

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Accreditation and Compliance.

TOPIC: FPPM Section III. M. Non-Tenure Track Full-Time Faculty and III. Y. Promotion to All Ranks

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

As part of a review of the FPPM in preparation for reaffirmation, these sections have language that could be misunderstood related to the timeline for possible promotion for senior clinical educators versus senior lecturers.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

- 1) Clarifying the timeline for promotion to both senior clinical educator and senior lecturer so that the application occurs in the sixth year.**

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

- 1) The term “after six years” in section III. M. items 2d and 3d is intended to mean that someone cannot hold a particular rank after six years. As such, someone seeking a promotion would have to do so in the sixth year. The proposed language is intended to clarify this.**

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:
Action(s) Taken:

Date first read at Faculty Senate:
Action(s) Taken:

Date final action taken by Faculty Senate:
Action(s) Taken:
Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):
Action(s) Taken:
PVPAA: _____
Date: _____

Date submitted to other administration:
Action(s) Taken:
Administrator: _____
Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

M. NON-TENURE-TRACK FULL-TIME FACULTY

1. The ranks of clinical educator, senior clinical educator, lecturer, and senior lecturer are full-time, non-tenure-track faculty appointments.
2. **Clinical Educators**
 - a. The rank of clinical educator is intended solely for personnel who meet the academic program's accreditation requirements for education of undergraduate and/or graduate students in clinical areas, but who do not hold the terminal degree (doctorate) in the field. The individual must hold appropriate licensure and certification as required for clinical education in that program. Positions at the rank of clinical educator will not replace tenure-track or tenured positions in a department. The clinical educator position is designated as a "continuing" position.
 - b. Each academic program may designate a specific title for this position that is appropriate for the educational standards of the profession. However, terms associated with faculty rank (instructor, lecturer, senior lecturer, assistant professor, associate professor and professor) may not be used.
 - c. Teaching, clinical education and supervision, advising and mentorship, service and scholarship are expected of the clinical educator. The teaching and clinical education assignment will normally consist of a 12 credit hours semester in an academic year, as established by department standards. A clinical educator may be expected to advise students and engage in committee work and other faculty responsibilities as designated by the department chair. Requirements for scholarly productivity are determined by departmental standards. The clinical educator may also be assigned administrative responsibilities associated with the clinical education of the discipline and department responsibilities. The clinical educator is expected to remain current with developments in the knowledge base and pedagogy of her/his field and to maintain a professional portfolio for review.
 - d. In the ~~After~~ sixth years, a clinical educator may seek promotion to senior clinical educator (see [Section III. Z. Promotion to All Ranks](#) and [Section III.AA. Timetable for Tenure and Promotion to All Ranks](#)).
3. **Lecturers**
 - a. The rank of lecturer is intended primarily for temporary appointments. Positions at the rank of lecturer will not replace tenure-track or tenured positions in a department. Unless the position has been designated as a "continuing" lectureship (as in b. below), a lecturer position will normally be converted to a tenure-track position once the need for such a position in a discipline has been established.
 - b. In exceptional circumstances it may be desirable for the University to fill a faculty position on a continuing basis with individuals who do not meet the standard requirements for tenure. Examples of such exceptional circumstances might include:
 - i. After repeated national searches, no suitable qualified candidate with the appropriate terminal degree can be found for the job.

- ii. For the particular courses to be taught by the individual, some special professional training, experience or talent is at least as relevant as a terminal degree, while qualified individuals possessing a terminal degree find the job unattractive.

In such circumstances, the department chair, the college dean, and the PVPAA will discuss the long-term staffing of this position.

- c. Teaching is the main expectation for the lecturer. The teaching assignment will normally consist of an average of 15 credit hours a semester in an academic year. A lecturer may be expected to advise students and engage in committee work and other faculty responsibilities as designated by the department chair. All assigned responsibilities other than teaching should include appropriate reductions from the maximum course load. The lecturer is expected to remain current with developments in the knowledge base and pedagogy of her/his area and to maintain a professional portfolio for review.
 - d. ~~In the~~After sixth years, as a Lecturer in a “continuing” lectureship position, ~~an individual~~ may seek promotion to Senior Lecturer. No one will be employed at the rank of lecturer for more than six years (see [Section III., Z. Procedures for Tenure and Promotion to All Ranks](#) and [Section III. AA. Timetable for Tenure and Promotion to All Ranks](#)).
4. Positions at the rank of clinical educator and lecturer are to be advertised. A national search may be conducted when appropriate. A person appointed at the rank of clinical educator or lecturer must meet regional and program accreditation requirements for teaching in the discipline.
 5. Clinical educators and lecturers will be given one-year, non-tenure track contracts.
 6. A clinical educator, senior clinical educator, lecturer or senior lecturer who is later appointed to a tenure-track position may seek up to three years credit towards tenure based upon prior teaching, scholarship and service as in [Section III, J. Selection, Appointment and Reappointment of Faculty](#) (item 6).
 7. Persons appointed at the rank of clinical educator, senior clinical educator, lecturer, and senior lecturer are eligible for employment benefits accorded to other faculty. Salary will be determined annually and be commensurate with the person's education and experience. Clinical educators, senior clinical educators, lecturers, and senior lecturers will be considered for merit pay increases on the same basis as other continuing faculty.
 8. **Senior Clinical Educators and Senior Lecturers**
 - a. An individual who has been granted the rank of senior clinical educator or senior lecturer will continue to be offered a two-year, non-tenure track rolling contract at that rank except in the following circumstances:
 - i. Employment may be terminated when the position is no longer needed in the department due to curricular change or reevaluation of the exceptional circumstances described above. A senior clinical educator or senior lecturer will be given at least one academic year's notice before that position is eliminated.
 - ii. Employment may be terminated for misconduct as indicated in [Section III, CC. Disciplinary Action and Termination](#).

- iii. A senior clinical educator or senior lecturer who receives two less-than-satisfactory overall annual evaluations within a three-year period may be terminated. A senior clinical educator or senior lecturer who receives one less-than-satisfactory annual evaluation shall be reviewed by both the department chair and the department Promotion and Tenure Committee in the subsequent fall.

References: Approved by Board of Visitors, April 23, 1999, June 18, 2005, March 25, 2011, June 14, 2013; Faculty Senate, February 3, 2011, April 11, 2013, March 2, 2017, April 8, 2021.

Y. PROMOTION TO ALL RANKS

1. **General Provisions:**

Promotion decisions are made by the Provost and Vice President for Academic Affairs (PVPAA), subject to approval by the President and the Board of Visitors, upon the recommendation of the appropriate college Dean, the Department Chair, and the Department Promotion and Tenure Committee. These recommendations must comply with the criteria in this section and follow the timetable in [Section III, AA. Timetable for Tenure and Promotion to All Ranks](#) and the procedures set forth in [Section III, Z. Procedures for Tenure and Promotion to All Ranks](#). Candidates may withdraw from consideration at any time prior to final action by the Board of Visitors upon written notification to the department chair, who shall notify the appropriate parties.

- a. Each department in the University shall establish a standing Promotion and Tenure Committee to review faculty for promotion, tenure and probationary review. Departments may choose to establish a separate committee consisting only of Professors to review a promotion application for a candidate to Professor. In the year a faculty member is seeking promotion to Professor, if there is not a separate committee for review of candidates for Professor, he or she shall not serve on the Department Promotion and Tenure Committee.
- b. At the beginning of the fall semester, each department chair shall provide to the Department Promotion and Tenure Committee a list of those to be considered for promotion.
- c. Separate written recommendations shall be made by the Department Chair and the Department Promotion and Tenure Committee. Both recommendations shall be transmitted to the candidate by the date specified in [Section III, AA. Timetable for Tenure and Promotion to All Ranks](#).
- d. The candidate is notified of the recommendations at each level of review, and may withdraw from consideration at any level.
- e. The Department Chair transmits the recommendations of the Promotion and Tenure Committee and the Department Chair, accompanied by the professional portfolio, to the Dean.
- f. These recommendations and the portfolio are reviewed by the Dean. The recommendations of the Dean, the Department Chair, and the Department Promotion and Tenure Committee are transmitted by the Dean to the PVPAA, whose decision, subject to approval by the President and Board of Visitors, is final.
- g. Each department may draft and formally approve standards for the evaluation of faculty members, which must be approved by the Dean of the college and the PVPAA before implementation. Copies of the approved standards must be distributed to all departmental faculty in writing.

2. For faculty members without prior college-level teaching experience, the award of tenure is to be concurrent with promotion to the rank of Associate Professor.

3. **General Criteria for Promotion to All Ranks:**

- a. Possession of the recognized terminal degree.

- b. Quality teaching, service and scholarship as defined by University and departmental standards available from Department Chair. ([See Section III, R. Criteria for Faculty Evaluation](#))
 - c. Employment as a member of the faculty at Longwood University for no less than one academic year prior to consideration for promotion.
4. **Specific Criteria for Promotion to Each Rank (including Librarians):**
- a. **Associate Professor** -- In addition to meeting the general criteria for promotion, the candidate shall provide evidence of professional achievement which is recognized outside the institution, and potential for further professional growth. The candidate must have completed five years of full-time tenure-track college teaching (or academic librarianship in the case of librarians) prior to beginning the application process with the time table; exceptions must be specified in the faculty member's initial contract.
 - b. **Professor** -- In addition to meeting the general criteria for promotion, the candidate shall have produced creative work, professional publication or achievement, or quality research judged significant by peers outside the institution. The candidate must have completed eleven years of full-time tenure-track college teaching, including five years of full-time tenure-track college teaching (or academic librarianship in the case of librarians) at the rank of associate professor, prior to beginning the application process with the time table; exceptions must be specified in the faculty member's contract.
 - c. **Senior Clinical Educator** -- A Clinical Educator may seek promotion to the rank of Senior Clinical Educator ~~in the after~~ sixth years of employment. Any requirements for teaching, scholarly productivity and service are determined by departmental standards.
 - d. **Senior Lecturer** -- An individual in a designated "continuing" Lecturer position must apply for promotion to Senior Lecturer in order to continue employment beyond his/her sixth year. Any requirements for teaching, scholarly productivity and service are determined by departmental standards.
5. **Special Provisions for Promotion to Associate Professor and Professor for All Faculty (including Librarians):** Credit may be given toward satisfying the length-of-teaching experience criteria specified in sections 3 and 4 above in recognition of time spent on an academically relevant, grant-supported or otherwise funded leave (e. g., Fulbright or National Science Foundation grant or Longwood sabbatical or Connections). Decisions to give credit or not to give credit shall be made by the PVPAA.

References: Faculty Handbook 1982, 1986; Organization of Teaching Faculty, January 19, 1989; Longwood College Board of Visitors, July 16, 1982; April 7, 1988, Faculty Senate, February 19, 1998, April 23, 1999; March 18, 2010, February 3, 2011, March 2, 2017, April 5, 2018, April 8 2021; Board of Visitors, June 18, 2005, June 10, 2010, March 25, 2011, April 11, 2013, June 10, 2017, June 8, 2018.