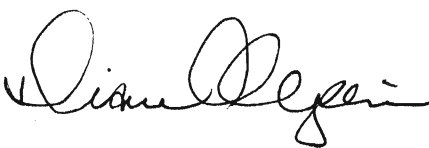


MEMORANDUM

DATE: October 3, 2012

TO: Deans

FROM: Brenda J. Claiborne, Provost and 
Chief Academic Officer

SUBJECT: Implementation Guidance for the Appointment and Promotion of
Non-Tenure Track Faculty

In response to questions some of you have posed, this memorandum is to provide clarification and instruction regarding the initial implementation of the appointment and promotion processes for non-tenure track faculty members set forth in the Provost Memoranda dated January 25, 2012 (Appointment and Promotion of Instructors and Lecturers) and February 16, 2012 (Appointment and Promotion of Assistant Scholars/Assistant Scientists/Assistant Engineers/Assistant Research Professors). The following guidance applies:

1. The initial criteria for appointment and promotion set forth in the memoranda apply to all initial applicants and will continue to apply until unique college/department/school/unit criteria are approved in accordance with the "Approval" provisions in the memoranda.
2. In the event a Committee cannot be composed due to lack of qualified personnel, as defined in the "Levels Of Review – Procedure" provisions of the memoranda, the next larger organizational unit may be used. For example, if a department does not have two Instructors/Lecturers to serve on a Committee, the deficit number of Instructors/Lecturers may be selected from elsewhere in the college. A faculty member who has applied for promotion for the year is ineligible to serve on a review Committee.
3. Faculty who are successful in attaining promotion may be awarded a salary increase if employed for a subsequent term. The amount of any increase for union bargaining unit faculty will be determined through the collective bargaining process and incorporated in the applicable collective bargaining agreement. Any increase for non-union faculty will be at the dean's discretion with approval from the Provost.

Additional questions or requests for clarification may be submitted by the Deans to the Associate Provost of Academic Personnel and Programs.

Cc: Diane Alperin, Associate Provost
Academic Personnel and Programs