**FACULTY APPOINTMENT TYPES and EVALUATIONS REQUIRED**

[*Summary only* - see SOU Faculty Bylaws and APSOU Collective Bargaining Agreement (CBA) for details.]

1. **RENEWABLE APPOINTMENTS, 3-YEAR EXTENDABLE APPOINTMENTS, OR INDEFINITE TENURE**
   1. **PROFESSORIAL FACULTY** – Associate Professor and Professor appointees must hold terminal degrees (or equivalent), Assistant Professor appointees may be ABD if actively working toward completion of doctorate; position includes scholarship and service expectations; 1.0 FTE = 36 teaching ELU per academic year
2. **Tenure-track, non-tenured** – includes all professorial track members (assistant, associate, full) that have not attained tenure and are on a “one-year, fixed-term, renewable appointment”; this appointment is categorized according to their year in service (1st, 2nd, 3rd, or 4th and subsequent); the number of years in this appointment type is important if giving notice for release – 1st year requires notice to be given by March 1, 2nd year requires notice to be given by December 1, and 3+ years requires notice to be given 12 months prior to release; ***annual chair evaluations are required and colleague evaluations are required at least every 5 years; FPARs are due annually***
3. **Tenured (indefinite tenure)** – includes all professorial track members (assistant, associate, full) that have attained tenure; no annual chair evaluations are required; ***colleague evaluations are required at least every 5 years; FPARs are due annually***
   1. **PROFESSIONAL FACULTY** – Instructor, Senior Instructor 1 and Senior Instructor 2 appointees are not required to hold terminal degrees; position includes service, but no scholarship expectations; 1.0 FTE = 44-45 teaching ELU per academic year
4. **One-year, fixed-term, renewable appointment** – typically includes professional track Instructors only; upon promotion to Senior Instructor 1, these faculty receive a 3-year extendable appointment but if hired as a Senior Instructor 1, then a 1-year, fixed-term, renewable appointment is issued; this appointment is categorized according to their year in service (1st, 2nd, 3rd, or 4th and subsequent); the number of years in this appointment type is important if giving notice for release – 1st year requires notice to be given by March 1, 2nd year requires notice to be given by December 1, and 3+ years requires notice to be given 12 months prior to release; ***annual chair evaluations are required and colleague evaluations are required at least every 5 years; FPARs are due annually***
5. **Three-year extendable appointment** – typically includes all professional track Senior Instructors 1 & 2 (see exception noted above); no annual chair evaluations are required; ***colleague evaluations are required at least every 5 years; FPARs are due annually***
6. **NON-RENEWABLE OR TERM X TERM APPOINTMENTS**

“Adjunct” faculty are temporary employees appointed for one, two or three terms; they are employed to manage enrollment fluctuations and fill temporary vacancies; they may or may not be reappointed.

* 1. **Term X Term Faculty (typical)** – temporary faculty appointed at professional or professorial ranks based on the course assignment and need for terminal preparation; salary rate dictated by txt rate table; ***chair evaluations are required every 3 years or 45 ELU***, whichever comes first
  2. **Adjunct Faculty (restricted) “yearlongs”** – temporary faculty, on fixed-term, non-renewable appointment, appointed when multi-term need is expected to exceeds 0.5 FTE, course assignment fluctuations due to cancellations are unlikely, AND the assignment would normally be part of a single renewable position at SOU (e.g. sabbatical replacement, last minute resignation); appointed at professional or professorial ranks based on the course assignment and need for terminal preparation; includes scholarship and service expectations equivalent to renewable appointees at the same rank; salary rate is dictated by the CBA; **annual** ***chair evaluations are required; FPARs are due annually***

**Who should be evaluated and how often?**

Evaluations by the chair in consultation with the program personnel committee are due **annually** for all faculty on one-year renewable contracts (tenure-track faculty, instructors, and senior instructors who do not yet have three-year extendable appointments) and faculty on non-renewable “yearlong” contracts.

Evaluations by the chair in consultation with the program personnel committee are due **every 3 years or 45 ELU**, whichever comes first, for all temporary faculty (term x term).

**Colleague evaluations** are due at least **every 5 years** for all faculty with renewable appointments, three-year extendable appointments, and indefinite tenure (i.e. all faculty members who do not hold temporary appointments).

**Where are the directions for evaluations?**

**Annual Evaluations**

Directions for annual evaluations are in the Faculty Bylaws, section 5.350. Annual evaluation forms are on the Provost’s shared drive: S:\Provost\SpecialAccess\READ\_ONLY\Evaluation of Faculty forms

A colleague evaluation may replace the need for an annual evaluation for that year.

**Colleague Evaluations**

Directions for colleague evaluations are in Faculty Bylaws, section 5.360. Faculty applying for promotion must have a colleague evaluation dated no more than two calendar years prior to the date of the application (see Faculty Bylaws, section 5.222).

**What is due and when? Recommended timeline:**

**November 1** – Division Directors provide chairs with a tentative list of annual and colleague evaluations for review. Chair finalizes list of annual and colleague evaluations with the Division Director by November 15. Division Directors forward evaluation schedule to the Provost by November 15.

**November 1** – Chair to provide program’s recommendation to Division Director on reappointment of non-tenured faculty in their 2nd year of service. Division Directors forward recommendations directly to the Provost.

**February 1** – Chair to provide program’s recommendation to Division Director on reappointment of non-tenured faculty in their 1st year of service. Division Directors forward recommendations directly to the Provost.

**May 1** – Chair to provide program’s recommendation to Division Director on reappointment of non-tenured faculty in their 3rd or subsequent year of service. Division Directors forward recommendations directly to the Provost.

**June 1** – Evaluations (chair evaluations and colleague evaluations) can be submitted to Division

Directors throughout the year; however, all evaluations are due to the Division Director no later than June 1. Personnel committees should begin the process for corrective action upon receipt of a colleague evaluation with deficiencies requiring further review, see Faculty Bylaws, section 5.370. Division Directors forward all evaluations to the Provost by June 30.

**TxT adjunct hiring information**

***Minimum educational qualifications*** – The minimum educational qualification for a term-by-term adjunct typically is a Master’s degree in the discipline in which the adjunct will be teaching. If a potential adjunct has a Bachelor’s plus significant professional experience in place of a Master’s degree, then you can request an exception from the Provost. This should be requested on a course-by-course and adjunct-by-adjunct basis (i.e., if an adjunct is approved for one course, please don’t assume they would be approved to teach another course at SOU). Please do not offer a position to someone without a Bachelor’s degree or someone who doesn’t have significant experience beyond a Bachelor’s.

***Benefits*** – Adjuncts teaching 8 ELU or more per term qualify for health benefits. If an adjunct’s teaching plus work on an Irregular Employment Agreement (IEA) equals more than halftime, then they also qualify for health benefits. For faculty, health benefits are all-or-none (rather than pro-rated for FTE); therefore, each faculty at or over halftime costs significantly more. In one recent instance, a program will be paying a txt $4,800 to teach 2 courses (8 ELU) plus an additional $5,000+ in benefits costs for the term.

***TxT pay rates*** –

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| 100-, 200-, 300- and 400-level courses; adjunct with no terminal degree in discipline in which adjunct will be teaching | $575/ELU |
| 100-, 200-, 300- and 400-level courses; adjunct terminally prepared in discipline in which adjunct will be teaching | $675/ELU |
| 300- and 400-level courses in hard-to-hire area (e.g., highly technical) | $700/ELU\* - must be pre-approved by the Provost *before* an offer is made |
| 400/500 split level courses | $575-$700/ELU as above unless graduate enrollment is 7 or greater, then $800-$1000/ELU may be used, as below |
| 500-level courses | $800/ELU-$1,000/ELU – typically $800/ELU is used unless a hard-to-hire area (e.g., highly technical, or highly competitive market) |