

**POLICY ON PROFESSOR OF PRACTICE POSITIONS
COLLEGE OF EDUCATION
UNIVERSITY OF ARIZONA**

The title *Professor of the Practice of Education* (practice-track faculty) describes a career-track faculty member who has established himself or herself by expertise, achievements, and reputation over a sustained period of time to be a distinguished professional in an area of practice or discipline but who may not have substantial academic experience. The primary responsibilities of this position are teaching courses, including seminars and independent studies, to undergraduate and graduate students in a manner that advances the educational mission of the university in a significant or substantial way. Ordinarily these positions are reserved for faculty whose responsibility consists of instruction or supervision of professional practice activities within the college. Professors of practice may be appointed for a period of more than one academic or fiscal year, but not more than three academic or fiscal years, as set forth in Arizona Board of Regents (ABOR) Policy 6-201(C). Such appointments may be renewed for subsequent periods. Practice faculty members are usually appointed at 0.5 full-time equivalent (FTE) or higher and are eligible for all benefits available to similarly appointed employees at the university. Practice-track faculty are not tenure-eligible.

The employment of professors of practice is governed by the ABOR Policy Manual 6-201(C)(15), as well as the *University Handbook for Appointed Personnel* (UHAP, <http://policy.arizona.edu/university-handbook-appointed-personnel>). Practice faculty shall have all rights, remedies, obligations, and duties of other career-track faculty members, except as specifically limited by either ABOR Policy or UHAP.

UHAP §3.3.03.G. Assistant Professors

Appointment or promotion to career-track 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 career-track 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 career-track associate professorship is possible after a minimum of three years of service in rank.

Although university policy allows promotion after three years, the College of Education policy requires six years of service in rank. Promotion from assistant professor of practice to associate professor of practice normally occurs during the sixth year of appointment; however, assistant professors of practice may be appointed in rank beyond the sixth year.

UHAP §3.3.03.H. Associate Professors

Appointment or promotion to the level of career-track associate professor will require evidence of an established and productive career in addition to the qualifications required of a career-track 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 career-track associate professor may be recommended for promotion to the rank of career-track 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 career-track 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.

UHAP §3.3.03.I. Professors

Appointment or promotion to the level of career-track professor will require unique qualifications regarding expertise and experience in addition to those possessed by career-track associate professors. Such an individual must have achieved national recognition through peer organizations and should bring distinction to the departmental program. Career-track professors may be reappointed annually provided they continue to meet the criteria for the rank and perform satisfactorily as determined by annual performance evaluations. Promotion from associate professor of practice to professor of practice is consistent with *UHAP §3.3.03.I*.

In addition to the university guidelines as outlined above, the following college guidelines apply. Initial appointment of professors of practice, whether at the rank of assistant, associate, or full, are considered for qualification and appointed by the department head and dean.

Professors of practice are typically appointed for one-year terms, under the provisions of *UHAP §3.1.02.A*. Renewal of such appointments is at the discretion of the department head and the dean. Renewal of the appointment will be based upon the availability of funds and upon annual performance reviews by the department head in consultation with the dean. Performance reviews are due annually, and in the case of non-renewal, 90-day notice must be given in accordance with *UHAP §3.4.03.A*.

Each practice-track faculty member's performance will be evaluated in writing on a scheduled basis at least once every 12 months. The annual performance review will evaluate the faculty member's performance in the faculty member's department or unit consistent with that unit's responsibilities and University and ABOR policies. Every annual review of teaching will consist of peer and student input, including student evaluations of faculty classroom performance in all classes, and other

expressions of teaching performance. A practice-track faculty member, whether at the rank of assistant, associate, or full, should be assigned a teaching load that is greater than that typically assigned to tenure-track faculty in the unit. Other responsibilities, assigned at the discretion of the department or college, could include service and/or professional development and/or minimal requirements to meet academic qualification for accreditation in a particular area. Practice-track faculty must demonstrate a high level of success in academic or professional instruction/supervision. Specific qualifications for practice faculty within each rank follow.

Assistant Professor of Practice

- Terminal degree or equivalent professional experience required. Units within the college will work with the Dean's Office to define equivalent professional experience.
- Demonstrated success in academic or professional instruction as evidenced by student evaluations, teaching portfolio, peer review of teaching, and student outcomes.
- Potential to contribute to the advancement of learning in the field.

Associate Professor of Practice

- Terminal degree or equivalent professional experience required. Units within the college will work with the Dean's Office to define equivalent professional experience.
- Contributions to advancing learning in the field as evidenced by professional publications, conference presentations, and local outreach work.
- Demonstrated excellence in academic or professional instruction, evidenced by student evaluations, teaching portfolios, peer review of teaching, and student outcomes.
- Evidence of leadership in instructional activity that has had significant impact on the department, college, or university.

Full Professor of Practice

- Terminal degree or equivalent professional experience required. Units within the college will work with the Dean's Office to define equivalent professional experience.
- Contributions to advancing learning in the field as evidenced by professional publications, conference presentations, and local outreach work.
- Demonstrated excellence in academic or professional instruction, evidenced by student evaluations, teaching portfolios, peer review of teaching, and student outcomes.
- Very high performance standard.
- Minimum expectation is for national visibility for candidate's instructional activities and/or practice, achievable through
 - leadership in professional organizations,
 - instructional methods and/or materials disseminated nationally, or
 - grant funding for instructional activities/innovation.

**POLICY ON RESEARCH FACULTY POSITIONS
COLLEGE OF EDUCATION
UNIVERSITY OF ARIZONA**

The title of *Research Professor of Education* describes a career-track faculty member who has established himself or herself by expertise, achievements, and reputation over a sustained period of time to be a distinguished scholar and a researcher but who may not have substantial academic experience. The primary responsibilities of this position are to engage in, be responsible for, or oversee a significant area of research or scholarship in a manner that advances the mission of the university in a significant and substantial way. This title will be given to a person who is appointed to participate in a time-limited research program under the sponsorship of a tenured or tenure-track faculty member. Research professors generally devote all of their time to research activities and do not have teaching assignments. Research professors are not tenure-eligible.

The employment of research professors is governed by the Arizona Board of Regents (ABOR) Policy Manual 6-201(C)(17), as well as the *University Handbook for Appointed Personnel (UHAP)*, <http://policy.arizona.edu/university-handbook-appointed-personnel>). Research professors shall have all rights, remedies, obligations, and duties of other career-track faculty members, except as specifically limited by either ABOR Policy or *UHAP*.

Qualifications of faculty within the research professor title are outlined in the *UHAP*, as follows:

***UHAP* §3.3.03.G. Assistant Professors**

Appointment or promotion to career-track 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 career-track 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 career-track associate professorship is possible after a minimum of three years of service in rank.

Although university policy allows promotion after three years, the College of Education policy requires six years of service in rank. Promotion from assistant professor of research to associate professor of research normally occurs during the sixth year of appointment; however, assistant professors of research may be appointed in rank beyond the sixth year.

***UHAP* §3.3.03.H. Associate Professors**

Appointment or promotion to the level of career-track associate professor will require evidence of an established and productive career in addition to the qualifications required of a career-track 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.

***UHAP* §3.3.03.I. Professors**

Appointment or promotion to the level of career-track professor will require unique qualifications regarding expertise and experience in addition to those possessed by career-track associate professors. Such an individual must have achieved national recognition through peer organizations and should bring distinction to the departmental program. Career-track professors may be reappointed annually provided they continue to meet the criteria for the rank and perform satisfactorily as determined by annual performance evaluations. Promotion from associate professor of research to professor of research is consistent with *UHAP* §3.3.03.I.

In addition to the University guidelines as outlined above, the following college guidelines apply. Initial appointment of research professors, whether at the rank of assistant, associate, or full, will be considered for qualification and appointed by the department head and dean.

Research professors will typically be appointed for one-year renewal terms, under the provisions of *UHAP* §3.1.02.A. Renewal of such appointments will be at the discretion of the department head and the dean in consultation with the sponsoring faculty member. Renewal of the appointment will be based upon the availability of funds and upon annual performance reviews by the department head in consultation with the dean. Performance reviews are due annually, and in the case of non-renewal, 90-day notice must be given in accordance with *UHAP* §3.4.03.A.

Each research professor's performance will be evaluated in writing on a scheduled basis at least once every 12 months. The annual performance review will evaluate the research professor's performance in the department or unit consistent with that unit's responsibilities and University and ABOR policies.

Research professors ultimately report to the department head. Salaries of research professors shall be determined by the department head, in consultation with the research professor and sponsor, subject to final approval of the dean. Notices of appointment for research faculty whose appointments are funded wholly by nonstate funds, i.e., funds from a source other than state

appropriations, must so state, and appointments may not be renewed if the nonstate funds are no longer available. If a research faculty member's appointment is partially funded by nonstate funds and those nonstate funds become unavailable, the faculty member's salary is subject to adjustment accordingly.

The following guidelines should be applied when considering the initial appointment or promotion of research professors in the college:

Assistant Research Professor

- Terminal degree or equivalent professional experience required. Units within the college will work with the dean's office to define equivalent professional experience.
- Demonstrated success in academic scholarship.
- Potential to achieve national recognition through peer organizations and to bring distinction to the departmental program.

Associate Research Professor

- Terminal degree or equivalent professional experience required. Units within the college will work with the dean's office to define equivalent professional experience.
- Demonstrated evidence of the advancement of academic scholarship in the field that brings distinction to the department and the college as evidenced by professional publications, conference presentations, and grant funding.
- Evidence of leadership in scholarly activity through service on editorial boards, elected leadership in professional scholarly organizations, and awards or honors for quality of scholarly work.

Full Research Professor

- Terminal degree or equivalent professional experience required. Units within the college will work with the dean's office to define equivalent professional experience.
- Demonstrated evidence of the advancement of academic scholarship in the field that brings distinction to the department and the college as evidenced by professional publications, conference presentations, and grant funding. Truly exceptional performance demonstrated.
- Exemplary evidence of leadership in scholarly activity through service on editorial boards, elected leadership in professional scholarly organizations, and awards or honors for quality of scholarly work.

Faculty Sponsorship

All research professorships will be sponsored by a tenured or tenure-eligible faculty member. Each sponsor will sign a statement of responsibility regarding the research professor's intended work within the department and his/her agreement to undertake the following responsibilities:

- Work with the department head to provide the appropriate space needed by the research professor.
- Work with the department head to provide basic fundamental tools and services, including telephone, desk, office equipment, and access to secretarial support.
- Provide necessary access to basic research equipment.
- Outline a plan for salary support in the event of loss of funding or account overages.
- Outline a mechanism of dispute resolution in the event disputes arise between the faculty sponsor and the research professor. In the event such disputes cannot be managed between the research faculty and the sponsor, they shall be managed under the grievance policies provided to all career-track faculty through *UHAP* and university procedures.
- If the sponsor should leave the university or decide to discontinue sponsorship, the research faculty member may be subject to nonrenewal of his/her contract. The department assumes no responsibility to find an alternative sponsor for the research faculty but will support such faculty member in finding another sponsor, if possible. The department assumes no responsibility for continuing salary support of the faculty member, except to the extent outlined in his/her notice of appointment, *UHAP*, or university policies governing renewal of contracts.

Research Faculty Expectations and Limitations

- Research professors are not expected to participate in teaching or service, but they are not excluded from voluntary participation if they so desire.
- Like all faculty, professors may (upon the normal approval by the department head) act as sole PIs on grants. Matching funds may be negotiated with the head as in the case of any other faculty.
- Research faculty may mentor undergraduates, postdoctoral fellows, and visiting scientists. Research faculty may not act as dissertation chairs of graduate students. They may act as members on graduate student committees, pending approval of the Graduate College, if it is in the best interests of the student. All such arrangements must be approved by the head.

POLICY ON LECTURER CAREER-TRACK POSITIONS COLLEGE OF EDUCATION

Responsibilities

The primary responsibility of Lecturers in the College of Education is teaching undergraduate courses, however a small service effort may also be assigned. Lecturer appointments may range from one year to three years, with the option for Department Heads to reappoint the Lecturer occurring at the end of the appointment period.

Qualifications

Lecturer:

- Master's Degree in a field related to assigned responsibilities, or a related field
- A Bachelor's degree and possession of a specific skill set or one year of experience in teaching similar content may be substituted for a Master's Degree, with permission from the Graduate College
- Demonstrated experience and success in academic instruction

Senior Lecturer:

- Same as Lecturer qualifications; AND
- Successfully taught in a Lecturer-level position (at least .5 FTE) at the UA or another institution for 6 or more years

Principal Lecturer:

- Same as Lecturer qualifications; AND
- Successfully taught in a Lecturer or Senior Lecturer position (at least .5 FTE) at the UA or another institution for 10 or more years

Annual Performance Review Process

Each Lecturer career-track faculty members' performance will be evaluated in writing on a scheduled basis at least once every 12 months. The annual performance review will evaluate the faculty member's performance in the faculty member's department or unit consistent with that unit's responsibilities and University and ABOR policies. Every annual review of teaching will consist of peer and student input, including student evaluations of faculty classroom performance in all classes, and other expressions of teaching performance.

Promotion Process

The College of Education requires that candidates for promotion within the Lecturer Career- Track submit materials produced for annual performance reviews since the original hire or since the last promotion, that includes 1) a statement of accomplishment that has a particular focus on the quality and impact of teaching, 2) supporting documents, 3) student evaluations, and 4) a current curriculum vitae. The Lecturer's Program Director adds a summary statement of the annual reviews, with an attendant recommendation for or against promotion. The Department Head in which the Lecturer's appointment is housed reviews all materials and submits a recommendation for or against promotion. The Dean of the College of Education reviews all materials and makes a promotion decision, and provides written notification to the candidate and Department Head.

**CRITERIA FOR PROMOTION BY RANK
LECTURER CAREER-TRACK
COLLEGE OF EDUCATION**

	Senior Lecturer	Principal Lecturer
<p>Teaching</p> <p>% Assigned</p> <p>_____</p>	<p>Typically, excellence in teaching is the most important consideration for promotion in the Lecturer career track. All members of the faculty are responsible for participating with distinction in classroom teaching. Quality instruction is expected from all members of the College of Education faculty at all levels. Indicators of outstanding teaching typically include but are not limited to:</p> <ul style="list-style-type: none"> • instructional innovation, • course and curriculum development • student evaluations, including systematic student evaluations anchored in a comparative data base; • peer and administrative evaluations; evidence of mentoring and advising, as appropriate when assigned; • student supervision (practica, internships, student teaching) when appropriate, as assigned; • teaching honors and awards, and/or evidence of student success. • Administrative activities that are directly related to student instruction may also be reported in this category 	<p>Criteria are identical to those for promotion to Senior Lecturer. In addition, the quality, significance, and impact of teaching and is more rigorously evaluated and is evidenced by indicators that typically include, but are not limited to:</p> <ul style="list-style-type: none"> • indicators of quality and impact of teaching, including but not limited to student work samples, letters of recommendation, lesson plans that show innovative approaches to teaching, and peer evaluations of teaching • letters of recommendation documenting successful mentoring of other professionals within the academic community • evidence of collaboration with other faculty and students, as appropriate
<p>Research, Scholarly/ Creative Activity</p> <p>% Assigned</p> <p>_____</p>	<p>Lecturers may or may not be assigned scholarly activity duties; however, scholarly activity can be considered to be an indicator for advancement. The key is to advance knowledge in the field and engage in inquiry that enhances our understanding of learning and thereby provides a foundation for the improvement of education or on topics relevant to the lecturer's discipline or subject matter. Scholarly work at the lecturer level typically includes such activities as</p> <ul style="list-style-type: none"> • columns or articles in newsletters • trade journals, or other publications • participation in collaborative research projects • attendance at local, state and/or national meetings, conferences or seminars that disseminate knowledge about the lecturer's subject matter 	<p>Criteria are identical to those for promotion to associate professor. In addition, the following indicators may also be considered:</p> <ul style="list-style-type: none"> • demonstrable impact of service activity on the Lecturer's field, program, college or university, or in the community. • local, state and/or national presentations that disseminate knowledge about the lecturer's subject matter
<p>Service/ Outreach</p> <p>% Assigned</p> <p>_____</p>	<p>Lecturers may or may not be assigned service/outreach activity, but may have also have assignments in this area. In either case, service activity can be considered to be an indicator for advancement. Participation in service activities includes contributions to the University, the community, and the lecturer's discipline or subject matter. Indicators typically include but are not limited to:</p> <ul style="list-style-type: none"> • service on committees or task forces • participation in special university programs such as student recruitment/retention or advisor to student organization workshops, • service-related presentations • service on local boards • serving as judge or recipient of contests, honors, or awards • consultation services • membership in professional organizations 	<p>Criteria are identical to those for promotion to associate professor. In addition, the following indicators may also be considered:</p> <ul style="list-style-type: none"> • quality, significance, and impact of service activities • leadership positions within the field, the community, or the university • the degree to which the lecturer has a strong and visible presence in University, College or program activities. • Active participation in local, state and/or national organizations
<p><i>Note: Faculty being evaluated supply a range of qualitative and quantitative data to serve as indicators of performance; however, those responsible for evaluation have full responsibility for interpretation. The criteria listed above identify major sources of evidence for assessment; promotion is not dependent upon meeting each criterion. Peer and administrative evaluation emphasize the quality, significance, and impact of each faculty member's work.</i></p>		