

Full-time Non-Tenure Track Faculty:

Tyler School of Art Policies and Procedures

In accord with the Temple University TAUP contract, the following policies and procedures apply to the appointment, rank, and reappointment/annual review and promotion of full-time non-tenure track faculty in painting, sculpture, ceramics, glass, metals, fibers, printmaking, photography, graphic and interactive design, architecture, foundations and visual studies, art history and art/art education.

1. Appointment: Full-time non-tenure track faculty may be appointed for terms up to 5 years, with responsibilities which center primarily on one of the following: teaching, or research/scholarship/creative work. The initial and any subsequent appointment letters will make clear the responsibilities of the faculty member for the term of the appointment.

Appointment of non-tenure track faculty will be made by the Dean with consultation from a search committee. For additional guidelines refer to the Tyler Search Guidelines available in the Dean's office. Search procedures are designed to yield strong applicants and to encourage applications from minorities and women. In cases requiring an emergency appointment, and with the permission of the Provost's Office and the Affirmative Action Office, the Dean, working in consultation with the department chair may make an appointment of one semester or one year without a formal search. Any subsequent appointment of that faculty member must be the result of a search as described above.

2. Rank: Full-time non-tenure track faculty will be given rank according to the classifications and criteria outlined in Article 15 of the Temple University – TAUP contract. In the Tyler School of Art, the title Senior Lecturer will be reserved for those non-tenure track faculty whose teaching experience and expertise are commensurate with those of Presidentially appointed Associate Professors or Professors.

3. Reappointment/Annual Review: Non-tenure track faculty may be reappointed for terms up to 5 years without limit. Reappointment will be preceded by a review conducted by the Department Personnel Committee of the faculty member's performance in the area of his/her responsibilities during the term of appointment. For all NTT faculty, there will be an annual review each fall of the faculty member's performance in the area of his/her responsibilities. Reviews are conducted annually by the Department Personnel Committee, a committee elected by the department, consisting of three tenured faculty serving for staggered terms of three years. For departments that do not have three tenured faculty members please refer to the Tyler Promotion and Tenure guidelines. This committee reviews non-tenure track faculty for reappointment to a Lecturer or Sr. Lecturer's position. The committee meets with the individual faculty to review course materials and syllabi, examples of student work, student evaluations (SFF) and to observe teaching.

4. Promotion Process: A non-tenure track faculty member may apply to promotion to a higher rank after consulting with their department chair. The candidate's application for promotion will be reviewed by the Department Chairperson, and will be forwarded to the Dean. The faculty member will provide to the Department Chair:

A current CV

A professional portfolio of work in accordance with Tyler collegial requirements from the candidate's department, which all includes course evaluations.

The Department Chairperson will review all pertinent materials in the candidate's file, including peer and student reviews and evaluations. The Department Chairperson will evaluate the faculty member's performance in accordance with departmental norms and expectations and address areas in which improvement is needed and expected. After the Chair's

review is completed, the Department Chairperson will write a recommendation to the Dean.

The Dean will review the recommendation of the Department Chairperson. The Dean will provide a decision regarding promotion, which will be communicated in writing to the candidate and the Department Chairperson. Promotion, if approved, will be effective as of the beginning of the next academic year.

Addition, the committee reviews documentation of creative work/research. The committee forwards a written evaluation to the Chair who makes a recommendation to the Dean. Deadlines as described in the TAUP contract must be met by the departments.