MEMORANDUM

Date:    July 13, 2023

To:      TIU Heads, College of Engineering

From:    Rachel Garshick Kleit, Associate Dean, Faculty Affairs

Re:      Restatement of Annual Review, Reappointment and Promotion Procedures for Professional Practice and Research Faculty (previously issued June 7, 2019)

This memo is an update of terms and a restatement of the procedures for reappointment regarding professional practice (previously referred to as “clinical track”) and research (previously referred to as “research track”) faculty members in the College of Engineering (COE) and distinguishes reappointment from procedures for promotion. COE’s Appointments, Promotion and Tenure (APT) document reflects Office of Academic Affairs (OAA)’s current Faculty Annual Review and Reappointment policy; the COE APT document states that the college’s practices are to be in line with those of OAA. Please review unit APT document to ensure unit processes are aligned with those of the college as outlined in this memo and in its APT document.

Annual Reappointment for Probationary Professional Practice and Research Faculty. The initial appointment of all professional practice and research faculty is probationary, and as with all probationary faculty, the individual must be reappointed each year. Positive decisions by the TIU Head are final. The annual letter must state the outcome of the review, and be forwarded to the college by May 15 annually, along with comments from the faculty member, if any.

A recommendation for non-renewal of an annual probationary professional practice or research appointment requires the approval of both the TIU head and the college dean as well as the submission of the Nonrenewal of Probationary Appointment or Denial of Tenure Form. If the individual will not be renewed, the faculty member should be so informed, subject to the relevant standards of notice set forth in Faculty Rule 3335-6-08.

Appointment Renewal (Contract Renewal) for Probationary Professional Practice and Research Faculty. The individual must undergo a review no later than the beginning of the penultimate year of his or her contract, so the unit may determine whether it is appropriate to renew that individual’s appointment for a new term. The review will follow the same procedures as for an appointment renewal for tenure-track faculty, i.e.: a fourth-year review process on the same timeline as tenure-track faculty undergoing a fourth-year review. The college dean has the final approval on the reappointment of a probationary professional practice or research faculty member. Positive decisions will be approved by OAA without a review, and this decision is communicated to OAA using only the Record of Review for Promotion in Academic Rank/Tenure/Reappointment Form with no attachments. The Board of Trustees (BOT) has final approval, after which the faculty member is no longer probationary. After a recommendation to renew has been approved, the contract renewal should be completed no later than October 1 in the final year of the contract.

If the individual will not be renewed the faculty member should be so informed, subject to the relevant standards of notice set forth in Faculty Rule 3335-6-08.
Appointment Renewal (Contract Renewal) for NonProbationary Professional Practice and Research Faculty. For professional practice and research faculty in their second or subsequent term, the individual must be informed as to whether the new appointment will be extended by the end of the penultimate year of the contract. An initial decision from the TIU head to reappoint is final, and the annual review is the basis for this decision. An initial decision not to reappoint requires a review by the eligible faculty or a standing committee of the faculty, as determined by and as set forth by COE. All reappointment decisions are at the discretion of the dean. After a recommendation to renew has been approved, the contract renewal should be completed no later than October 1 in the final year of the contract.

Promotion Procedures for Professional Practice and Research Faculty. Professional practice and research faculty members are eligible for promotion under Rules of the University Faculty. However, they do not undergo mandatory reviews for promotion (just for reappointment and contract renewal). Their promotion review can occur concurrently with contract renewal or on another timeline.

Procedures for promotion of professional practice and research candidates are substantially similar to those for promotion of candidates on the tenure track. Candidates are subject to full college and OAA review, and complete dossiers following OAA format and standards are required. This includes the requirement that their material be in dossier format. External letters of evaluation are to be collected and included in the dossier for professional practice and research promotion candidates in the College of Engineering. The timeline for dossier submission, evaluation and decision notification is identical to that for tenure-track candidates and will be distributed before the beginning of the Autumn semester.