upon hire.

A. Should Senior Lecturers receive evaluation of "Fails to Meet Expectations," they will meet with Department Chairs, Program Directors or Personnel committees to discuss the evaluation and will be given one additional year of evaluation. Upon a second evaluation of "Fails to Meet Expectations" in the succeeding year, contracts may be terminated.

- B. Should a Specified-term faculty member in a multi-year contract (Lecturers, Adjunct Lecturers, and Visiting Faculty) receive a “Fails to Meet” evaluation in two or more of the years since the beginning of the contract period, the contract may be terminated.
- C. In cases of alleged faculty “incompetence, neglect of duty, or misconduct” the processes outlined in the Faculty Handbook shall apply.

4. Governance

The role of non-tenure-eligible faculty in governance is defined by each department, program, or Faculty. Policies are available from the department, program, or Dean's office.

Opportunities should exist within Arts & Sciences, within every department and program, and at every level, for Senior Lecturers and Lecturers to participate in governance and policy development, with the exception of oversight and voting on personnel-related issues.

- A. Senior Lecturers and Lecturers may attend monthly meetings of the Arts & Sciences faculty and may participate in discussion and vote at such meetings.
- B. All faculty may attend monthly meetings of the university-wide Faculty Assembly but may not participate in discussion unless invited to do so and may not vote. Faculty Assembly participation is governed by the Constitution and Bylaws of the Faculty Assembly. Only Faculty Assembly members may vote at Assembly meetings. (from W&M Handbook for Part-Time Faculty)
- C. Senior Lecturers and Lecturers may actively participate in governance and policy development at every level except for standing and ad hoc College, Arts & Science, or departmental/program committees related to Tenure Eligible personnel issues such as Committee on Retention, Promotion, and Tenure and search committees for TE faculty. Senior Lecturers and continuing Lecturers are may be eligible for election to key committees including but not limited to Committee on Nominations and Elections, Committee on Degrees, Academic Status Committee, Educational Policy Committee, Committee on Honors and Interdisciplinary Studies, and International Studies Advisory Committee.

5. Recruitment

- A. Recruitment of non-tenure eligible faculty shall be in accordance with College procedures, which are available through the Office of Equal Opportunity (EO).
- B. In consultation with the Dean of Arts & Science, Departments and Programs will determine whether a given NTE appointment is specified-term or continuing.
- C. Recruitment of non-tenure eligible faculty should be conducted through open searches either nationally or locally unless the search is waived by the Dean of Faculty, Office of Equal Opportunity, and the Provost.