

**Motion Regarding Non-Tenure Track, Full-time Faculty Positions  
as amended and approved on March 30, 2016**

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*. This situation fails to properly acknowledge and define the contributions of non-tenure-track faculty to the University, as well as to provide appropriate guidelines so that these faculty colleagues can prosper at the university. To address this deficiency in the *Faculty Manual*, support the strategic planning process currently underway, and provide mechanisms for transition, we move that the following actions be taken by the University and its Schools and Colleges:

1. Define, acknowledge, and balance the composition of the Syracuse University faculty to meet the needs of a student-focused research university and the aspirations contained in the SU Academic Strategic Plan.
  - a) Appointments of non-tenure-track faculty serve specific pedagogic needs and must be consistent with an encompassing academic strategic plan. The dean and faculty of each School and College will consider the appropriate role of non-tenure-track faculty in this context, including adoption of appropriate parameters for the share of non-tenure-track positions in the overall faculty.
  - b) The University will maintain records concerning the recruitment, hiring, and terms of employment for all faculty members and the Provost will report a complete and accurate Faculty Census to the University Senate by October 15 of each academic year. The Census will include a list of newly appointed full-time, non-tenure-track faculty and indicate whether or not an open posting of the position was made or if a waiver had been obtained. The Academic Affairs Committee of the SU Senate is charged with receiving and assessing the conformity of faculty positions with the *Faculty Manual*, as amended, and with reporting its findings to the Senate in a timely manner.
2. 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 University will revise the *Syracuse University Faculty Manual* to reaffirm and further define the position of Professor of Practice and to incorporate full-time (defined as 1.0 FTE), non-tenure-track positions of Teaching Professor, Associate Teaching Professor, and Assistant Teaching Professor.
  - a) Faculty positions must 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 motion includes language for revising the *Faculty Manual*.

- b) In the case of new appointments, hiring and promotion policies, including expectations for training, experience, degrees, and performance, must conform to the amended *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, with the concurrence of their faculties. These policies and procedures will be submitted to the Appointment and Promotions Committee of the SU Senate for consultation and review. These policies will be submitted for approval by the SU Senate.
  - c) 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 anew. All searches must adhere to University rules ensuring equal employment opportunity, including the open posting of the position or issuance of an administrative waiver.
3. Align current faculty positions to the amended *Faculty Manual* upon contract renewal, using the following transition rules.
- a) The amended *Faculty Manual* descriptions shall govern all future appointments to these positions.
  - b) 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 an appropriately ranked Teaching Professor, in accordance with the relevant position definition and through consultation with the faculty of the relevant School or College.

## **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 and Teaching Professors. While Professors of Practice may, depending on specific requirements of the college or school, have additional research, service, administrative, or outreach obligations with practitioners, 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, with the concurrence of the faculty of the school or college, 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 will 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, together with the faculty of the school or college, 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 may 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 will 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.

All faculty hiring must adhere to the affirmative action policies of Syracuse University. Persons holding Professor of Practice appointments may apply for tenure-track or teaching faculty positions only as part of a regular, affirmative action search.

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 Teaching Professor, Associate Teaching Professor, or Teaching Professor is given to full-time, non-tenure track faculty and it implies qualifications and appropriate educational degrees. 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 or engage with practitioners, but such duties may be included among their responsibilities and in their evaluation portfolios, in accordance with the policies of the school or college. 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, with the concurrence of the faculty, is responsible for determining appropriate qualifications for each rank, which may vary by subfield or department.

Assistant and Associate Teaching Professors typically 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 is 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 limit their scope of action. 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, together with the faculty of the school or college, 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 may participate fully in hiring decisions of other Teaching Professors. Teaching Professors of any rank may not vote or otherwise supervise the hiring, evaluation, and tenure and promotion of tenure-track faculty.

The Teaching Professor title of any rank will 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.

All faculty hiring must adhere to the affirmative action policies of Syracuse University. Persons holding Teaching Professor appointments may apply for tenure-track or Professor of Practice positions only as part of a regular, affirmative action search or with 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.