



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.2009~~0~~1

DIVISION: Academic Affairs

TITLE: Full-Time, Non-Tenure Eligible Faculty Contracts

DATE: July 19, 2005

REVISED: March 30, 2020

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### I. Purpose and Scope

These contracts are designed to structure employment of full-time, non-tenure eligible faculty appointments that both preserve the university's flexibility regarding renewal of such contracts and provide a measure of appropriate job security for the faculty.

There is no provision for "transfer" from a non-tenure eligible faculty appointment to a tenure-eligible faculty appointment. Appointment to a tenure-eligible faculty track requires appointment de novo in that position and resignation from any previously held position at WKU.

### II. Policy:

#### Temporary or Limited Term Contracts

1. Instructor (temporary) contracts will be one year (or one semester) only and will automatically expire. Individuals holding such contracts may be reappointed, but only after the university goes through a new search and complies with affirmative action guidelines.
2. The university may, on occasion, offer faculty members multi-year contracts. Such contracts will only be available for Instructor, Visiting, or certain special appointments, will be for a set period of time (normally three years), and will carry the clear stipulation that annual renewal within that period of time would be subject to satisfactory performance, need and available resources. The university agrees to give adequate advance notice if a faculty member's contract is not to be renewed during the term of the contract. The advance notice will be by March 1 of the first year of appointment and by December 15 thereafter. Normally, multi-year contracts will expire at the end of the agreed term. These contracts may only be renewed as multi-year contracts (with a

maximum of two such contracts) after the university has complied with affirmative action hiring policies. Faculty members on multi-year contracts will not be tenure-eligible and will not be subject to the Faculty Non-Continuance Policy for probationary appointments. Multi-year contracts may only be issued if there is clearly identified funding available for the duration of the contract.

3. Visiting faculty appointments (Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Visiting Professional-in-Residence) can be offered on an annual basis or a multi-year basis, but will not carry an assumption of renewal and would not trigger the official Faculty Non-Continuance Policy in the event that the university did not renew a visiting appointment.

#### Continuing Appointments

1. Instructor (continuing) contracts will be automatically extended each year, based on good performance, availability of funding, and need. Such appointments may be continued indefinitely, but will not lead to tenure-eligible status. If an Instructor (continuing) contract is not to be renewed, the individual holding that appointment will be given advance notice by the university (March 1 during the first year of appointment and December 15 during subsequent appointment years). Non-renewal of an Instructor (continuing) contract will not trigger the official Faculty Non-Continuance Policy of the university that applies only to tenure and tenure-eligible appointment.
2. Special "In-Residence" faculty appointments may be considered continuing contracts that can be extended annually, based on good performance, funding and need. Such appointments may be continued indefinitely, but will not lead to tenure-eligible status. If an "In-Residence" faculty appointment is not to be renewed, the individual holding the appointment will be given advance notice by the university (March 1 on the first year of appointment and December 15 during subsequent appointment years). Non-renewal of an "In-Residence" contract will not trigger the official Faculty Non-Continuance Policy of the university that applies only to tenure and tenure-eligible appointments.
3. Normally, continuing contracts should only be issued if there is a budgeted and funded position available on a continuing basis to support the contract.

#### **IV. Related Policies**

**Policy 4.2204 Recruitment and Employment of Faculty and Staff**

#### **V. Reason for Revision**

**March, 2020**

**Section I edited to clarify that faculty holding a non-tenure eligible appointment may not be "transferred" to a tenure-eligible appointment. The appointment of both tenure-eligible and non-tenure eligible faculty must follow the appropriate guidelines as outlined in Human Resources Policy 4.2204 and those contained in the Faculty Handbook current edition.**