The proposed policy, “Weinberg College of Arts and Sciences, Teaching-Track Faculty Titles, Assistant Professor of Instruction, Associate Professor of Instruction Professor of Instruction Transition,” (hereafter referred to as the 2014 Teaching-Track Policies) addresses the expectations for new appointments for non-tenure eligible faculty previously called the “continuing lecturer faculty” and the on-going policies in steady state. Those policies will be fully vetted by the Weinberg faculty and voted upon, with a recommendation to the Provost’s office for implementation. Separately, this document addresses the implementation and transition to that steady state and it indicates an internal discussion to allow for a smooth and coherent to those policies, should they pass faculty and Provost approval.

This document and recommended transition follows the core philosophies of the new titles and their requirements. It stands to reason that some retrofitting is necessary as we collapse four ranks into three. The terms here are meant to address the most common appointments. Some exceptions may be necessary with guiding principles: identifying and promoting teaching excellence and the adjudication of appropriate terms and ranks for excellent teaching and service. Those exceptions, like any exception, will be recommended by a chair and considered in consultation with the Dean’s office. Some cases may warrant an unusual case for promotion. Typically, conversions in titles will be thought of as a HR process and not in and of themselves as an evaluation.

How will the titles change be implemented? Beginning in 2014-15 the new titles and ranks (as outlined in the 2014 Teaching-Track Policies) apply to all newly appointed faculty and for all promotions for the Weinberg faculty currently known as the Continuing Lecturer Faculty (CLF). CFL may retain their current titles (Lecturer, Senior Lecturer, Distinguished Senior Lecturer, Professor of Instruction). Additionally, CLF in good standing may request a conversion in title based on the chart below through a fast-tracked process starting Fall, 2014 (deadline to be determined) to be in effect September 1, 2015.

Options for current faculty during transition in titles:

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Options</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current POI</td>
<td>no change:</td>
<td>Remains POI</td>
</tr>
</tbody>
</table>
| Current DSL   | has three options: | 1. If qualified, can apply for promotion to POI  
2. Can convert to Assoc. POI  
3. Can remain DSL  |
| Current SL    | has three options: | 1. If qualified, can apply for promotion to Assoc. POI  
2. Can convert to Asst. POI  
3. Can remain SL  |
| Current Lecturer | has two options | 1. If qualified, can apply for promotion to Asst. or Assoc. POI  
2. Remains Lecturer (title is being phased out)  |

Conversion: A conversion assumes that the faculty member has already attained the requirements of the rank as demonstrated through a rigorous evaluation and vote of the department, College, and
Transition and implementation to accompany 2014 Teaching-Track Policies

university governance. There would be no salary increase affiliated with a title conversion. This opportunity will become available to faculty starting in Fall, 2014 for use starting Fall, 2015.

If a faculty member applies for title conversion to the ranks of Assistant Professor of Instruction or Associate Professor of Instruction, they may not then later return to the ranks of Senior Lecturer or Distinguished Senior Lecturer. The rank of Lecturer will be phased out of use for the Teaching Track. In the future, the ranks of Lecturer and Senior Lecturer will likely be used to describe those faculty members who are part-time or full-time faculty, but not a part of the Teaching-Track (known currently as the CLF), however a record of who is part of the Teaching-Track— independent of title—will be maintained by the Weinberg Dean’s office.

Current CLF who choose to retain a Lecturer titles (Lecturer, Senior Lecturer, Distinguished Senior Lecturer) may apply for promotion but only through the new 2014 Teaching Track ranks.

Promotion: Beginning in September 2014 faculty currently regarded as part of the Continuing Lecturer Faculty may, upon recommendation of their chair to the Dean’s office, apply to be reviewed for promotion. All promotions initiated in 2014-15 and onward would fall under the new ranks and titles as described in the 2014 Teaching Track policies. A promotion is regarded with utmost care and is a demonstration of achieving a standard of excellence in teaching, service, and engagement with the profession. In general, we anticipate that most faculty need six years from their previous promotion to have time to create a new record of distinction and merit worthy of further promotion. This expectation will hold as faculty convert titles or move into the new ranks. However, we understand that those six years may be served under different nomenclature. Still the overriding philosophy assumes that several years are needed between applications for promotion in order to create a record for further evaluation and promotion in rank.

Further Comment on Time in Rank: Promotion to Associate Professor of Instruction Faculty without a terminal degree will typically have 12 or more years of experience at the rank of Lecturer and/or Senior Lecturer (or their equivalent at other institutions) to be regarded as having amassed a record of achievement appropriate to the rank. Faculty with a PhD/MFA or other appropriate terminal degree will typically have six years of classroom teaching experience at the rank of Lecturer or Senior Lecturer (or the equivalent) that demonstrates their teaching, curricular, and service excellence.

Promotion to Professor of Instruction: Faculty will be typically regarded as having sufficient time in rank demonstrated through a combination of six years in rank as Distinguished Senior Lecturer or Associate Professor of Instruction.

Whether six or twelve years, time in rank is not itself sufficient for promotion. Early promotion or moving from Lecturer to Associate Professor of Instruction, for example, is possible in some cases particularly during this transition. Faculty members who are applying for promotion must be clear about the rank to which they are applying, and they must make a case how they fully demonstrate those requirements. If the promotion is not successful, the candidate will retain their current rank, although they may always request a conversion in title if they have not already done so.
Will the Professor of Instruction be open to people without a terminal degree? Not typically. This provision has not changed. Professor of Instruction candidates will have a PhD or MFA in all but exceptional cases. Some indications of an exceptional case could include receiving the university’s Charles Deering McCormick University Distinguished Lecturer award, nationally recognized teaching awards, or national awards for creative work, combined with a record of excellence in teaching and the other criteria for Professor of Instruction (although these awards alone do not promise promotion to this rank).

What degree will be regarded as required in language instruction? This will depend on the department. All departments and programs should abide by their professional standards. In those departments that do not require a terminal degree for language instruction, potential non-tenure eligible faculty members without a terminal degree but with significant and excellent classroom experience may be considered for an initial appointment to Assistant Professor of Instruction.

Is there a so-called “up or out provision”? No.

What happens to the current Lecturers? They will remain a part of the CLF, now re-titled the teaching-track faculty. They will be normally eligible for promotion to Assistant Professor of Instruction, following the usual promotion procedures. However, the title of lecturer will be phased out of use in the teaching-track. In some cases a Lecturer who has a PhD/MFA may apply directly for promotion to Associate Professor of Instruction assuming they meet (or exceed) the criteria and assuming this plan is recommended by their department chair and is agreed to by the Dean’s office. Our recent promotion cases over the last few years supports this potential “skipping a rank.” Recent promotion committees have specifically asked if they can recommend a Lecturer skipping a rank to Distinguished Senior Lecturer. This has happened not infrequently and driven by merit. In merging of four ranks to three, this may be an option. Yet, while this option may be available it is still true that the case may not succeed.

What happens to CLF faculty who are going up for promotion in the 2013-14 academic year? We will continue with their promotion reviews per the procedure of recent years. At the conclusion of their review, should their promotion be approved at a higher rank (say, promotion from Lecturer to Senior Lecturer) they could choose to convert their title in the following year or retain that title to start in September 1, 2015 as above.