

# **UIC** FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 100 – Appointment Types and Appointment Processing  
NUMBER: 107**

**SUBJECT: Non-Tenured Faculty Appointments**

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**OBJECTIVE:** Based on an American Association of Universities (AAU) study, non-tenure-track (NTT) faculty, both full- and part-time are a growing presence on university campuses and play important and varied roles in the execution of the University’s mission. Many NTT faculty members have their primary employment elsewhere and have limited engagement with the University; for other NTT faculty members, their full-time employment may include all aspects of university activities such as teaching, research, and service.

**POLICY:** Article II, Section 3a (2) of the University of Illinois [Statutes](#), provides that “the bylaws of a unit may grant specified faculty privileges to members of the faculty of the unit or of other units who are neither tenured nor receiving probationary credit toward tenure, and who have the rank or title of professor, associate professor, assistant professor, instructor or lecturer.” The unit bylaws may further grant specified faculty privileges to faculty members with modified faculty titles under the terms “research,” “adjunct,” “clinical,” “visiting,” and/or “emeritus.” Only academic staff with titles listed above may be extended faculty privileges. A brief description of the various non-tenured faculty appointments are listed below.

**APPLICABILITY:**

1. Clinical Faculty

Clinical faculty hold positions through which they contribute to the service and teaching missions of the University. A terminal degree is generally required and appointments with the clinical rank are appropriate for those who work primarily in a clinical setting. Ranks held by clinical faculty include instructor, assistant professor, associate professor, and professor. All titles of clinical faculty must contain the term “clinical” as a modifier to the title, for example, Clinical Associate Professor. Clinical faculty are not eligible for tenure, but are eligible for promotion in the clinical track based on procedures established by the University under their Campus Promotion and Tenure Guidelines. Salaried clinical faculty at 50 percent time or greater must be searched for and appointed through the hiring procedures established for non-tenure track faculty. While individual faculty members hired in a tenure-track probationary appointment may switch to a clinical appointment during the first four years of their probationary period

(exceptions may be granted), such a switch requires appropriate documentation from the department head, endorsement by the dean, and approval from both the Provost and Vice President for Academic Affairs (see Section 300, Policy #304). Additionally, clinical appointments should not be used as a means of retaining tenure-probationary faculty members who are not successful in attaining tenure and promotion.

## 2. Research Faculty

Research faculty are appointed on a fixed-term basis to work on research projects either independently or in collaboration with other UIC faculty; they are members of the academic staff of UIC. A terminal degree is required with experience to develop a substantial research and publication record. Ranks held by research faculty include assistant professor, associate professor, and professor. All titles of research faculty must contain the term “research” as a modifier to the title, for example, Research Associate Professor. Research faculty are not eligible for tenure, but are eligible for promotion in the research track based on procedures established by the University under their Campus Promotion and Tenure Guidelines. Salaried research faculty at 50 percent time or greater must be searched for and appointed through the hiring procedures established for non-tenure track faculty. Additionally, research appointments should not be used as a means of retaining tenure-probationary faculty members who are not successful in attaining tenure and promotion.

## 3. Lecturers and Instructors

Lecturers and instructors are appointed on a fixed-term basis for teaching duties, and for research and service that supports teaching. They generally have professional experience or expertise in the area of instruction and are generally not required to have a terminal degree.

## 4. Visiting and Adjunct in Faculty Titles

“Visiting” may be used in the title of a faculty appointment when the individual to be appointed is to be a temporary appointee of one year or less. Such appointments may be renewed for a period generally not longer than three years when the funding source is non-state. Appointments beyond one year (state funded) or three years (non-state funded) imply permanent status and if they are to continue should be converted to permanent appointments in accordance with established campus policies.

The use of “adjunct” as a prefix to a faculty rank indicates that the position is not the individual’s primary position. Adjunct may be used in the title of a faculty appointment when the individual to be appointed is expected to have some sort of short-term, peripheral association with the University. The individual appointed should be recognized in his/her field and departments should exercise appropriate review procedures before making an adjunct appointment.

The use of visiting and adjunct as prefixes to faculty ranks excludes eligibility for tenure. Therefore, care must be taken to assure that the individual being

appointed is a bona fide visitor or adjunct appointee; these titles cannot be used merely as a means of avoiding a tenure-track or tenured appointment.

#### 5. Other Non-Tenured Appointments Associated with Faculty

Associates (Clinical, Teaching, and Postdoctoral Research) and Visiting Scholar are other non-tenure titles that are associated with faculty ranks. They are entry level positions and are generally appointments for set periods of time. Individuals holding the Postdoctoral Research Associate ranks must have received their terminal degree with the past 5 years. The Visiting Scholar appointment is generally associated with an international hire who is coming to the University because of a unique assignment or collaboration with UIC faculty.

Departmental, Center, or Institute Affiliate was established to provide greater flexibility in the sharing of services of faculty members. Less formal in nature than a regular joint appointment (which generally carries voting rights and tenure status in each department), the departmental/institute affiliate designation would not carry with it any tenure rights or voting rights in the affiliated department/unit. The designation would be available only to faculty members who otherwise have an academic position in the University in a “home department.” The appointment would be made annually with the concurrence of the home department and the affiliated department/unit and acceptance by the individual and could be terminated either by the department/unit or the individual. The position authorizes the Affiliate to direct Masters and Ph.D. theses in the affiliated department in the normal manner of other members of that department (subject to the usual rules of the Graduate College).

The affiliated department/unit may wish to contribute temporarily to the salary of the affiliate. This can be done by either 1) a transfer of funds to the affiliate’s home department, or 2) designating a percentage appointment in the affiliated department with a corresponding percentage reduction in home department. Arrangements should be made in advance between the departments and the individual regarding the length and funding arrangements for such an appointment. For purposes of promotion, only the home department will be involved since the title of Affiliate does not designate faculty rank per se or carry any implications for tenure.

**PROCEDURE:** The unit executive office has the responsibility, in conjunction with the executive or advisory committee, to recommend individuals for academic appointment in the department. These recommendations are presented to the dean for transmission with the dean’s recommendation to the Provost and based on the type of appointment formal or non-formal reporting to the Board of Trustees. Specific procedures for appointment for the various types of faculty ranks can be found on the Faculty Affairs HR website under Reference Materials.

#### **REFERENCES**

University of Illinois [Statutes](#), Article II, Section 3 (a.2.)  
[Faculty Handbook](#)  
[Reference Documents for Appointments Requiring Prior Approvals](#)