

### **Proposal for New Faculty Status Definition for Long-Term Contingent Faculty**

The AAUP recommendation is that “All full-time teachers, but not investigators, regardless of their titles should acquire tenure after a probationary period as provided for appointments to the rank of full-time instructor or a higher rank in the 1940 statement.” [<http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>] While this recommendation does not explicitly address the issue of part-time instructors or full-time positions where only a part of the workload involves instruction, it supports actions that use academic due process to improve the status of non-tenured faculty in ways that preserve their academic freedom, support professional integration, and assure continued employment.

The workloads and expectations of Gustavus’ non-tenured faculty are diverse. The goal of this proposal (reflecting the Faculty Senate’s charge) is to establish a faculty status appropriate for one existing group of non-tenure-track faculty: continuing contingent faculty positions. These are non-tenure-track positions that: 1) are created to fill a need that will persist for an indefinite period of time, as opposed to a need anticipated to cease at a specific date, such as completion of a leave, and 2) entails working for Gustavus at least half of the normal full-time load in a faculty capacity such as teaching, librarianship, research, scholarship, creativity, or some combination thereof. Academic administration may also be considered work in a faculty capacity if the administrative role is traditionally performed by a faculty member. This proposal describes a plan for accommodating this position both within the tenure track and outside the tenure track, as well as the principles that govern the assignment of a position to one of these categories and the movement of a position from one to the other.

This proposed position is intended to replace the current practice of ongoing year-to-year appointments (that are at least 4/7) of continuing contingent faculty positions with five-year appointments. It is neither intended nor appropriate for this position to replace tenure-track positions permanently or as a stopgap measure. Departments and/or Programs will develop the rationale for needing such a position rather than a visiting or tenure-track position when making a request to the Provost’s Office. Such requests will be reviewed by a Position Review Committee who advise the Provost as the Faculty Position Request Committee currently does for tenure-track positions. This type of position will benefit long-term contingent instructors, their department and/or programs and the college by improving job stability, continuity, and flexibility with regards to teaching and service.

#### **This new faculty status will:**

- Acknowledge that contingent faculty have diverse and divergent roles on campus.
- Build a stronger campus community by acknowledging the benefits of continuity that long-term contingent faculty offer to students, departments, programs and administration alike.
- Provide long-term contingent faculty increased employment security with 5-year appointments compensated on a step system, with protection from early termination and changes in job expectations
- Offer long-term contingent faculty more opportunity, stability and flexibility in their engagement with the Gustavus community.
- Enable departments and programs to have more opportunity, stability and flexibility in long-range planning for their academic program and workloads

#### **Proposed Faculty Status Definition: *Continuing Instructor***

Continuing Instructors refer to a non-tenure-track position that fills a need that will persist for an indefinite period of time, as opposed to a need anticipated to cease at a specific date, such as completion of a leave. It entails working for Gustavus at least half of the normal full-time load ( $\geq 4/7$  course load equivalent) in a faculty capacity such as teaching, librarianship, research, scholarship, creativity, or some

combination thereof. Academic administration may also be considered work in a faculty capacity if the administrative role is traditionally performed by a faculty member. Continuing Instructor positions are not intended to substitute for or replace tenure-track positions. The use of “Instructor” versus Professor or Lecturer makes this faculty status more flexible to include Lab Instructors, Clinical Instructors, etc. The term *Continuing Instructor* refers to *faculty status*, but such faculty might also have more specific titles related to their *appointments*.

A specific Continuing Instructor position would be defined by a position description delineating the position’s responsibilities as these relate to a 7-course load *equivalent* (or fraction thereof if the position is less than full-time). The 7-course load equivalent could substitute courses with responsibilities listed in the position description that may include service, advising, appointed work (fellowships, facilities support, student/faculty research, etc.) and other roles as needed by departments, programs, or the college. Criteria for evaluation will be provided in writing at the time of appointment. Continuing Instructors would have the same rights of academic freedom continuing contingent faculty currently enjoy and would be encouraged to attend and vote at faculty meetings. They would be welcome, but not required, to participate in relevant ceremonial responsibilities (e.g., convocation, graduation, Honors Day, Nobel Conference procession, etc.). Compensation would be determined according to a step system established for continuing instructors. Individuals in this position would be offered full access to resources for faculty development including, but not limited to, travel and professional development funds, and internal grants.

#### Terms of Employment

Continuing Instructors initially would be classified as having a probationary appointment and would receive a series of one-year appointments during their 5-year probationary period; non-renewal of a probationary appointment would require notice as outlined in Faculty Manual section 2.6.2.1. Upon successful completion of their probationary period, as outlined below, the faculty member would be classified as a Senior Continuing Instructor and would receive a 5-year appointment. Manual section 2.6.2.1 will be amended so that Senior Continuing instructors would receive at least one-year notice if their appointment is not to be renewed at the end of their 5-year term. Dismissal or release of a Senior Continuing Instructor prior to the end of their 5-year appointment would be restricted to circumstances and procedures outlined in Section 2.6.2 of the Faculty Manual

#### The Process of Reviewing Continuing Instructors

Faculty hired as CIs would be reviewed by a faculty committee in the context of their Position Descriptions. Upon their hire, CIs would undergo:

- Annual formative reviews led by their Department Chair and/or Program Director in the first, second and fourth years.
- A more involved, formative third year review would be conducted by a CI Review Committee composed of members of the CI’s and/or program and two faculty members from outside of the department and/or program, one of whom is a Senior CI. This review would consist of classroom visits, examination of annual departmental/program reviews, student evaluations, and file submitted by the CI addressing teaching excellence and sympathy with the mission of the college.
- A comprehensive summative review in the fifth year would resemble the third year review in committee composition and process. Following the comprehensive fifth year review, the faculty committee would make a recommendation to the Provost’s Office regarding change from CI to Senior Continuing Instructor status. CI not receiving Senior CI status would have one final (6th) year contract as outlined in 2.6.2.1 of the Faculty Handbook.
- Subsequently, Senior CI faculty would undergo review every five years by members of the CI Review Committee prior to renewal of appointment.

### The Process of Establishing & Renewing Continuing Instructor Positions (CIP)

1. To establish a Continuing Instructor position, a department and/or program (or combination thereof) shall send a request for the position to the Provost's Office. In this request, the department (s) and/or program(s), in consultation with the Provost's Office, shall provide a detailed position description for the CIP and an explanation why this position is not more appropriately a tenure-track position. For example, a position that is not full time, does not necessarily require a terminal degree or does not require engagement in scholarship or service. The Provost's Office shall consult with the Faculty Position Request Committee, who makes a recommendation regarding the appropriateness of the position as CI and not tenure-track, before making a determination.

Barring unforeseen circumstances, the description of position responsibilities shall not be altered between appointment renewals. Changes in teaching assignments due to cancellations or shifting curricular needs shall be handled as they currently are for tenured and tenure-track faculty. Changes would occur after consultation with and agreement between the involved department and/or program and the Provost's Office. Faculty shall be provided with copies of the Position Description before the start of an academic year.

2. If a Continuing Instructor leaves the position, the department and/or program can request another Continuing Instructor position as described above. This is analogous to the process followed when a tenure-track position is vacated.

### Transition Plan

Faculty currently employed less than five years in positions that transition to Continuing Instructor positions shall have their service counted toward the probationary period and undergo annual reviews until arriving at the fifth year comprehensive review.

Faculty currently employed for five or more years in positions that transition to Continuing Instructor positions shall undergo a single comprehensive review as described above.

Faculty currently employed for five or more years in positions that transition to Continuing Instructor positions may request to delay their comprehensive review by one year. In this case, they shall undergo an annual review and then a comprehensive review the following year.

In each instance, after the comprehensive review, the CI Review Committee shall make a recommendation to the Provost's Office regarding renewal of the Continuing Instructor status for another five years and the faculty member may then be classified as a Senior Continuing Instructor.