

Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Resolution Regarding the Revision and Addition of Language to Update the Non-Tenure Track Promotion Section in the Faculty Handbook

a) Brief Description: Provides consistent nomenclature—Instructor, Associate Instructor, Senior Instructor—for Non-Tenure Track ranks.

b) Initiated by: Laura Wright and Drew Virtue

II. Faculty Senate Action: approved not approved other date: 04/21/2021

Comments: _____

Vote: Voice Vote, Unanimous Voice Vote, Majority In Favor
 Electronic Vote: 27 Ayes 0 Nays 0 Abstentions

FS Secretary signature: David Henderson date: 04/22/2021
(interim)

III. Provost: for information Recognition of Receipt
 for action..... approved not approved

Comments: _____

Person responsible for Implementation: Dr. Schwab + D.H.'s

Provost signature: [Signature] date 23 Apr 21

IV. Chancellor: for information Recognition of Receipt
 for action..... approved not approved

Comments: _____

Chancellor signature Keeli R Brown date 4/23/2021

Once finalized copies will be returned to the Provost Office's representative who will scan and distribute electronically to:

- Chancellor
- Provost
- Chair of Faculty Senate
- Secretary of the Faculty Senate

Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
Associate Dean of Graduate School (for catalog)
Others (i.e. person responsible for implementation)

Resolution regarding the revision and addition of language to update the Non-Tenure Track Promotion section in the Faculty Handbook

WHEREAS the faculty senate worked to create series of promotions for non-tenure track faculty (e.g., lecturer, instructor, senior instructor); and

WHEREAS the Provost's office promoted all lecturers to the rank of instructor during the spring 2020 semester and eliminated the rank of lecturer; and

WHEREAS the elimination of the lecturer rank limits non-tenure track faculty to one level of promotion throughout their careers; and

WHEREAS Western Carolina University should strive to retain non-tenure track faculty who excel in teaching and are committed to the university and surrounding community; and

BE IT RESOLVED, it is recommended that the WCU Faculty Handbook be amended to revise the current three-stage titles for non-tenure track faculty from lecturer, instructor, and senior instructor to instructor, associate instructor, and full instructor.

***Please be sure to include all information on form, incomplete forms will be returned.*

Faculty Handbook Change Proposal Form Please note: the proposal of change in the faculty handbook submitted with this form is to be considered by the Faculty Senate Rules Committee and is not a guarantee of change.

Date: **April 17, 2021**

Name: **Drew Virtue**

Email: **advirtue@wcu.edu**

Department: **English**

College: **College of Arts and Sciences**

1. *Faculty Handbook section(s) being considered for change. Please give section numbers and paste the specific passage you are proposing to change. Use the current edition of the Faculty Handbook.*

4.09 Non-Tenure Track Promotion (NTP) C 4/5

4. Non-tenure track Rank

- a. Western Carolina University recognizes the following full me non-tenure track faculty ranks: 1) lecturer, 2) instructor, 3) senior instructor, 4) Clinical/Teaching/Research/Of Practice (CTRP) assistant professor, 5) CTRP associate professor, 6) CTRP full professor, 7) visiting professor/scholar

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5. Eligibility to apply for promotion

- a. Candidates must be full-time employees, hold appropriate credentials, and have accrued continuous service duration in rank as outlined below. Promotion is not based solely on a faculty member's years of service. Instead, faculty promotions are based also on earned degrees and cumulative records of performance that meet or exceed departmental criteria. Promotions are new contract appointments and are contingent on funding and institutional need.
- b. Candidates must perform continuous service in rank for promotion.
 - For application for promotion from Lecturer to Instructor, faculty must have three (3) years of continuous service.
 - For application for promotion from Instructor to Senior Instructor, faculty must have three (3) years of continuous service.
 - For application for promotion from CTRP Assistant professor to CTRP Associate Professor, faculty must have five (5) years of continuous service.
 - For application for promotion from CTRP Associate Professor to CTRP Professor, faculty must have five (5) years of continuous service.
- c. Duties and contract terms. Definitions and explanations for standards are found in Section 4.04C.

- 1) Lecturer

Teaching 12 credit hours (or equivalent) per semester. 0.8 FTE, 1-3 year contract.

2) Instructor

Teaching 12 credit hours (or equivalent) per semester plus other duties (equivalent to additional 3 credit hours). 1.0 FTE, 1-3 year contract.

3) Senior Instructor

Teaching 12 credit hours (or equivalent) per semester plus other duties (equivalent to additional 3 credit hours). 1.0FTE, 3-year contract

4) CTRP Assistant Professor

Terminal degree or equivalent experience, 1.0 FTE, fixed term (one semester up to 5-year appointment), renewable. Promotion eligibility after 5 years continuous service and satisfactory performance in all assigned areas and demonstrated potential for further professional development.

5) CTRP Associate Professor

Terminal degree or equivalent experience, 1.0 FTE, fixed term (one semester up to 5-year appointment), renewable. Promotion eligibility after 5 years continuous service and sustained record of professional achievement.

6) CTRP Professor

Terminal degree or equivalent experience, 1.0 FTE, fixed term (one semester up to 5-year appointment), renewable. Recognized for distinction in the discipline and expert record of professional achievement.

Full-time, non-tenure track faculty

Title	Duties	Terms of contract	Additional Information*
Lecturer	Teaching 12 credit hours per semester	0.8 FTE, 1-3 year renewable	Faculty may opt to stay at this level or apply for instructor position after 3 years continuous service
Instructor	Teaching 12 credit hours per semester plus other duties (equivalent to additional 3 credit hours)	1.0 FTE, 1-3 year renewable contract;	Eligible to apply for promotion to Senior Instructor after 3 years continuous service. Salary step increase.
Senior Instructor	Teaching 12 credit hours per semester	1.0 FTE; 3 year renewable contract	Demonstrated superior performance

	plus other duties (equivalent to additional 3 credit hours)		in teaching and service. Salary step increase.
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2. *Suggested change to the Faculty Handbook. Please provide the precise language you are proposing. If you are changing existing language, please include the entire section as rewritten, with the new language in bold. If you are writing a new section, please include the new numeration. If you are proposing a deletion, indicate the text to be deleted using strikethrough. Only proposals that include specific language will be considered.*

4. Non-tenure track Rank

a. Western Carolina University recognizes the following ~~full~~ **full-time** non-tenure track faculty ranks: 1) ~~lecturer~~ **instructor**, 2) **associate** instructor, 3) senior instructor, 4) Clinical/Teaching/Research/Of Practice (CTRP) assistant professor, 5) CTRP associate professor, 6) CTRP full professor, 7) visiting professor/scholar

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b. Candidates must perform continuous service in rank for promotion.

- For application for promotion from ~~Lecturer to Instructor~~ **Instructor to Associate Instructor**, faculty must have three (3) years of continuous service.
- For application for promotion from **Associate** Instructor to Senior Instructor, faculty must have three (3) years of continuous service.
- For application for promotion from CTRP Assistant professor to CTRP Associate Professor, faculty must have five (5) years of continuous service.
- For application for promotion from CTRP Associate Professor to CTRP Professor, faculty must have five (5) years of continuous service.

c. Duties and contract terms. Definitions and explanations for standards are found in Section 4.04C.

7) ~~Lecturer~~**Instructor**

Teaching 12 credit hours (or equivalent) per semester. ~~0.8~~ **1.0** FTE, 1-3 year contract.

8) **Associate** Instructor

Teaching 12 credit hours (or equivalent) per semester plus other duties (equivalent to additional 3 credit hours). 1.0 FTE, 1-3 year contract.

9) Senior Instructor

Teaching 12 credit hours (or equivalent) per semester plus other duties (equivalent to additional 3 credit hours). 1.0FTE, 3-year contract

10) CTRP Assistant Professor

Terminal degree or equivalent experience, 1.0 FTE, fixed term (one semester up to 5-year appointment), renewable. Promotion eligibility after 5 years continuous service and satisfactory performance in all assigned areas and demonstrated potential for further professional development.

11) CTRP Associate Professor

Terminal degree or equivalent experience, 1.0 FTE, fixed term (one semester up to 5-year appointment), renewable. Promotion eligibility after 5 years continuous service and sustained record of professional achievement.

12) CTRP Professor

Terminal degree or equivalent experience, 1.0 FTE, fixed term (one semester up to 5-year appointment), renewable. Recognized for distinction in the discipline and expert record of professional achievement.

Full-time, non-tenure track faculty

Title	Duties	Terms of contract	Additional Information*
Lecturer Instructor	Teaching 12 credit hours per semester	0.8 1 FTE , 1-3 year renewable	Faculty may opt to stay at this level or apply for Associate Instructor position after 3 years continuous service
Associate Instructor	Teaching 12 credit hours per semester plus other duties (equivalent to additional 3 credit hours)	1.0 FTE, 1-3 year renewable contract;	Eligible to apply for promotion to Senior Instructor after 3 years continuous service. Salary step increase.
Senior Instructor	Teaching 12 credit hours per semester plus other duties (equivalent to additional 3 credit	1.0 FTE; 3 year renewable contract	Demonstrated superior performance in teaching and service. Salary step increase.

	hours)		
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3. *Proposed resolution language for changing the Faculty Handbook:*

Resolution regarding the revision and addition of language to update the Non-Tenure Track Promotion section in the Faculty Handbook

WHEREAS the faculty senate worked to create series of promotions for non-tenure track faculty (e.g., lecturer, instructor, senior instructor); and

WHEREAS the Provost's office promoted all lecturers to the rank of instructor during the spring 2020 semester and eliminated the rank of lecturer; and

WHEREAS the elimination of the lecturer rank limits non-tenure track faculty to one level of promotion throughout their careers; and

WHEREAS Western Carolina University should strive to retain non-tenure track faculty who excel in teaching and are committed to the university and surrounding community; and

BE IT RESOLVED, it is recommended that the WCU Faculty Handbook be amended to revise the current three-stage titles for non-tenure track faculty from lecturer, instructor, and senior instructor to instructor, associate instructor, and full instructor.

4. Have you examined the Faculty Handbook to see if other sections will be affected by your proposed change? **Yes**. If so, please list these sections. **NA**

5. Have the proposed changes been discussed with your department/unit and/or Faculty Senate representative? **Yes**.

6. Other information

Thank you for submitting this request. You will be contacted by a member of the Faculty Senate Rules Committee within 21 working days. Any request received after February 1 is not guaranteed to be reviewed and approved within the academic year.