Non-Tenure-Track
Academic Appointee

School of Health, Physical Education, and Recreation
Indiana University

Definitions

Clinical faculty shall be defined as practitioners, with at least three years of professional experience, whose primary role is one or both of the following:

1. Teaching the knowledge and skills for the professional care and practice directed toward patients, clients, and/or students.
2. Supervising students engaged in the activities of professional care and practice directed towards patients, clients, and/or students. (Definition adopted by a vote of the School of HPER faculty, June 2000).

Lecturers and Senior Lecturers shall be defined as individuals who have been hired because of excellent classroom teaching skills, and have as their primary responsibility teaching in either a “part-time” or “full-time” capacity. Teaching loads may be adjusted depending upon other School responsibilities. Responsibilities may include research and service in support of teaching.

Lecturers and Senior Lecturers are distinguished from Clinical Faculty in that Lecturers and Senior Lecturers may be assigned service and research related activities. Clinical faculty are not responsible for research. Clinical faculty have in addition to teaching responsibilities, a significant professional service component to their employment. Although Lecturers and Senior Lecturers may engage in service related activities, the level of involvement is generally less than that of the Clinical faculty member.

Senior Lecturers are distinguished from Lecturers by function of one or more of the following:
- An employment record of leadership in the area of expertise, and recognition for excellence beyond the campus
- Varied and documented evidence of exemplary teaching, and achievements related to pedagogical advances and innovation
- A record of exemplary employment in the capacity as Lecturer resulting in the awarding of a long-term contract.

Academic Specialist shall be defined as individuals whose primary responsibilities are academic in nature, but who do not ordinarily teach courses for academic credit. These individuals engage in activities significant to the functioning of the department or school and may include, but are not limited to:
- Academic Advising
- Career Counseling
Internship Coordination
Curriculum Coordination
Journal and publication editing

**Non-tenure track academic appointees** employed in a part-time capacity will not have “part-time” noted as part of their job title, but it will be noted on the Personnel Action Form (PAF) under FTE. The modifiers “adjunct” and “visiting” may be used with the positions of **clinical and lecturer ranks**, if consistent with University criteria, at the discretion of the Department Chair.

**Appointment**

An individual may only be appointed to a non-tenure rank if, by so doing, the number of non-tenure FTE in the Department does not exceed 40% of the number of tenure and tenure-probationary FTEs in that Department. There is no cap on the number of individuals who may be appointed to the rank of *Academic Specialist*.

**Clinical Faculty.** The ranks of the clinical faculty include: Clinical Professor, Associate Clinical Professor and Assistant Clinical Professor, or Clinical Senior Lecturer and Clinical Lecturer. Candidates for appointment in the Clinical Ranks will be identified by a national search. The initial appointment will be for a three-year probationary period.

*Lecturers and Senior Lecturers* are hired on an as-needed basis and in congruence with the mission of the department. Need and congruence are determined by the chair of the department, in consultation with the faculty. The primary criteria for selection are a documented record of excellent classroom teaching skills. Full-time Lecturers and senior lecturers in a full-time capacity are hired as the result of a comprehensive national search.

*Academic Specialists* are hired on an as-needed basis and in congruence with the mission of the department. Need and congruence are determined by the chair of the department, in consultation with the faculty. The primary criteria for selection, is a documented record of excellence in the particular non-teaching capacity for which the individual is making application. Full-time academic specialists may be hired after a comprehensive national search, if deemed appropriate by the department chair and faculty.

**Initial Probationary Appointment**

Individuals may be appointed to the rank of *Lecturer or Academic Specialist* by the Chair of the department in which employment is held, or through a mechanism developed and approved through the governance committee or procedure of the academic unit in which the individual is to be employed.

The initial Lecturer, Senior Lecturer, or Academic Specialist appointment will be for a three-year probationary period. Appointments of one to two years are not subject to renewal, and are made as “visiting” or “adjunct” appointments on an as-needed basis by the Department Chair.
Individuals may be appointed to the rank of Senior Lecturer in one of two ways:

- Initial negotiation with the hiring committee of the department and approval of the Department Chairperson and Dean of the School of HPER.
- Upon formal application for advancement to Senior Lecturer status from the rank of Lecturer, and after thorough screening of the application materials by a committee elected or appointed in accordance with the governance procedures of the academic unit in which employment is held.
- Upon awarding of a long-term contract, not to occur sooner than the three year probationary period.

In all cases appointment to the rank of Senior Lecturer, whether at the initial appointment or upon application, will be based on criteria that may include, but are not limited to the following:

1. Documented evidence of excellent teaching as determined by peer review and University resources
2. Documented evidence of a record of continuous effort to improve and enhance pedagogical skills through participation in workshops, tutorials, seminars, and on-campus SOTL activities.
3. Documented evidence of teaching-related grant applications at the department, school, and university levels.
4. Documented evidence of teaching-related grant applications to external funding sources.

Non-Reappointment During the Probationary Period

Non-reappointment during the probationary period may occur in two ways:

- Unsatisfactory performance
- Change in the needs of the department

Individuals determined by the Department Chair to have unsatisfactory performance during the first year of probationary appointment, or if the needs of the Department change, will receive at least 6 months advance notice of non-reappointment. Individuals whose performance is deemed unsatisfactory in the second or third year of the probationary period, or if the needs of the Department change, will receive at least 12 months advance notice of non-reappointment.

Rights, Privileges, and Responsibilities

1. *Clinical Faculty, Lecturers* and *Senior Lecturers* by the very nature of their duties are expected to be excellent teachers, fully versed in their subject matter area. They, therefore, are expected to take part in pedagogical enrichment opportunities offered at the Department, School and University levels. Additionally, they are expected to remain current in advancements in their field. This may be achieved through workshops, conferences, and e-learning
opportunities. Clinical faculty, Lecturers and Senior Lecturers may also have responsibility in service and research as assigned by the department chair.

2. Administrative service to the Department of the School shall be limited to those responsibilities for Programs, Institutes, or Centers within the scope of the clinical assignments.

3. **Clinical Faculty**, Lecturers and Senior Lecturers are eligible to hold membership and vote in departmental and school affairs as defined by respective departmental governance documents and the School of Health, Physical Education and Recreation constitution. Non tenure-track faculty in visiting or adjunct appointments may not be elected to school councils and do not have voting privileges in school academic decisions (Non-Tenure Track Faculty Handbook, 2002)

4. Clinical faculty are not eligible for sabbatical leaves. However, sabbatical-like leaves may be granted by the Department Chair where the benefits to the University of such an undertaking are clearly demonstrable. Eligibility and terms for sabbatical-like leaves shall be consistent with those of the sabbatical leave program for tenure and tenure-track faculty.

5. Promotion criteria will be based on *excellence* in teaching and, at least, *good* in service.

6. **Academic Specialists** are expected to remain current in their areas of professional responsibility. Efforts to remain current may be demonstrated in a variety of ways consistent with their ongoing responsibilities and with the endorsement by the Department Chair.

**Continuing Appointments**

Continuing appointments will be made in one of two ways:

1. A 3 year rolling contract
2. A 5, 6 or 7 year long term contract

**1. The Rolling Contract**

For continuing appointments on a three-year rolling contract (as defined in the next paragraph), a Performance Review to determine eligibility for the rolling contract will take place early in the third year of the initial three-year probationary period. It is the responsibility of the Clinical Faculty, Lecturer, Senior Lecturer, and Academic Specialist to submit documentation of performance during the previous two years. After that review, providing that it is positive and the needs of the Department have not changed, the three-year rolling contract will be awarded to the Clinical Faculty, *Lecturer, Senior Lecturer*, and *Academic Specialist*. 
Following a positive annual review at the end of the first year of the rolling contract, and provided the needs of the Department do not change, an additional year will be added to the end of the three-year contract. Thereafter, an additional year will be added to the end of the contract for each year of successful review, providing the needs of the department do not change.

Individuals judged by the Performance Review to have an unsatisfactory or below average year will be denied the annual year extension, and therefore, will only have two years remaining on their contract. Following another year of successful performance, that person could, at the discretion of the Department Chair, be moved back to a three-year rolling contract.

2. The Long-Term Contract

After successfully completing the probationary period, in addition to being eligible for a 3-year rolling contract, Clinical Faculty, Lecturers and Senior Lecturers may be considered for a long-term contract. A long-term contract is defined as a 100% FTE appointment for a period of 5 to 7 years. One year prior to completion of the 5, 6 or 7-year long-term contract, the faculty member is required to petition for a contract extension of up to 7 years.