

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Policy on Special Appointment Faculty
Policy Number: 02.72.12
Effective Date: July 1, 2003
Issuing Authority: Office of the President

Scope of Policy

In 2002, the Faculty Senate of Temple University recommended amendments to the Faculty Handbook recognizing the faculty classification of Special Appointment Faculty (SAF); and the Board of Trustees approved these amendments. The classification of Special Appointment Faculty is intended to permit the appointment of full-time faculty for renewable terms who engage primarily in one aspect of the University's work of teaching, research and service rather than in all of those endeavors, as do members of the presidential faculty. This policy outlines the policies and procedures relating to Special Appointment Faculty.

Policy

I. Special Appointment Faculty – Definition

Special Appointment Faculty are persons with specialized expertise appointed to teach or engage in other instructional activity or to engage in research or to conduct public service activities in academic departments, schools or colleges or in centers or institutes.

II. Method and Duration of Appointment

1. Special appointment faculty, like other faculty of the University, are appointed by the president or his/her designee. Unless otherwise provided by the president, deans of the schools and colleges are authorized to appoint Special Appointment Faculty. The provost is also authorized to make such appointments in programs, including but not limited to centers and institutes, which do not report to a dean.
2. At the time of the initial appointment and at each reappointment, the responsibilities of the faculty member will be clearly defined in writing by the appointing authority. The statement of responsibilities will be used as specific criteria to judge that faculty member's performance and his/her eligibility for consideration for subsequent reappointment or promotion. There is however, no expectation or right of an SAF to be reappointed. Reappointment is entirely at the discretion of the University.

3. There is no limit on the number of reappointments nor on the total years of service for Special Appointment Faculty, but an SAF is not eligible to be considered for tenure based on years of service.

III. SAF Titles and Qualifications

1. SAFs will be appointed at one of the following ranks: Instructor (SAF); Assistant Professor (SAF); Associate Professor (SAF); or Professor (SAF).
2. Persons appointed as Special Appointment Faculty will normally be expected to hold a terminal degree in the discipline in which they hold appointment or in a related discipline that is pertinent to their special assignment. Exceptions to the requirement for a terminal degree may be made for persons who otherwise have special expertise, qualifications or credentials in the field of the intended appointment and/or pertinent to their special appointment.

3. Categories of Appointments

Special Appointment Faculty may be appointed to teach, undertake other instructional activity, engage in research, or undertake service related to the University's mission. These categories are not exclusive, and these guidelines do not preclude the appointment of an SAF with a special combination of qualifications and/or experience to engage in more than one category of activity. However, an SAF should normally devote at least 75 percent of his/her effort in one of these activities with the remaining effort devoted to a second area of activity. Exceptions to this division of responsibility may be made only with the approval of the President or a person designated by him/her to make such exceptions.

- A. A person appointed as Special Appointment Faculty (Research) is
 - i) Engaged primarily in the conduct or support of research, and
 - ii) Will usually be supported primarily with external grant or contract funding.
- B. A person appointed as Special Appointment Faculty (Instruction) is
 - i) Assigned primarily to provide instruction, and
 - ii) Is expected to teach a full load of courses, consistent with the standard for a full teaching load in the unit in which he/she is appointed.
- C. A person appointed as Special Appointment Faculty (Specialist)
 - i) May be assigned primarily to provide technical or artistic support to an instructional or research program, and/or
 - ii) May be assigned responsibility for creating relationships between the academic community and other sectors, such as professional, business, or government communities, and/or

- iii) May teach in the area of his/her specialty or technical expertise.
- iv) Is expected to have an academic, professional, creative, government service, business or industry background.

IV. Appointment, Reappointment and Promotion

1. Search Procedure

- A. Searches for Special Appointment Faculty will usually be conducted using the same procedures that are used for the recruitment of dean's appointments. Advertising for such appointments may be focused locally, regionally, or nationally, depending on the qualifications specified for the position and the nature of the position responsibilities. Affirmative Action procedures as defined by the University will be part of each search. When a Special Appointment Faculty position requires unusual skills or qualifications, abbreviated and/or targeted searches may be conducted with the approval of the President or his/her designee, who shall usually be the Provost unless otherwise specified.

2. Length of Appointment

The length of the initial appointment for a Special Appointment Faculty will usually be a minimum of six months and a maximum of three years. Typically instructors may be appointed or reappointed for terms of six months to two years; assistant professors for terms of one to three years; associate professors and professors for terms up to five years.

3. The Processes for Appointment, Reappointment and Promotion

A. Appointment Process

The appointment processes requires a complete dossier incorporating the same materials required for a dean's appointment, including but not limited to a current resume signed or initialed on each page, a transcript or equivalent certification of educational background and/or licensure, letters of reference, and documentation of the special knowledge or skills associated with the duties of the Special Appointment Faculty position to which the applicant is being appointed. Dossiers will include, as appropriate, records of scholarly or creative activity and funding, teaching performance, technical expertise, public or professional service achievements, and any other qualifications/credentials deemed important for the specific appointment.

B. Letters of Appointment

- i) Each Special Appointment Faculty shall receive a letter of appointment specifying his/her responsibilities including the portion of the appointment to be devoted to each separate responsibility when the appointment entails more than one area of responsibility, and establishing his/her compensation. All letters of appointment shall be the standard letter of appointment prescribed by the University.
- ii) A copy of this policy or reference to a website where the policy can be found shall be included with each letter of appointment.

C. Performance Reviews

At least annually, the head of the unit in which the Special Appointment Faculty member serves or his/her designee is expected to provide the SAF with a written evaluation of his/her performance. It is desirable also for the unit head or designee to meet with the SAF to review the performance evaluation. The evaluation should be based on performance of the specific responsibilities set forth in the letter of appointment and on evaluative material pertinent to those specific responsibilities. The written evaluation should be provided to the Special Appointment Faculty member and should be countersigned by that person, as evidence of having received the evaluation, and returned for inclusion in the SAF's personnel file. When a meeting with the Special Appointment Faculty member is held, a brief written summary of the meeting should be sent to the faculty member, signed by him/her as acknowledgement of receiving the summary, and returned for permanent filing in his/her personnel file. A Special Appointment Faculty member may submit any statement of self-evaluation that differs from the evaluation provided by the unit head, and such statement shall be included in his/her personnel file.

The annual evaluation by the unit head should include any change of responsibilities or performance that is expected of the Special Appointment Faculty member during the forthcoming period, if applicable.

Notwithstanding performance evaluations, reappointment of Special Appointment Faculty on completion of the contract period specified in their letters of appointment is entirely within the discretion of the University.

D. Promotion

- i) Promotion Procedures. The Special Appointment Faculty promotion procedures will follow the procedures for promotion of other faculty in the relevant unit.

- ii) Promotion Criteria. The criteria for promotion for Special Appointment Faculty shall be the same as those used for the appropriate rank in the relevant unit, except that a Special Appointment Faculty member shall be required to demonstrate excellence only with respect to the area(s) of activity specified as his/her responsibilities in his/her letter of appointment.
- iii) Standards for Promotion. In general, criteria for promotion in the various academic units shall be consistent with the following standards:
 - (1) Promotion is based on excellence in the specific area(s) of activity to which the SAF is assigned: teaching, instructional service, scholarship or creative work, and/or service to the professional, business or governmental community.
 - (2) For promotion to each rank the Special Appointment Faculty member should achieve the same level of excellent or outstanding performance in the specific area(s) of responsibility set forth in his/her appointment letter as would be required for promotion of presidential faculty members in the same unit to the same rank. These levels of performance are defined in the Faculty Handbook, the President's Guidelines for Promotion and Tenure, and the school/college, department promotion statements.
 - (3) Except as otherwise provided in this document, consideration for promotion of a Special Appointment Faculty member shall follow the same processes as are used for promotion of a presidential faculty member in the same academic unit, unless a school, college or other appointing unit have developed specific promotion procedures for Special Appointment Faculty that have been approved by the President for use in that academic unit.

E. SAF Access to Reappointment and Promotion Materials

Throughout the process of promotion, a Special Appointment Faculty member under consideration will have access to all materials being reviewed, with the exception of those materials for which the SAF will have waived this privilege in writing. Even if such a waiver is not granted, the identity of individuals providing evaluations will be kept confidential and will not be available to the SAF. However, the performance evaluations and the recommendation(s) for promotion by the Special Appointment Faculty member's supervisor and any reviewing committee(s) shall be available to the faculty candidate for promotion.

Committees, department chairs or other administrators, and/or deans should provide an opportunity for the Special Appointment Faculty member to meet with them to discuss his/her application for promotion. Such committees, department chairs or other administrators, and/or deans may request that the Special Appointment Faculty member or other persons with pertinent knowledge of the SAF's performance to provide such information in writing or at a meeting with the reviewing committee and/or administrator(s).

The Special Appointment Faculty member will be notified in writing by the unit head or Dean, as appropriate, when a promotion decision has been made. Within ten days of notification, the faculty member will have the opportunity to provide a written response to the decision, and this response will be included with the materials being reviewed for promotion.

V. Expiration/Termination of Appointment

The SAF's appointment shall end on the termination date specified in the letter of appointment, unless written notification of reappointment is provided. The University is not obligated to provide additional notice of non-renewal or expiration of appointment.

VI. Appeals

Appeals by Special Appointment Faculty relating to termination during the term of a contract or denial of promotion will be heard by the standing Special Appointment Personnel Committee. The Special Appointment Personnel Committee shall make recommendations to the President or his/her designee, who shall be the Provost unless otherwise provided.

The Special Appointment Personnel Committee shall be composed as follows: (1) one tenured faculty member selected by the tenured faculty or the collegial assembly executive committee or equivalent of the school or college in which the SAF member holds appointment, (2) one SAF selected by the President or his/her designee, (3) one tenured faculty member nominated by the Executive Committee of the Faculty Senate, and (4) one dean or academic administrator of equivalent rank appointed by the President or his designee.

Upon receiving a written appeal, the Special Appointment Personnel Committee may conduct a hearing if requested to do so by the Special Appointment Faculty member and shall review the documents in the matter, including the faculty member's statement, his/her personnel file and, where pertinent, the complete file assembled for the application for promotion. The Special Appointment Personnel Committee shall submit its written findings and recommendation, along with a

record of its hearing to the Dean or other person who heads the unit in which the SAF holds his/her appointment. If the Dean or unit head disagrees with the Special Appointment Personnel Committee's conclusions, the Dean/unit head shall make the reasons for his/her disagreement known to the Special Appointment Personnel Committee in writing. If the SAF disagrees with the Special Appointment Personnel Committee's conclusions, the SAF shall make his/her reasons for the disagreement known to the Special Appointment Personnel Committee, in writing. The Special Appointment Personnel Committee will reconsider the original decision and submit its final recommendation to the President or his/her designee for a final decision on the matter under consideration.

VII. Supercession.

Where a collective bargaining contract provides terms or conditions of appointment, reappointment, evaluation, promotion, assignment of responsibilities, or other matters relating to Special Appointment Faculty covered in this policy, the collective bargaining agreement shall supersede this policy, but such supercession shall occur only with respect to the specific terms of the collective bargaining contract and this policy shall apply to all other matters relating to Special Appointment Faculty.

VIII. University Policies

All Special Appointment Faculty are bound by all University Policies as they may be revised from time to time, including those contained in the Faculty Handbook.

Notes

1. Dates of official enactment and amendments:

Adopted by the President on June 27, 2003. Effective on July 1, 2003.

2. History:

none

3. Cross References

#02.78.12, Temple University Faculty Handbook