

G. Teaching Specialist Appointments

The Teaching Specialist appointment is a multiple-year, renewable teaching appointment proposed by department chairs to meet an ongoing curricular need and made to qualified individuals who have a proven record of excellent teaching at the college. Department chairs may apply for appointments when a demonstrated annual teaching need of at least .60 FTE, or the equivalent of three one-credit courses (three course equivalents), can be made for a non-tenure track position for a period of five consecutive years.

1. Faculty members in Teaching Specialist appointments, in proportion to their level of employment, are expected to serve as academic advisers and to contribute service to the college. Teaching Specialist appointments emphasize teaching, advising, and service to the college; scholarship is encouraged but not necessary for either the original appointment or its renewal. However, the college acknowledges the importance of continued engagement and currency in scholarship. For this reason, nearly all faculty development support opportunities are available to Teaching Specialist appointments. Faculty members appointed to this category are not, however, eligible for sabbaticals.
2. Teaching Specialist appointments are 3-year term appointments of at least .60 FTE (three course equivalents) with the option of 3-year reappointments.
 - a. Departments wishing to make a Teaching Specialist appointment must demonstrate that eligible candidates are excellent teachers and are able to make contributions of service and leadership to the college.
 - b. To be eligible, candidates must have taught at least 24 courses at the College or been employed at the College for at least 5 years, whichever threshold is reached first. Eligible candidates must hold a terminal degree.
3. Faculty members in Teaching Specialist positions are not eligible for tenure. Faculty on tenure-track appointments are not eligible for Teaching Specialist positions.
4. Teaching Specialist status does not guarantee continued employment in staff positions during the period of the appointment.
5. Departments wishing to make a Teaching Specialist appointment will present their request to the Dean of the College. The initiating department chair shall submit the proposal on or before October 15. The proposal shall include a description of the relevant departments' and programs' needs for a term appointment for a period of five years, the candidate's qualifications for this appointment, and the Associate Dean's written endorsement of the appointment. Should the proposal envision the candidate fulfilling part of the appointment by teaching in an interdisciplinary program, the director of that program shall also submit an endorsement and agreement to the teaching plan. A successful proposal must include evidence of the candidate's teaching qualifications, including a peer review of teaching by a tenured department member who has visited two classes in the semester of the review or the semester immediately preceding it and has

consulted the candidate's teaching materials. Evidence from the Term Faculty Review Process should be referenced in the proposal (see Section 4.VI.C.2). The request shall also include an explanation as to why the position request should not become a tenure-track request. The Dean of the College will then recommend to the President whether to make the appointment. If the President approves the appointment, the Dean of the College will send the letter of appointment. The letter of appointment will identify it as a Teaching Specialist appointment, with reference to *Faculty Manual* provisions in Section 4.III.G.

- a. Faculty with term appointments, who meet the qualifications outlined above, may ask their department chair(s) or appropriate Associate Dean(s) to be considered for a Teaching Specialist appointment. Normally, such a request will appear in the candidate's written annual report.
 - b. An unsuccessful proposal to place a term faculty member in a Teaching Specialist appointment does not affect the eligibility of the candidate for continued employment at the college.
6. Teaching Specialist positions are eligible for 3-year reappointments at the discretion of the Dean of the College, upon recommendation of the department. Departments seeking a reappointment shall submit a narrative report of the candidate's teaching, advising, and service to the College. Department chair(s) shall consult with tenured members of the department and include a summary of this consultation with the reappointment request. The request shall also include an explanation as to why the position request should not become a tenure-track request. A department chair(s) shall include evidence of a minimum 0.60 FTE (three course equivalents) teaching need for five years in the request.
- a. A reappointment request shall be completed by the department chair(s) on or before October 15 of the final year of the current appointment and submitted to the appropriate Associate Dean(s).
 - b. The Dean of the College shall notify the requesting department chair(s) of the reappointment decision on or before November 15.
7. During the academic year when the faculty member completes 5 years of service in a Teaching Specialist appointment, the department chair(s) shall conduct a review in advance of a subsequent reappointment. The review will include evidence of continued excellence in teaching based on end of course evaluations submitted annually since the last reappointment; a peer review of two class sessions by a tenured member of the department during the semester of the review or immediately preceding it; teaching and advising materials; a letter of recommendation and rationale from the department chair(s) summarizing a consultation with tenured members of the department, reflecting on the candidate's contributions in teaching and service, and explaining why this position request should not be a tenure-track position request; a description of the relevant departments' and programs' needs for a term appointment for a period of five years; and

the Associate Dean's written endorsement of the appointment. Should the proposal envision the candidate fulfilling part of the appointment by teaching in an interdisciplinary program, the director of that program and the appropriate Associate Dean shall also submit an endorsement and agreement to the teaching plan. The department chair(s) shall submit the review materials to the Dean of the College, who will then recommend to the President whether to reappoint. This review process shall be repeated after each six-year period of service.

H. Special Appointments

1. Special departmental appointments may be made, on a case-by-case basis, for persons whose abilities, while not necessarily reflecting the normative academic qualifications usually sought by the college, offer distinctive experience, expertise, or achievement that would enhance the college's educational aims.
2. These Special Appointments are term appointments. They may be part-time or full-time. They may be for terms of one, two, or three years.
3. Faculty on Special Appointments are not eligible for tenure. Faculty on tenure-track appointments or who are tenured are not eligible for Special Appointments.
4. Departments wishing to make a Special Appointment will present their request to the Dean of the College. The department request to the Dean of the College must contain a full justification for the Special Appointment, and a plan for regular evaluation of the appointment. The Dean of the College shall review the request, and consult with the Tenure and Promotion Committee on the matter. The Tenure and Promotion Committee will review the matter and make a recommendation as to the individual terms of the letter of appointment for the special appointee, excluding compensation. The Dean of the College will then recommend to the President whether to make the appointment. If the President approves the appointment, the letter of appointment will be sent by the Dean of the College. The letter of appointment will identify it as a Special Appointment, with reference to *Faculty Manual* provisions for Special Appointments in Section 4.III.H.
5. Special Appointments will be eligible for reappointment at the discretion of the Dean of the College, upon the recommendation of the department, up to the equivalent of six years of full-time service: 30 courses or course equivalents, taught either part-time or full-time, consecutively or non-consecutively. At the time of reappointment, the terms of the faculty member's appointment will be reviewed, and may be revised. Should the Dean of the College or the Department wish to revise substantively the terms of appointment, the Dean of the College shall first ask the Tenure and Promotion Committee to review and comment on the proposed new terms.
6. During the academic year when the faculty member completes the equivalent of six years of full-time service, the performance of the faculty member shall be reviewed by the Tenure and Promotion Committee. The Tenure and Promotion Committee will use as its criteria of review the terms and expectations detailed in the letter or letters of appointment. The Tenure and Promotion Committee will then recommend to the Dean of

the College if the appointment should be continued beyond the equivalent of six years of full-time service. The Dean of the College will then recommend to the President whether to continue the appointment and the President shall make the final determination. This review process shall be repeated after each six-year (or equivalent) period of full-time service.

7. All faculty members continuing on Special Appointments beyond the equivalent of six years of full-time service may apply for professional development leaves. The professional leave is equivalent to two courses and is to be taken in one semester. The appointment letter shall expressly state the terms of any leave for which the faculty member shall be eligible. The application procedures for the professional leave are the same as they are for tenured faculty applying for a sabbatical leave. For those procedures, see Section 4.VIII.H-K.

I. Joint Appointments

For the purposes of this Manual, “joint appointment” refers to an appointment for which responsibility for appointment, reappointment, renewal, salary, tenure, and promotion recommendations shall be shared by more than one department. Assignment to teach courses in other departments does not in and of itself confer joint appointment status.

1. In the case of joint appointments, the chairs of the appropriate departments, in consultation with the Associate Deans of the relevant Faculties, shall be responsible for:
 - a. Negotiating an agreement on the nature of the joint appointment;
 - b. Determining the procedures for recruitment and interviewing the candidates; and
 - c. Preparing a joint statement of expectations for teaching, significant scholarly and/or artist work, and service prior to the commencement of the search for the candidates. The joint statement of expectations should address activities in each of these areas for which a jointly appointed faculty member would potentially encounter different expectations than those of colleagues not in joint appointments. Specifically,
 - The portions of the statement regarding teaching should outline a framework for teaching loads in each of the relevant departments, the nature of courses the individual will teach, and conditions under which variances to these guidelines might occur;
 - The portions of the statement regarding significant scholarly and/or artistic work should address how the individual’s work will reflect and be evaluated with respect to the relevant departments’ Statement(s) on Significant Scholarly/Artistic Work;
 - The portions of the statement regarding service will outline expectations regarding departmental service, such as committee work, department tasks, and advising.