Honors College Policy on Nontenure-Eligible Faculty Promotions
Approved by Honors Faculty May, 2015
*Pending Approval by the Provost’s office

**Purpose/Intent**

Members of the Honors Interdisciplinary Faculty, who are full-time and nontenure-eligible (NTE), are vital to the teaching and service missions of the Honors College. For this reason, continued professional development and retention of faculty is key to the overall success of the College, and the College will recognize and award excellence in teaching and service by offering rank promotions as described in the following guidelines.

1. **Title Definitions** (based on UHAP 3.1.02)

a. **Adjunct Lecturer**
   
   Adjunct titles are given only to NTE faculty members on an appointment that is less than .75 FTE or less than a full academic or fiscal year that is not expected to be renewed beyond a single fiscal or academic year. Adjunct Lecturer appointments are made by the Associate Dean.

   Adjunct Lecturers in the Honors College are not members of the Interdisciplinary Faculty and as such are not subject to the annual evaluation process nor are they candidates for rank promotion.

b. **Visiting Faculty**

   Visiting faculty titles are given to NTE faculty members with temporary appointments for a period of up to one fiscal or academic year. Visiting Faculty appointments are made by the Associate Dean and may be renewed an unlimited number of times.

   Visiting Faculty in the Honors College are not members of the Interdisciplinary Faculty and so are not subject to the annual evaluation process nor are they candidates for rank promotion.

c. **Lecturer**

   Lecturer titles are given to NTE faculty members with one-year appointments that are .75 FTE or greater. Lecturer appointments are made by the Associate Dean and may be renewed an unlimited number of times.

   Lecturers in the Honors College are not members of the Interdisciplinary Faculty and are not subject to the annual evaluation process; however, at the end of each annual appointment, they should be considered by the Associate Dean for appointment to the rank of Assistant Professor, NTE. The offer of an Assistant Professorship to Lecturers
will be considered a hiring decision and will not be subject to the promotions guidelines that follow below.

d. Assistant Professor, NTE

Assistant Professor Titles are given to NTE faculty members who are awarded one-year and three-year appointments of .75 FTE or greater. Assistant Professor appointments are initially made by the Associate Dean and are based on evidence of promise, adequate training, depth of knowledge in a particular specialty, the ability teach interdisciplinary courses, the capacity to undertake high quality teaching and service, and the teaching and service needs of the College. (based on UHAP 3.3.03e)

Assistant Professors are initially appointed by the Associate Dean for a one-year period and are members of the Honors Interdisciplinary Faculty. As such, they are subject to an annual evaluation by the Honors College P&E Committee and the Associate Dean. If they receive an overall rating of “3” or higher at the end of the one-year appointment, Assistant Professors may be appointed for an additional three-year period. Alternately, Assistant Professors may be recommended for non-renewal or for other changes in status after annual performance reviews in any year (UHAP 3.3.01b)

At the time of the initial appointment, an Assistant Professor should discuss prior service to the University and/or to other educational institutions with the Associate Dean. The Associate Dean may give credit for such service in the form of years in rank.

An Assistant Professor may put herself forward for promotion to Associate Professor, NTE, in the final year of her three-year appointment (after serving four years in the rank of Assistant Professor) or in any subsequent year. If an Assistant Professor declines to put herself forward for promotion, and if she continues to receive annual evaluation ratings of “3” or higher, she may continue to receive 3-year appointments at the rank of Assistant Professor indefinitely.

e. Associate Professor, NTE

Associate Professor Titles are given to NTE faculty members on three-year appointments. Promotion to Associate Professor requires evidence of an established and productive career in addition to the qualifications required of an Assistant Professor, NTE. An Associate Professor should be known among peers at the University and/or in the broader community for their teaching and service excellence. Candidates for Associate Professor should not only be able to demonstrate the significance of their contributions to the Honors College, its students and overall mission, but also be able to clearly express the positive impacts of their teaching and service work on the greater University and/or Tucson community. (based on UHAP 3.3.03f)

If a faculty member is hired to the Honors College as an Associate Professor, NTE, she should discuss prior service to the University and/or to other educational institutions with the Associate Dean. The Associate Dean may give credit for such service in the form of years in rank.
An Associate Professor may put herself forward for promotion to Professor, NTE, in the final year of her second three-year appointment (after serving six years in the rank of Associate Professor) or in any subsequent year. If an Associate Professor declines to put herself forward for promotion, and if she continues to receive annual evaluation ratings of “3” or higher, she may continue to receive 3-year appointments at the rank of Assistant Professor indefinitely.

f. Professor, NTE
A NTE Professor must have achieved national recognition among peers and should bring distinction to the Honors College. Candidates for Professor, NTE, must demonstrate that her service and teaching has positively impacted the Honors College, the University, and the profession of Honors education and/or scholarship and teaching in her field(s).
(based on UHAP 3.3.03g)

Professors will be given three-year appointments, with reappoints that may be made an indefinite number of times.

2. Salary

It is the intention of the Honors College to connect rank promotions with significant salary increases. Because faculty salaries are dependent on income from the Honors Fee, it is not possible to delineate increase amounts.

In fact, UHAP 3.1.02b states, “If a nontenure-eligible faculty member's appointment is funded fully or partially by nonstate funds, i.e., funds from a source other than state appropriations, and any of those nonstate funds become unavailable, the faculty member's salary and/or FTE may be reduced or terminated to the extent such nonstate funds become unavailable. If such changes in appointments are to be made, faculty will be notified according to the procedures specified in Section 3.4.03.”

3. NTE Promotions Policy

a. Annual Evaluations
Annual post-evaluation discussions with the Associate Dean (acting as Department Head) should include discussion of faculty members’ progress toward promotion, however, annual evaluations and ratings will not be included in promotions decisions.

b. Promotion Clock
There will be no promotion clock, per se. Members of the Honors Interdisciplinary Faculty may choose to stay in rank and may continue to gain three-year appointments if they are performing their teaching and service duties satisfactorily (earning an overall rating of “3” or better). An Assistant Professor, NTE, may put herself forward for promotion after four years in rank. An Associate Professor, NTE, may put herself forward for promotion to Professor, NTE, after six years in rank.
c. Standing Advisory Committee on Faculty Status
Dossiers for the promotion of NTE faculty will first be reviewed by the College’s Standing Advisory Committee on Faculty Status. This committee will be comprised of the Honors College P&E Committee with the addition of two (2) faculty members from other units who hold a rank superior to the rank of the faculty being considered for promotion (UHAP 3.3.03a). The Associate Dean (acting as Department Head) will identify and appoint these two faculty members to the committee.

In the case that a candidate for promotion is a member of the P&E Committee, the candidate will recuse herself from serving on the Standing Advisory Committee on Faculty Status during the review process of her dossier. The candidate will be replaced on the Committee by another member of the Honors Interdisciplinary Faculty, and that faculty member will be senior to the candidate whenever possible.

d. Levels of Review
Dossiers for the promotion of NTE faculty will be reviewed as follows:
1. by the Standing Advisory Committee on Faculty Status
2. by the Associate Dean (acting as Department Head)
3. by the Dean of the Honors College
4. By the Provost
* NTE dossiers are not reviewed by the University Standing Advisory Committee on Faculty Status

e. Promotion Schedule
Consideration for NTE promotion is a ten-month process. If an Assistant or Associate Professor wishes to be considered for promotion, she must notify the Associate Dean (acting as Department Head) in writing by July 1st of the year prior to her eligibility for promotion (or in any subsequent year).

By September 14 – the candidate must complete the promotion dossier and deliver it to the Associate Dean.

September 15 to October 31 – The Standing Advisory Committee on Faculty Status will review the dossier and write a letter that will advance with the dossier.

November 1 to November 30 – The Associate Dean (acting as Department Head) will review the dossier and write a letter that will advance with the dossier.

December 1 to January 14 – The Dean of the College will review the dossier and write a letter that will advance with the dossier.

January 15 – Dossiers due in the Office of the Provost

April 30 – Provost’s letter of decision sent to candidates

f. Appeals
The Provost decides if a NTE faculty member is promoted. Faculty who are denied promotion are, upon request, entitled to a statement for the reasons for that action. (UHAP 3.3.02d) and may have access to his or her dossier at a time and place designated by the Office of the Provost. (UHAP 3.3.02e)

However, the Provost's decision on the promotion of a nontenure-eligible faculty member is not subject to further review or appeal. (UHAP3.3.03c)

g. NTE Promotion Dossiers
Dossiers for the promotion of NTE faculty will be prepared following the University’s guidelines and instructions for the promotion of tenure-track faculty except that sections 9 (Membership in Graduate Interdisciplinary Programs) and 10 (Letters from Outside Evaluators and Collaborators) are not required for NTE faculty dossiers.

To clarify the weight that should be given to various sections of the dossier, reviewers are provided the FTE and workload blocks of each candidate and are made aware that Honors NTE faculty are hired for and evaluated on their teaching and service contributions. Contributions in excess of the assigned teaching and service responsibilities for each candidate may be considered.

Dossiers will include nine (9) sections: Summary Data Sheet, Summary of Candidate’s Workload Assignment, College Promotion Criteria, Curriculum Vitae, Candidate Statement, Teaching Portfolio, Evaluation of Teaching and Advising, Service and Outreach Portfolio, and Recommendations for Promotion.

h. Dossier Preparation

Descriptions of and directions for each of the above sections:
http://facultyaffairs.arizona.edu/promotion-dossiers

Links to dossier checklists:
http://facultyaffairs.arizona.edu/promotion-and-tenure#pt

Additional advice and resources:
http://facultyaffairs.arizona.edu/guide-promotion-process