

Recommendations of the SU Senate Academic Affairs Committee concerning Non-Tenure Track, Full-time (NTFT) Faculty Positions

The *Faculty Manual* provides information on the mission and vision of Syracuse University, policies governing the faculty, and the rights and responsibilities of the faculty of Syracuse University. Over time, the composition of the full-time faculty of the University has changed in ways not reflected in the *Faculty Manual*. Whereas the organization of the faculty directly influences the academic mission of the University and whereas the faculty share responsibility for that organization, and in light of the growing disparity between the policies contained in the *Faculty Manual* and actual practice, the Academic Affairs Committee of the SU Senate moves that the *Syracuse University Faculty Manual* be amended to revise the description of Professors of Practice and to incorporate new full-time (defined as 1.0 FTE) positions of Teaching Professors, Associate Teaching Professors, and Assistant Teaching Professors. To implement the proposed changes to the *Faculty Manual*, the Committee also proposes the following complementary actions by the University and its Schools and Colleges:

1. The university will maintain records concerning the recruitment, hiring, and terms of employment for all faculty members, and the Provost will make a complete and accurate Faculty Census available to the University Senate by October 15 of each academic year. The Academic Affairs Committee will receive this Census and assess the conformity of faculty positions with those contained in the *Faculty Manual*, as amended, and report its findings to the University Senate in a timely manner.
2. Faculty positions will be labeled consistently across the university in ways that distinguish faculty members with research expectations from faculty members hired primarily for teaching and service, and both from faculty members hired for non-academic professional experience (Professors of Practice). To accomplish this, the committee brings to the Senate motions to place into the *Faculty Manual* language refining the nature of appointments to the rank of Professor of Practice and establishing new faculty positions of Teaching Professor, Associate Teaching Professor, and Assistant Teaching Professor.
3. In the case of new appointments, hiring and promotion policies, including expectations for training, experience, terminal degrees, and performance, must conform to the *Faculty Manual's* definitions and descriptions of various faculty titles and duties. Deans of the colleges and schools will ensure that explicit processes for hiring and evaluating non-tenure-track faculty are promulgated, in consultation with their faculties, in a timely manner.
4. Colleges, schools, and departments will consider on a case-by-case basis, and in consultation with the affected individuals, whether to convert existing Professor of Practice appointments to Teaching Professor appointments. Current appointments of Assistant or Associate Professors of Practice must be converted either to Professor of Practice or to Teaching Professor at the appropriate rank, in accordance with the Professor of Practice position definition and by consultation with the faculty of the relevant School or College.
5. Searches to hire one kind of professor (e.g., tenure-track professor with research and teaching responsibilities) cannot be changed to another kind of professor (e.g., a Professor of Practice or a Teaching Professor) without starting the search over. All searches must

adhere to University rules ensuring equal employment opportunity, including open posting of the position.

6. The amended descriptions shall govern all future appointments to these positions.
7. Appointments of non-tenure-track faculty should serve pedagogic needs and must be made in the context of a School or College's encompassing academic strategic plan. The faculties of each School and College are encouraged to adopt appropriate restraints on the use of full-time, non-tenure-track faculty.

Title and Description

Professor of Practice

The title of Professor of the Practice is available only for full-time, non-tenure-track faculty who are highly accomplished individuals with significant and substantial experience in a relevant field of professional practice and who can provide effective, practice oriented instruction in areas that supplement the core pedagogical instruction provided by the tenured and tenure track faculty. While Professors of Practice may, depending on specific requirements of the college or school, have additional research, service, administrative, or outreach obligations, teaching is their primary responsibility. They are expected to participate in routine service to their departments, schools or colleges, and the university. The title may not be used for positions whose responsibilities largely replicate those of tenure-track faculty or Teaching Professors.

Professional materials related to employment at Syracuse University should identify Professors of Practice by full academic title as specified by the appointment letter. Full titles should be used on university websites, on SU business cards, and in other fora for which their employment at Syracuse University in a faculty role is relevant (e.g., published letters, editorials, and articles and speeches).

Professors of Practice are expected to teach in the classroom or laboratory, to meet with students during scheduled office hours; to prepare and grade assignments and examinations; to contribute to the design, syllabi, and organization of departmental course offerings; and to know applications and development of pedagogy in their field.

The dean, in consultation with the faculty, is responsible for determining appropriate qualifications for Professors of Practice, which may vary by subfield or department. Appointments of Professors of Practice are for periods of no more than five years and are renewable. Professors of Practice will be evaluated on a regular basis, according to the policies of the school or college. Evaluation prior to contract renewal must be done in accordance with standard faculty renewal processes, including review by a committee drawn from the relevant faculty, and must cover all aspects of the assigned duties.

Professors of Practice are valued members of the University Faculty. They are expected to take an active role in the governance of their college or school faculty, though colleges, schools and departments may limit their scope of action. Professors of Practice should participate fully in those decisions that are directly related to their roles within the college or school and within the department. The dean or director has the responsibility of identifying those issues that are related to their roles within the college or school, and the department chair has that responsibility within the department. Within the department, Professors of Practice shall participate fully in hiring decisions of other Professors of Practice. Professors of Practice may not vote on the hiring or on tenure and promotion of tenure-track faculty.

The Professor of Practice title shall not be used to fill purely teaching faculty positions that do not require a long record of accomplishments in a non-academic profession. The title of Visiting Professor of Practice may be granted for a one-year term.

Persons appointed as a Professor of Practice will not be granted tenure but they may be eligible for professional development leave, related to their contract duties. Leave request procedures for Professors of Practice are set by the School or College and must be available for review by the faculty.

Persons holding Professor of Practice appointments may apply for tenure-track or teaching faculty positions only as part of a regular, affirmative action search or the issuance of an administrative waiver.

A one-semester notice of termination must be provided to Professors of Practice who have had at least two but not more than three years of continuous service, and a two-semester notice must be provided to those having completed three or more years of continuous service (excluding summers). Such notice should be in writing to the individual and specifically note that it is serving as notice of non-renewal, should such action be necessary.

Title and Descriptions

Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor

The title of (Assistant, Associate) Teaching Professor is given to full-time (1.0 FTE), non-tenure track faculty and implies academic qualifications and appropriate educational degrees in the relevant field of instruction. Teaching Professors are expected to teach in the classroom or laboratory; to meet with students during scheduled office hours; to prepare and grade assignments and examinations; to contribute to the design, syllabi, and organization of departmental course offerings; and to know applications and development of pedagogy in the field. Teaching Professors are not expected to conduct research. They may carry administrative duties that include activities such as developing independent or team-taught courses, producing teaching methodologies and materials, and training other faculty in instructional methods and design. They are expected to participate in routine service to their departments, schools or colleges, and the university.

Professional materials related to employment at Syracuse University should identify Teaching Professors by full academic title as specified by the appointment letter. Full titles should be used on university websites, on SU business cards, and in other fora for which their employment at Syracuse University in a faculty role is relevant (e.g., published letters, editorials, and articles and speeches).

Promotion to Associate Teaching Professor is based on evidence of excellence in teaching and pedagogy, and may include the record of service to the department, school, college, or university, as appropriate. Teaching excellence may be shown through classroom teaching, contributions to the design, syllabi, and organization of departmental course offerings, and applications or development of pedagogy in the field. Contributions to pedagogical advances will vary from field to field, and may be demonstrated by, but not limited to, developing independent or team-taught courses, creating teaching materials and methodologies, administration or maintenance of laboratory or clinical settings used for pedagogy, training other instructors, or holding supervisory responsibilities for course offerings. Promotion to Teaching Professor is based on continued excellence in teaching and pedagogy as well as leadership in the field of teaching, where such opportunities exist. The dean is responsible for determining appropriate qualifications for each rank, which may vary by subfield or department.

Assistant and Associate Teaching Professors may request promotion after at least five years of service in rank. Teaching Professors and Associate Teaching Professors may be hired at rank if they have appropriate qualifications and teaching experience. Appointments of Teaching Professors and Associate Teaching Professors are for periods of no more than five years and are renewable. Appointments of Assistant Teaching Professors are for periods of not more than three years and are renewable. Teaching professors will be evaluated on a regular basis, according to the policies of their school or college. Evaluation prior to contract renewal must

be done in accordance with standard faculty renewal processes, including review by a committee drawn from the relevant faculty, and must cover all aspects of the assigned duties.

Promotion from Assistant to Associate and from Associate to Teaching Professor must be subject to oversight by a committee formed by the department chair or college dean and drawn from the faculty. These committees should include at least one Teaching Professor, in addition to tenured members of the relevant department(s). The recommendations of the committee and relevant faculty will be transmitted to the Dean of the School or College, who makes the final decision on promotion. Candidates for promotion have the right to review all materials related to their promotion and to meet with the committee and the department chair as part of the review process. Promotion is neither necessary nor sufficient for contract renewal.

Teaching Professors of all ranks are valued members of the University Faculty. They are expected to take an active role in the governance of their college or school faculty, though colleges, schools and departments may define their scope of actions more narrowly. Teaching Professors should participate fully in those decisions that are directly related to their roles within the college or school and within the department. The dean or director has the responsibility of identifying those issues that are related to their roles within the college or school, and the department chair has that responsibility within the department. Within the department or equivalent unit, Teaching Professors shall participate fully in hiring decisions of other Teaching Professors. Teaching Professors may not vote or otherwise supervise the hiring, evaluation, and tenure and promotion of tenure-track faculty.

The Teaching Professor title of any rank shall not be used to fill faculty positions that require a long record of accomplishment in a non-academic profession and are more appropriately designated as a Professor of Practice position. The title of Visiting Teaching Professor of any rank may be granted for a one-year term.

Persons appointed to a Teaching Professor title will not be granted tenure but may be eligible for professional development leave related to their contract duties. Leave request procedures for teaching professors are set by the School or College and must be available for review by the faculty.

Persons holding Teaching Professor appointments may apply for tenure-track or instructional faculty positions only as part of a regular, affirmative action search or the issuance of an administrative waiver.

A one-semester notice of termination must be provided to Teaching Professors who have had at least two but not more than three years of continuous service, and a two-semester notice must be provided to those having completed three or more years of continuous service (excluding summers). Such notice should be in writing to the individual and specifically note that it is serving as notice of non-renewal, should such action be necessary.