These guidelines are intended to assist in monitoring the development of a long-term, strong faculty component in the College of Optical Sciences. These are not intended as fixed rules, but rather as a guide to the Standing Committee on Faculty Status, and faculty, in deciding upon the suitability of an individual for a permanent position. The College of Optical Sciences adheres to the procedures as described in the pertinent portions of the University of Arizona Handbook of Appointed Personnel (UHAP) - Chapter 3 of the faculty manual, Faculty Personnel Policies and Procedures (http://policy.arizona.edu/university-handbook-appointed-personnel).

RULES AND PROCEDURES REGARDING SUCCESSIVE RENEWAL, NONRENEWAL AND PROMOTION OF NONTENURE-ELIGIBLE FACULTY MEMBERS

This section applies only to nontenure-eligible faculty members as described:

Lecturers
Rev. 2/2011
Lecturers and senior lecturers may be appointed for one semester or up to three years, except that all appointments for longer than one year require approval of the provost.

Adjunct and visiting lecturers shall be appointed for no more than one year at a time.

Renewal of all types of Lecturer appointments are subject to performance evaluations reflecting satisfactory levels of teaching, research and service, as appropriate.

Instructors
Nontenure-eligible instructors are appointed for a period of one year or less. An indefinite number of annual renewals is possible. An individual holding such a title may be promoted to nontenure-eligible assistant professor within three years of initial appointment provided their annual evaluations under Section 3.3.03

Assistant Professors
Appointment or promotion to nontenure-eligible assistant professor will be recommended largely on evidence of promise, adequate training, depth of knowledge in a particular specialty, and capacity to undertake high quality teaching, research, or service. A nontenure-eligible assistant professor is appointed initially for a one-year period. This appointment may be renewed an indefinite number of times subject to satisfactory annual performance evaluations. Promotion to nontenure-eligible associate professorship is possible after a minimum of three years of service in rank.

Nontenure-eligible assistant professors must be informed by the department head/dean every five years that they are being reviewed for retention in rank or for promotion to nontenure-eligible associate professor. Such recommendations shall be considered by the standing departmental and college committees on faculty status, and be forwarded to the Provost.

Associate Professors
Appointment or promotion to the level of nontenure-eligible associate professor will require evidence of an established and productive career in addition to the qualifications required of a nontenure-eligible assistant professor. Such an individual should be known at the state and national level for his or her
particular expertise. Such a person should contribute to the departmental program in a significant fashion. Annual reappointments may be made an indefinite number of times, subject to satisfactory performance evaluations.

A nontenure-eligible associate professor may be recommended for promotion to the rank of nontenure-eligible professor at any time but normally shall be reviewed for retention in rank every six years. During the fifth year, the faculty member must be informed by the department head that he or she has the right to be reviewed for retention in rank or for promotion to nontenure-eligible professor. A review will be conducted unless the faculty member declines in writing. Recommendations resulting from these reviews must be considered by the standing departmental and college committees on faculty status, as well as the department head and dean, and forwarded to the Provost's office for decision.

**Professors**

Appointment or promotion to the level of nontenure-eligible professor will require unique qualifications regarding expertise and experience in addition to those possessed by nontenure-eligible associate professors. Such an individual must have achieved national recognition through peer organizations and should bring distinction to the departmental program. Nontenure-eligible professors may be reappointed annually provided they continue to meet the criteria for the rank and perform satisfactorily as determined by annual performance evaluations.

**Decisions on Renewals**

Decisions not to renew a nontenure-eligible faculty member shall be made by the department head or, in a single-department college, by the dean. The decision may be appealed by filing a written request with the dean or Provost, as appropriate, within 15 days of receiving the decision. The subsequent decision by the dean or Provost shall be final in all cases and not subject to further administrative review.

**Notification of Nonrenewal**

In the case of nonrenewal of a nontenure-eligible faculty member, notice must be given to the faculty member at least 90 days prior to his or her renewal date.