

## **Jacobs School of Music Policies**

### **Concerning Full-Time Tenure-Ineligible and Full-Time Visiting Appointments**

#### 1. Titles

a. The classifications “lecturer/senior lecturer,” “professor of practice,” and “academic specialist” shall be the sole full-time tenure- ineligible academic ranks used in the Jacobs School of Music.

b. All of these ranks may be used for both full-time and part-time tenure-ineligible appointments. In the case of appointments which are less than 1.0 FTE, the percentage of employment will be indicated on the official appointment (e-Doc) and the description “adjunct” will be used.

c. The title of academic specialist may be used for tenure-ineligible appointments for persons who hold responsibilities that require them to be accountable to an academic supervisor. The focus of such positions should be on duties that support the academic mission of the Jacobs School of Music. While teaching is not the primary responsibility, they may on occasion teach courses for credit as part of their regular duties, provided that they possess the necessary academic qualifications for such teaching.

i. Academic specialists will report to and be supervised by an appropriate member of the Jacobs School of Music faculty or administration, as determined by the dean.

ii. Examples of suitable duties for persons appointed as academic specialists include, but are not limited to, coordination of instrumental, vocal, or ballet programs; coordination of centers; and coordination/supervision of technical areas such as audio, lighting, technical production, etc.

iii. Any teaching undertaken by an academic specialist must have the prior approval of the chair and faculty of the department in which the course is offered.

d. Full-time visiting faculty may have the title of Visiting Lecturer, Visiting Senior Lecturer, Visiting Academic Specialist, Visiting Professor of Practice, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor.

2. Full-time tenured and tenure-track faculty must comprise no less than 80% of the total number of full-time faculty appointments in the Jacobs School of Music. The number of full-time tenure-ineligible faculty, including all lecturer/senior lecturers, professors of practice, academic specialists, and full-time visiting faculty, not including post- doctoral fellows, should be no more than 20% of the total number of full-time faculty. This restriction does not apply to the number of tenure-ineligible faculty who may be appointed at less than 1.0 FTE,

nor to full-time visiting faculty who are replacements for faculty on leave.

3. The dean shall carefully consider the balance between full-time tenure-eligible and tenure-ineligible positions in individual departments.

4. Consistent with the dean's assessment of balance as described in 3 above, individual departments shall have the prerogative of determining those full-time positions eligible for lecturer/senior lecturer, professor of practice, or academic specialist appointments, and those positions should be advertised as such.

5. Search and screen procedures for engaging full-time faculty at the rank of lecturer/senior lecturer, professor of practice, or academic specialist shall be the same as for tenure-track faculty. At the time of the search, positions will be designated as "renewable, tenure-ineligible." Appointments at less than 1.0 FTE, or visiting appointments, may be made without a search. In special circumstances, professor of practice appointments may be made without a search.

#### 6. Reclassification of position

a. A position may not be reclassified from tenure-track to tenure-ineligible or vice versa unless the position is vacant and is re-advertised.

b. The person holding an appointment as academic specialist may not request a change from a full-time academic specialist appointment to either a tenure-probationary appointment or to a lecturer/senior lecturer appointment.

c. With the approval of the Office of the Vice Provost for Faculty and Academic Affairs and the Office of Affirmative Action, faculty holding full-time visiting appointments may be changed to a full-time lecturer/senior lecturer appointment or to a tenure-probationary or tenured position, if the original appointment was made on the basis of a national search.

#### 7. Appointment

a. Full-time lecturers, professors of practice, and academic specialists shall begin with a probationary period of not less than three and not more than six years. Professors of practice and senior lecturers may begin with a probationary period or may be appointed initially to a long-term contract.

b. Lecturers may be considered for promotion to senior lecturer at any time after three years as a full-time faculty member. During the sixth year a lecturer must be considered for promotion to senior lecturer on a long-term contract.

c. Senior lecturers and professors of practice appointed with a probationary period and academic specialists may be considered for appointment to a long-term contract at any time after three years as a full-time faculty member, but there is no promotion

above these ranks. Consideration for a long-term contract must occur by the sixth year of appointment.

d. Visiting faculty may be appointed for any length of time up to two years, except in special circumstances approved by the Office of the Vice Provost for Faculty and Academic Affairs.

#### 8. Reappointment and promotion for tenure-ineligible positions

a. Reappointment decisions for lecturers/senior lecturers and professors of practice during the probationary period will be based on the departmental evaluation of the duties assigned to them (primarily teaching responsibilities). The dean will consult with the department and with members of the Administrative Committee before making a final decision.

b. Reappointment decisions for academic specialists during the probationary period will be based on the evaluation by the academic supervisor. Any teaching undertaken by the academic specialist shall be evaluated by the chair and faculty of the relevant department. The dean will consult with the academic supervisor and with members of the Administrative Committee before making a final decision.

c. Promotion from lecturer to senior lecturer and appointment to a long-term contract for all tenure-ineligible faculty will follow Jacobs School of Music procedures outlined in a separate document. Promotion and long-term reappointment decisions will be final within the School and will not involve committees and administrators outside the Jacobs School of Music. These decisions will be based on the following:

i. Evaluation by the department or academic supervisor, based on material submitted by the candidate (including teaching evaluations if appropriate) and letters from relevant people outside the department.

ii. Evaluation by the Jacobs School of Music Non-tenure Promotion and Policy Committee, based on the candidate's dossier and the recommendation of the department or academic supervisor.

iii. Decision by the dean.

In order to earn the right to a long-term contract, tenure-ineligible faculty must demonstrate excellence only in those responsibilities that have been assigned to them (teaching and/or service) and will not be evaluated in the area of research/creative activity.

d. Reappointment and promotion decisions will follow the schedule for tenure-track faculty; normally these decisions will be made during the next-to-last year of the relevant period of appointment. In the event of non- reappointment, faculty in their first

year must be given notice not later than February 1. During the second year of service, notice must be given not later than November 15. During the third and subsequent years, at least twelve months' notice must be provided. Candidates in the sixth year of the probationary period who do not receive reappointment to long-term contracts will not be eligible for reappointment.

#### 9. Non-reappointment for tenure-ineligible positions

a. During the probationary period (prior to consideration for a long-term contract), an assessment of less than Very Good in the fulfillment of a tenure-ineligible faculty member's duties may be the basis of a non-reappointment decision. Non-reappointment may also occur because of closure or permanent downsizing of the program in which the faculty member serves, because of financial exigency, or because of professional incompetence or serious misconduct on the part of the faculty member. A non-reappointment decision will be determined by the dean in consultation with the department and/or academic supervisor, as appropriate.

b. After the probationary period, dismissal of a tenure-ineligible faculty member on a long-term contract may occur because of closure or permanent downsizing of the program in which the faculty member serves, because of financial exigency, or because of professional incompetence or serious misconduct of the faculty member. A decision to dismiss a faculty member will be determined by the dean in consultation with the department and/or academic supervisor, as appropriate the Non-tenure Promotion and Policy Committee, and the School Administrative Committee.

c. Non-reappointment and dismissal decisions will be reviewed by the Vice Provost for Faculty and Academic Affairs. Tenure-ineligible faculty also have the right to petition the campus faculty board of review.

10. Given that full-time lecturer/senior lecturer appointees and professors of practice are not responsible for research/creative activity, it is expected that their teaching loads will be heavier than tenure-track faculty in comparable areas. The expected teaching load for each appointment will be determined by the Jacobs School of Music administration in consultation with the department concerned, but cannot exceed the campus maximum of the equivalent of a total of six 3-credit courses during the fall and spring semesters.

11. Tenure-ineligible faculty with full-time appointments are encouraged to participate in campus, regional, and national activities related to their area of expertise.

#### 12. Voting rights and committee assignments

a. Lecturers/senior lecturers and professors of practice shall be ineligible to vote on the hiring, reappointment, tenure, or promotion of tenure-eligible faculty. Faculty on long-term contracts (senior lecturers and professors of practice) may vote on the hiring, reappointment, and promotion of tenure-ineligible faculty. The question of voting rights

on other issues shall be determined by the individual department, provided that the voting participation of all tenure-ineligible faculty in the department is structured in such a way that reserves at least 60% of voting weight to tenure-track faculty.

b. Lecturers/senior lecturers and professors of practice shall be ineligible to represent their departments on the School of Music Council and are not eligible for academic administrative appointments at and above the department chair level. The service of lecturers/senior lecturers and professors of practice on other Jacobs School of Music committees will be at the discretion of the department, the Administrative Committee, and the School of Music Council, where appropriate.

c. Academic specialists shall be ineligible to vote on the hiring, reappointment, tenure, or promotion of tenure-eligible faculty, and on the hiring, reappointment and promotion of tenure-ineligible faculty. Because their teaching is intended to be occasional in nature, academic specialists shall not hold voting rights within any Jacobs School of Music department, and shall be ineligible to represent an academic department on any policy-making committee or similar body in the Jacobs School of Music. However, they should be fully engaged in the deliberation of issues pertaining to their areas of responsibility. Academic specialists are not eligible for academic administrative appointments at and above the department chair level.

d. Lecturers/senior lecturers, professors of practice, and academic specialists may guide independent studies on topics related to their area of expertise. They may also be appointed to doctoral advisory or research committees, upon request of a department chair or supervisor and the approval of the Director of Graduate Studies. The Director of Graduate Studies will work with the department or supervisor to determine the role of tenure-ineligible faculty in these committees and in doctoral hearings and recitals. Tenure-ineligible faculty can be appointed to graduate faculty status by nomination from the Jacobs School of Music and approval of the University Graduate School.

e. Service activities of tenure-ineligible faculty should be considered in annual performance reviews and promotion decisions.

13. Visiting and adjunct appointees do not have voting rights in faculty governance at the University or School level. They will not be appointed to doctoral advisory or research committees nor to any policy-making committee in the School. The services of visiting and adjunct faculty on other Jacobs School of Music committees, including various types of departmental exam committees (auditions, recital hearings, proficiency exams, etc.) will be at the discretion of the department with the approval of the dean.

14. Every year the Non-tenure Promotion and Policy Committee will report the faculty distribution of ranks to the School of Music Council at a fall meeting. The committee will also review tenure-ineligible faculty policy issues and report their findings to the School of Music Council at least every five years.

15. Insurance, retirement, family leave and medical leave benefits for tenure-ineligible faculty

are determined by the University. Lecturers, senior lecturers, professors of practice, and academic specialists are not eligible for sabbatical leaves in the Jacobs School of Music, but they are eligible to apply for travel funding, course development grants, or any professional leaves which may be available to them.

16. All other policies not specified in this document shall automatically follow existing Jacobs School of Music and University policies.

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