3.13 Special Faculty Appointments

3.13.1 See The University of North Carolina Policy Manual, Section 400.3.1.1, concerning required discussions relating to the primacy of teaching.

3.13.2 Faculty members who are appointed as adjunct faculty, lecturers, visiting faculty members, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, clinical faculty, research faculty, postdoctoral fellows, or other special categories are regarded as “special faculty members” for purposes of the University Code. Such appointments are non-tenure-track appointments. Prior to appointment or reappointment, the credentials of candidates for Special Faculty appointments will be reviewed by the Departmental Personnel Committee (see FH Section 4.1.3.1). Among special faculty, only Lecturers or Senior Lecturers have unit or university voting rights as specified in Article I of the Faculty Constitution.

3.13.3 Special faculty members may be paid or unpaid. Such an appointment characterized by any of the foregoing title designations is appropriate for one who is qualified for teaching, research, academic administration, or public service but for whom neither the professorial ranks nor the instructor rank is appropriate because of the limited duration of the mission for which the appointment is made, or because of concern for continued availability of special funding for the position, or for other valid institutional reasons.

3.13.4 Lecturers

3.13.4.1 Lecturers must possess at least a master’s degree from an accredited institution with 18 graduate credits in their field of teaching. The lecturer rank will be used for non-tenure-track faculty with a workload of at least nine hours or the equivalent per semester and a contract for an academic year or longer. Such appointments are eligible for benefits as allowed by the State of North Carolina. Lecturers have the opportunity to advance in rank based on a combination of length of service and meritorious service. However, advancement in rank is not required for reappointment. Appointments of special faculty members shall be recommended by search committees or DPCs as determined by the departmental faculty. Recommendations for promotions for special faculty members shall be the responsibility of DPCs. The rank of lecturer carries with it the requirement of teaching and institutional service.

3.13.4.2 The rank of lecturer is appropriate for an initial appointment. There is no limit on the number of times that a lecturer may be appointed. Minimal criteria for consideration of appointment to the rank of lecturer are:
(a) A master’s degree from an accredited institution with 18 graduate credits in their field of teaching;
(b) Evidence of potential in teaching; and
(c) Evidence of potential in institutional service.

3.13.4.3 Upon promotion to senior lecturer, faculty members retain their status as faculty members under Article I of the Faculty Constitution. Minimal criteria for consideration of appointment to the rank of senior lecturer are:

(a) A master’s degree from an accredited institution with 18 graduate credits in their field of teaching; and experience teaching a minimum of 40 courses (or the equivalent thereof) at the rank of lecturer at Appalachian;
(b) Demonstrated ability in teaching; and
(c) Demonstrated ability in institutional service to the university.

3.13.5 Clinical Faculty

3.13.5.1 The primary responsibilities of clinical faculty are clinical education and service. Clinical faculty must be qualified as defined by professional/discipline standards, have practical experience appropriate for the responsibilities assigned, and must maintain appropriate professional credentials. Clinical faculty have the opportunity to advance in rank based on a combination of length of service and meritorious service. However, advancement in rank is not required for reappointment. **Such appointments are eligible for benefits as allowed by the State of North Carolina.** Appointments of special faculty members shall be recommended by search committees or DPCs as determined by the departmental faculty. Recommendations for promotions for special faculty members shall be the responsibility of DPCs.

3.13.5.2 Minimal criteria for consideration of appointment to the rank of clinical instructor are:

a) A master’s degree from an accredited institution in an appropriate field and appropriate licensures and certifications; and
b) Demonstrated ability in clinical/professional practice; and
c) Demonstrated ability to perform teaching duties associated with the position; and
d) Demonstrated willingness to assist the unit in meeting its needs for clinical/professional services.
### 3.13.5.3 Minimal criteria for consideration of appointment/promotion to the rank of clinical assistant professor are:

(a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances, and appropriate licensures and certifications;

(b) Demonstrated ability in clinical/professional practice; and

(c) Demonstrated ability to perform teaching duties associated with the position;

(d) Demonstrated willingness to contribute to research, publications, and presentations associated with the position;

(e) Demonstrated willingness to assist the unit in meeting its needs for clinical/professional services.

### 3.13.5.4 Minimal criteria for consideration of appointment/promotion to the rank of clinical associate professor are:

(a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances; and appropriate licensures and certifications; and at least seven years of appropriate professional experience; and

(b) Recognized skill in clinical/professional practice; and

(c) Recognized skill in teaching associated with the position; and

(d) Recognized accomplishment in research, publications, and presentations associated with the position; and

(e) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

### 3.13.5.5 Minimal criteria for consideration of appointment/promotion to the rank of clinical professor are:

(a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances; and appropriate licensures and certifications; and at least twelve years of appropriate professional experience; and

(b) Outstanding skill and accomplishments in clinical/professional practice; and

(c) Evidence of at least one of the following:
(i) recognized skill in teaching associated with the position and exceptional accomplishment in research, publications, and presentations associated with the position; or

(ii) exceptional accomplishment in teaching associated with the position and recognized accomplishment in research, publications, and presentations associated with the position; and

(d) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

3.13.6 Research Faculty

3.13.6.1 The primary responsibility of research faculty is research, but they may be involved in teaching and service. Research faculty have the opportunity to advance in rank based on a combination of length of service and meritorious performance. However, advancement in rank is not required for reappointment. **Such appointments are eligible for benefits as allowed by the State of North Carolina.** Appointments of special faculty members shall be recommended by search committees or DPCs as determined by the departmental faculty. Recommendations for promotions for special faculty members shall be the responsibility of DPCs.

3.13.6.2 Minimal criteria for consideration of appointment to the rank of research assistant professor are:

(a) The appropriate earned terminal degree from an accredited institution or outstanding research training, credentials, and accomplishments earned in a non-university environment;

b) Research accomplishments comparable to those of tenure-track faculty at the same rank that have comparable experience;

(c) Potential to obtain external funding;

(d) Demonstrated potential to contribute to research, publications, and presentations associated with the position;

(e) Demonstrated potential to assist the unit in accomplishing its research agenda.
3.13.6.3 Minimal criteria for consideration of appointment/promotion to the rank of research associate professor are:

(a) The appropriate earned terminal degree from an accredited institution or outstanding research training, credentials, and accomplishments earned in a non-university environment; and at least five years appropriate experience;

(b) Research accomplishments comparable to those of tenured faculty at the same rank;

(c) Demonstrated success at obtaining external funding;

(d) Demonstrated contributions to the unit’s research agenda.

3.13.6.4 Minimal criteria for consideration of appointment/promotion to the rank of research professor are:

(a) The appropriate earned terminal degree from an accredited institution or outstanding research training, credentials, and accomplishments earned in a non-university environment; and at least ten years appropriate experience;

(b) Research accomplishments comparable to those of tenured faculty at the same rank;

(c) Outstanding success at obtaining external funding; and

(d) Extensive contributions to research, publications, and presentations associated with the position;

(e) Sustained and increasingly significant contributions to the unit’s research agenda.

3.13.7 Special faculty members who are paid shall be appointed for a specified term of service, as set out in writing in the letter of appointment. Appointments may be for a fixed term of one, two, three, four or five years. The term of appointment of any paid special faculty member concludes at the end of the specified period set forth in the letter of appointment, and the letter of appointment constitutes full and timely notice that a new term will not be automatically granted or guaranteed when that term expires. This institution shall not be obliged to give any notice before a current term expires as to whether appointment will be offered for a new term.
3.13.8 Special faculty members who are not paid may be appointed for a specified term of service or at will. Their pay and appointment status should be set out in the letter of appointment.

3.13.9 During the term of their employment, special faculty members are entitled to seek recourse under Section 607 of the University Code and Section 4.11.3 of this Faculty Handbook (relating to faculty grievances).

3.13.10 Special faculty members, whether paid or unpaid, are not covered by Section 604 of the University Code (relating to appointment, non-reappointment, and requirements of notice and review for tenure track faculty), and that section does not accord them rights to additional review of a decision by a constituent institution not to grant a new appointment at the end of a specified fixed term.

3.14.3 Special Faculty Terms of Contracts

3.14.3.1 The terms and conditions of each appointment to a part-time faculty position shall be set forth in a written contract. A copy of the contract, including rank, salary (when possible), and contract date, signed by the Chancellor or the Chancellor’s delegate, shall be delivered to the faculty member. Contracts for part-time faculty are for fixed terms and may range from one semester to five years. Any special terms and conditions shall be clearly stated in the contract. The chair or dean who recommends the appointment shall be responsible for initiating the inclusions of special terms and conditions in contracts.

3.14.3.2 Initial appointments may be for a fixed term of up to three years. Subsequent appointments to fixed terms of from one to five years’ duration may be made either in direct succession or at intervals. Each shall be considered an initial appointment. This institution shall not be obliged to give any notice before a current term expires as to whether appointment will be offered for a succeeding term (see Section 3.13.7).

3.14.3.3 Part-time faculty in special appointments will share with full-time faculty all rights guaranteed under the concept of academic freedom and all responsibilities as defined in Section 3.3, entitled “Academic Freedom and Responsibility of Faculty.”
3.14.3.4 During the period of their employment, faculty on special appointments shall have full access to benefits of the dispute resolution processes outlined in Section 4.11 of this Faculty Handbook.

Faculty Handbook Revision Task Force Spring 2013

Additional revisions by Academic Policies Committee