

Faculty Senate: May 14, 2020

Faculty Handbook Revision III.B (Time to Promotion, Non-Tenure Eligible)

*Julie Shadoan, Chair*

Senate Recommendation 2020-05-06 Faculty Handbook Revision  
III.B.(Time to Promotion Non-Tenure)

**Proposal to Amend WKU Faculty Handbook**  
**1-2020 Faculty Promotion III (B.1.a.ii, B.1.b.ii, B.2.a.ii, B.2.b.ii, B.3.a.ii, B.3.b.ii)**

*Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.*

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1. Type of Change:

Editorial (non-substantive)

*Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.*

Addition: Where possible, identify the section of the handbook to which addition is proposed:

Deletion: Identify the section of the handbook from which deletion is proposed:

Revision: Identify the section of the handbook to which revision is proposed:

2. Proposals should be made in the form of text intended as an addition to or a replacement of, in whole or in part, some current section of the Faculty Handbook.

Current: **III. B. Criteria for Individual Ranks (Non-Tenure Eligible): (B.1.a.ii, B.1.b.ii, B.2.a.ii, B.2.b.ii, B.3.a.ii, B.3.b.ii)**

**III.B. Criteria for Individual Ranks (Non-tenure-eligible):**

**Clinical Faculty Member:** a continuing, non-tenure-eligible faculty member whose primary responsibilities include teaching and supervision of students in a practice setting; scholarship undertaken is generally assumed to be oriented toward scholarship of application. For more information, please see academic policy No. 1.198V.

a. Clinical Professor:

- i. Academic Qualifications: terminal degree in the profession;
- ii. Experience: a minimum of five years at the rank of Clinical Associate Professor;

b. Clinical Associate Professor:

- i. Academic Qualifications: earned Master of Arts or Master of Science degree in the profession;
- ii. Experience: a minimum of five years at the rank of Clinical Assistant Professor (may be waived for persons holding additional qualifications)

c. Clinical Assistant Professor:

- i. Academic Qualifications: earned Master of Arts or Master of Science degree when this does not represent the terminal degree.

**Research Faculty Member:** a continuing, non-tenure-eligible faculty position that is externally funded and self-supporting. A research faculty member is engaged primarily in research, creative activity

and/or outreach. Research faculty should be engaged in a program of research, creative activity or outreach that complements that of the department.

Research faculty are expected to bring a high level of conceptual and theoretical ideas to the tasks at hand and have innovative skill sets that enhance the intellectual development of their colleagues.

- a. Research Professor:
  - i. Academic Qualification: earned doctorate, or other terminal degree or the equivalent;
  - ii. Experience: Typically, a minimum of ten years research experience in an appropriate discipline at a university, industrial or government laboratory, or other appropriate setting.
  - iii. Sustained excellence in scholarship that has made a substantive impact in the discipline, resulted in national or international recognition, and produced a sustained history of extramural funding.
- b. Associate Research Professor:
  - i. Academic Qualifications: earned doctorate, or other terminal degree or the equivalent;
  - ii. Experience: Typically, a minimum of five years of research experience at a university, industrial or government laboratory, or other appropriate setting;
  - iii. Achievement of a regional or national reputation, with consistent extramural funding and demonstrated independence in program leadership.
- c. Assistant Research Professor:
  - i. Academic Qualifications: earned doctorate, or other terminal degree or the equivalent;
  - ii. Demonstrated achievement in appropriate discipline, including a basic level of leadership competence and ability to serve as the principal investigator / program director on funding proposals.

**Instructor Ranks:** Instructor ranks are designed for faculty in ongoing, non-tenure eligible faculty positions whose primary responsibility is teaching, but who may also have secondary responsibilities. In some instances, a senior instructor may substitute an expectation of research or creativity for some service.

- a. Senior Instructor
  - i. Academic qualifications: master's degree or baccalaureate degree with additional professional qualifications per Policy 1.111V.
  - ii. Experience: minimum of eight years' service at the rank of Instructor II or equivalent. For individuals holding an appropriate terminal degree, this is reduced to a minimum of six years of service at the rank of Instructor II or equivalent.
  - iii. Demonstrated achievement appropriate for this rank in teaching effectiveness and, when applicable, university/public service. Emphasis is placed upon effective teaching and student engagement.
- b. Instructor II
  - i. Academic qualifications: master's degree or baccalaureate degree with additional professional qualifications per Policy 1.111V.
  - ii. Experience: for individuals with an appropriate terminal degree, a minimum of six years of service at the rank of Instructor I or equivalent. For others, the following table applies:

For Promotion effective:	Minimum number of academic years during which service was performed at rank of Instructor I (or equivalent)
AY 2016-17	12 years
AY 2017-18	10 years
AY 2018-19	8 years
AY 2019-20 and beyond	6 years

\*\*\*NOTE: In accordance with Section III.G. of the Faculty Handbook, promotion materials may be submitted in the academic year prior to completing the requisite years of service. Requisite years of service must be completed prior to the promotion becoming effective.

Revision: **III. B. Criteria for Individual Ranks (Non-Tenure Eligible): (B.1.a.ii, B.1.b.ii, B.2.a.ii, B.2.b.ii, B.3.a.ii, B.3.b.ii)**

**III.B.1. Clinical Faculty Member:** a continuing, non-tenure-eligible faculty member whose primary responsibilities include teaching and supervision of students in a practice setting; scholarship undertaken is generally assumed to be oriented toward scholarship of application. For more information, please see academic policy No. 1.198V.

- a. Clinical Professor:
  - i. Academic Qualifications: terminal degree in the profession;
  - ii. Experience: a minimum of five years at the rank of Clinical Associate Professor **before a faculty member is eligible to apply for promotion;**
- b. Clinical Associate Professor:
  - i. Academic Qualifications: earned Master of Arts or Master of Science degree in the profession;
  - ii. Experience: a minimum of five years at the rank of Clinical Assistant Professor **before a faculty member is eligible to apply for promotion** (may be waived for persons holding additional qualifications)
- c. Clinical Assistant Professor:
  - i. Academic Qualifications: earned Master of Arts or Master of Science degree when this does not represent the terminal degree.

**III.B.2. Research Faculty Member:** a continuing, non-tenure-eligible faculty position that is externally funded and self-supporting. A research faculty member is engaged primarily in research, creative activity and/or outreach. Research faculty should be engaged in a program of research, creative activity or outreach that complements that of the department.

Research faculty are expected to bring a high level of conceptual and theoretical ideas to the tasks at hand and have innovative skill sets that enhance the intellectual development of their colleagues.

- a. Research Professor:
  - i. Academic Qualification: earned doctorate, or other terminal degree or the equivalent;

- ii. Experience: Typically, a minimum of ten years research experience in an appropriate discipline at a university, industrial or government laboratory, or other appropriate setting before a faculty member is eligible to apply for promotion.
  - iii. Sustained excellence in scholarship that has made a substantive impact in the discipline, resulted in national or international recognition, and produced a sustained history of extramural funding.
- b. Associate Research Professor:
- i. Academic Qualifications: earned doctorate, or other terminal degree or the equivalent;
  - ii. Experience: Typically, a minimum of five years of research experience at a university, industrial or government laboratory, or other appropriate setting before a faculty member is eligible to apply for promotion.
  - iii. Achievement of a regional or national reputation, with consistent extramural funding and demonstrated independence in program leadership.
- c. Assistant Research Professor:
- i. Academic Qualifications: earned doctorate, or other terminal degree or the equivalent;
  - ii. Demonstrated achievement in appropriate discipline, including a basic level of leadership competence and ability to serve as the principal investigator / program director on funding proposals.

**III.B.3. Instructor Ranks:** Instructor ranks are designed for faculty in ongoing, non-tenure eligible faculty positions whose primary responsibility is teaching, but who may also have secondary responsibilities. In some instances, a senior instructor may substitute an expectation of research or creativity for some service.

- a. Senior Instructor
- i. Academic qualifications: master's degree or baccalaureate degree with additional professional qualifications per Policy 1.111V.
  - ii. Experience: minimum of eight years' service at the rank of Instructor II or equivalent before a faculty member is eligible to apply for promotion. For individuals holding an appropriate terminal degree, this is reduced to a minimum of six years of service at the rank of Instructor II or equivalent before a faculty member is eligible to apply for promotion.
  - iii. Demonstrated achievement appropriate for this rank in teaching effectiveness and, when applicable, university/public service. Emphasis is placed upon effective teaching and student engagement.
- b. Instructor II
- i. Academic qualifications: master's degree or baccalaureate degree with additional professional qualifications per Policy 1.111V.
  - ii. Experience: for individuals with an appropriate terminal degree, a minimum of six years of service at the rank of Instructor I or equivalent before a faculty member is eligible to apply for promotion. For others, the following table applies:

For Promotion effective:	Minimum number of academic years during which service was performed at rank of Instructor I (or equivalent)
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~~\*\*\*NOTE: In accordance with Section III.G. of the Faculty Handbook, promotion materials may be submitted in the academic year prior to completing the requisite years of service. Requisite years of service must be completed prior to the promotion becoming effective.~~

Rationale for amendment:

The time period in service at rank before application for promotion needed to be clarified across all faculty appointment types. (\*Tenure eligible will be addressed in a separate document.)

[Please refer to the Faculty Handbook Section III. A for clarification to the exception to the normal timeline for application for promotion and tenure.](#)