

Non-Tenure Track Faculty Reclassification Project Committee Recommendations (Teaching Series)

Introduction

The NTTF Reclassification Project Committee was formed to provide assistance and insight regarding the recommendations of the Faculty Senate *ad-hoc* sub-committee created to explore various aspects of non-tenure track faculty (NTTF) positions at Florida State University. The committee focused on the teaching series. The research and service series will be addressed in subsequent stages of implementation. Committee members are Bob Bradley, Leigh Edwards, Susannah Miller, Alice Pomidor, Cecile Reynaud, Vall Richard-Auzenne, Linda Rumsey, Lee Stepina, and Mark Zeigler.

Committee discussions and recommendations were based on the content of the Faculty Senate Sub-Committee on Non-Tenure Track Faculty Report issued in November, 2006. The purpose of the report was to establish principles and recommendations for the Faculty Senate and the University administration for this initiative recognizing that personnel functions are now delegated to the Board of Trustees of each university by the Florida Board of Governors.

Highlights from the guiding principles of the Faculty Senate *ad-hoc* sub-committee influencing the work of the NTTF Reclassification Project Committee included:

- 1) Recognizing the important contributions of NTT faculty
- 2) Defining the rights of NTT faculty with regard to opportunities for promotion
- 3) Creation of classification codes and working titles that present a consistent system communicating that the NTTF member is in a faculty role while identifying predominant duties
- 4) Establishing a model for implementation

Of the recommendations listed in the Faculty Senate *ad-hoc* sub-committee report, the committee considered the following key recommendations applicable for the NTTF Reclassification Project Committee:

Recommendation 1: Recognizing and rewarding the contributions to the University and its programs made by NTT faculty.

Recommendation 4: Establishment of a limited number of “title series” each with three or four ranks and clear criteria for promotion through the ranks for the areas of teaching, research, and service.

Recommendation 5: Every NTTF member assigned to the teaching series must have an academic department or college. Academic units will determine criteria for initial appointment, promotion (similar to the requirements for tenure-track faculty), consider the promotion of individuals (must include peer review), be responsible for an annual assignment of responsibilities and annual evaluation, and making recommendations for pay increases.

Recommendation 7: There should be one series of NTTF position codes in the teaching area restricted to those individuals whose primary duties are instruction. An appropriate working title series may be selected from Table 2 (Attachment 1). Positions at the second through fourth levels, with the word 'professor' in the working title, require a terminal degree or equivalent significant experience or accomplishments.

Recommendation 11: The "non-tenure track" designator should be changed to "career track" to recognize the important and continuing contributions to the University of individuals in this title series.

Committee Research/Benchmarking

The committee utilized the following resources while conducting research:

1. Relevant titles for comparison from the Handbook of Academic Titles
2. A survey compiled on teaching faculty position titles at ACC Schools
3. Relevant resources from the American Association of University Professors (AAUP)
4. Modern Language Association (MLA) "Statement on Non-Tenure Track Faculty Instructional Titles"
5. Web research on various universities in the Association of American Universities (AAU) regarding faculty titles

Non-tenure Track Faculty Name Change

In response to the Faculty Senate Steering Committee *ad-hoc* sub-committee, recommendation #11 suggesting the use of the designator "career track", the NTTF Reclassification Project Committee recommends that consideration be given to the designator of "Specialized Faculty". Research conducted by the committee was inconclusive as to the use of a commonly accepted designator for non-tenure track faculty at other universities. Use of this designator would be consistent with the specialty areas of teaching, research, or service found in the non-tenure track faculty positions at the University.

Teaching Faculty Series Job Titles

In response to the Faculty Senate Steering Committee *ad-hoc* sub-committee, recommendation #7 regarding position codes and an appropriate working title series (Attachment 1, Table 2-NTTF Working Titles), the NTTF Reclassification Project Committee recommends the use of the classification series Teaching Faculty I, II, and III which parallels the current levels for tenure track faculty. These classifications and corresponding working titles are shown below on the Teaching Faculty Placement Grid for Initial Rank Determination. This grid also contains the corresponding placement criteria to assist department chairs with the initial placement of teaching faculty.

Teaching Faculty Placement Grid For Initial Rank Determination					
Classification		Teaching Faculty I	Teaching Faculty II	Teaching Faculty III	
Working Titles	Terminal Degree*	Assistant Teaching Professor Clinical Assistant Professor	Associate Teaching Professor Clinical Associate Professor	Teaching Professor Clinical Professor	
	Non-terminal Degree	Assistant Instructor Clinical Instructor	Associate Instructor Associate Clinical Instructor	Teaching Instructor Clinical Instructor	
Years In Rank		N/A	Total 4 years in Level 1	Total 8 years: 4 years in Level I; 4 years in Level II	
% of Teaching Responsibility		50% or more teaching responsibility as documented on AOR	50% or more teaching responsibility as documented on AOR	50% or more teaching responsibility as documented on AOR	
Evidence of Sustained Effectiveness		Performance evaluations, including teaching & peer evaluations	Performance evaluations, including teaching & peer evaluations	Performance evaluations, including teaching & peer evaluations	
<p><i>NOTE: Equivalent experience or accomplishments may substitute for terminal degree based on assessment by individual department.</i></p>					

The class specification entitled “Teaching Faculty Series I-III” is attached (Attachment 2). It should be noted that for purposes of placement in this series, the intent was to create a broad classification specification that can accommodate more discipline-specific specifications across the University.

The committee recommends an initial “grandfathering” process for NTTF in Assistant In, Associate In, and Research Associate positions into the corresponding teaching positions (e.g. Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor), unless there is a compelling reason to place a faculty member into a non-corresponding rank.

Placement Criteria

In addition to the “grandfathering” process and the Teaching Faculty Placement Grid shown above, two resources were created for use by the departments in completing the placement process and are included in this report. The document entitled “Teaching Faculty Title Change Action” (Attachment 3) will be utilized by the department in the initial placement of the individual prior to implementation. The process a faculty member may follow if he or she disagrees with the title change is documented on the flow chart entitled “Teaching Faculty Reclassification Process” (Attachment 4) and is intended to be used as a guide for the department and the faculty member. This flow chart documents the various levels at which appeals may occur during placement and the options for resolution.

Promotion Criteria

Guidelines for promotion of an individual in a teaching series position can be found in the attachment entitled “Placement and Promotion Criteria” (Attachment 5). Departmental promotion criteria for the specialized faculty shall be contained within departmental bylaws. These criteria shall be consistent with University criteria and will contain requirements specific to the discipline of the specialized faculty members within that unit.

Implementation of Teaching Series

Upon approval of these recommendations by the Provost, the next step will be a unit clarification proceeding with the Public Employee Relations Commission (PERC) and reopener negotiations through the collective bargaining process with the UFF. In addition to these processes, it will be necessary to set up meetings with ERP to discuss OMNI capabilities and modifications.

A communication plan and training specific to placement of impacted faculty will be developed for department chairs and key administrative staff to be conducted prior to the beginning of the placement process. The placement process will utilize the in-house resources mentioned above in the section entitled "Placement Criteria". Upon completion of this process, designated staff in the Human Resources/Office of the Dean of the Faculties Joint Venture will review the placement documentation (Teaching Faculty Title Change Action form) received from departments and will input the data into OMNI.

It is the recommendation of the NTTF Reclassification Project Committee that implementation of the reclassifications for the teaching series be done for all affected positions with the exception of the College of Medicine. Additional consultation with the College of Medicine is needed prior to implementation.

Interested parties can follow this process on the Dean of the Faculties web site by accessing the link entitled Non-Tenure Track Faculty Recommendation Teaching Series Work Plan.

Attachments

Attachment 1-Table 2-NTTF Working Titles, Report of the Faculty Senate Sub-Committee

Attachment 2-Teaching Faculty Series I-III Class Specification

Attachment 3-Teaching Faculty Title Change Action

Attachment 4-Teaching Faculty Reclassification Process (flowchart)

Attachment 5-Placement and Promotion Criteria

Instruction			
Instructional Faculty I	Instructional Faculty II	Instructional Faculty III	Instructional Faculty IV
Instructor	Instructor II	Instructor III	Instructor IV
Instructor	Teaching Assistant Professor ¹	Teaching Associate Professor ¹	Teaching Professor ¹
Legal Writing Instructor	Legal Writing Assistant Professor ¹	Legal Writing Associate Professor ¹	Legal Writing Professor ¹
Clinical Instructor	Clinical Assistant Professor ¹	Clinical Associate Professor ¹	Clinical Professor ¹
Research			
Research Faculty I	Research Faculty II	Research Faculty III	Research Faculty IV
Research Associate	Assistant Scientist	Associate Scientist	Scientist
Research Associate	Assistant Research Engineer	Associate Research Engineer	Research Engineer
Research Associate	Research Assistant Professor ¹	Research Associate Professor ¹	Research Professor ¹
Service			
Support Faculty I	Support Faculty II	Support Faculty III	Support Faculty IV
Assistant Curator		Associate Curator	Curator
Instructional Specialist I		Instructional Specialist II	Instructional Specialist III
Coordinator/Director I		Coordinator/Director II	Coordinator/Director III
Instructor Librarian	Asst. Univ. Librarian	Assoc. Univ. Librarian	University Librarian

Table 2 – NTTF Working Titles

¹ Individuals appointed to these working titles must be selected, appointed, evaluated, and promoted according to departmental or college (if there are no departments) procedures and standards.

9004 – Teaching Faculty Series I-III

Attachment 2

Pay Plan: FAC

EEO Code: 2 Faculty

This position is FLSA EXEMPT

CBU Code: 20E Fac/A&P Eligible to Participate (In-Unit)

Please Note: Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

Description: Responsible for teaching and related activities. May be responsible for academic advising and related activities. May represent the university, college/school, or department/unit on university and/or Statewide committees. Responsible to a Chair or other appropriate higher level administrator of the university. Normally assigned a teaching load of four courses per semester in Assignments of Responsibilities.

Please Note: Examples listed are not an all inclusive list of duties and tasks.

Minimum Qualifications: Academic doctorate or highest level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Additional education and experience as required by position. **Note: Terminal degree required for those positions using the title of “Professor”.**

Faculty Credentials Guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

For institutional accreditation purposes, units that have waived degree requirements in lieu of equivalent qualifications shall maintain a written explanation of the criteria used to satisfy the degree requirement.

Other Specific Requirements:

- Police Background Check: Not Required
- Pre/Post Offer Physical: Not Required
- Child Care Security Check: Not Required
- Financial Disclosure: Not Required
- Confidentiality Statement: Not Required
- Finger Printing: Not Required

Teaching Faculty Title Change Action

Name: Joe Faculty
Employee I.D.: 000001111
Position Number: 55555

Supervisor: Helen Chair
Department: English
College: Arts and Sciences

	Present Position	Proposed Position
Job Code	9121	8502
Classification	Assistant In	Teaching Faculty I
Working Title		Assistant Teaching Professor

____ I have reviewed University and department placement criteria and Faculty Credentials Guidelines for the Specialized Faculty track in relation to this faculty member’s qualifications. The proposed position classification is in alignment with these criteria.

Department Chair/Supervisor Signature

Date

Faculty Member:

____ I have reviewed the University and department placement criteria and had the opportunity to discuss any concerns with my department chair/supervisor.

____ I agree with the proposed position classification.

____ I disagree with the proposed position classification and I have been advised of the appropriate next steps for a higher level review.

Faculty Member Signature

Date

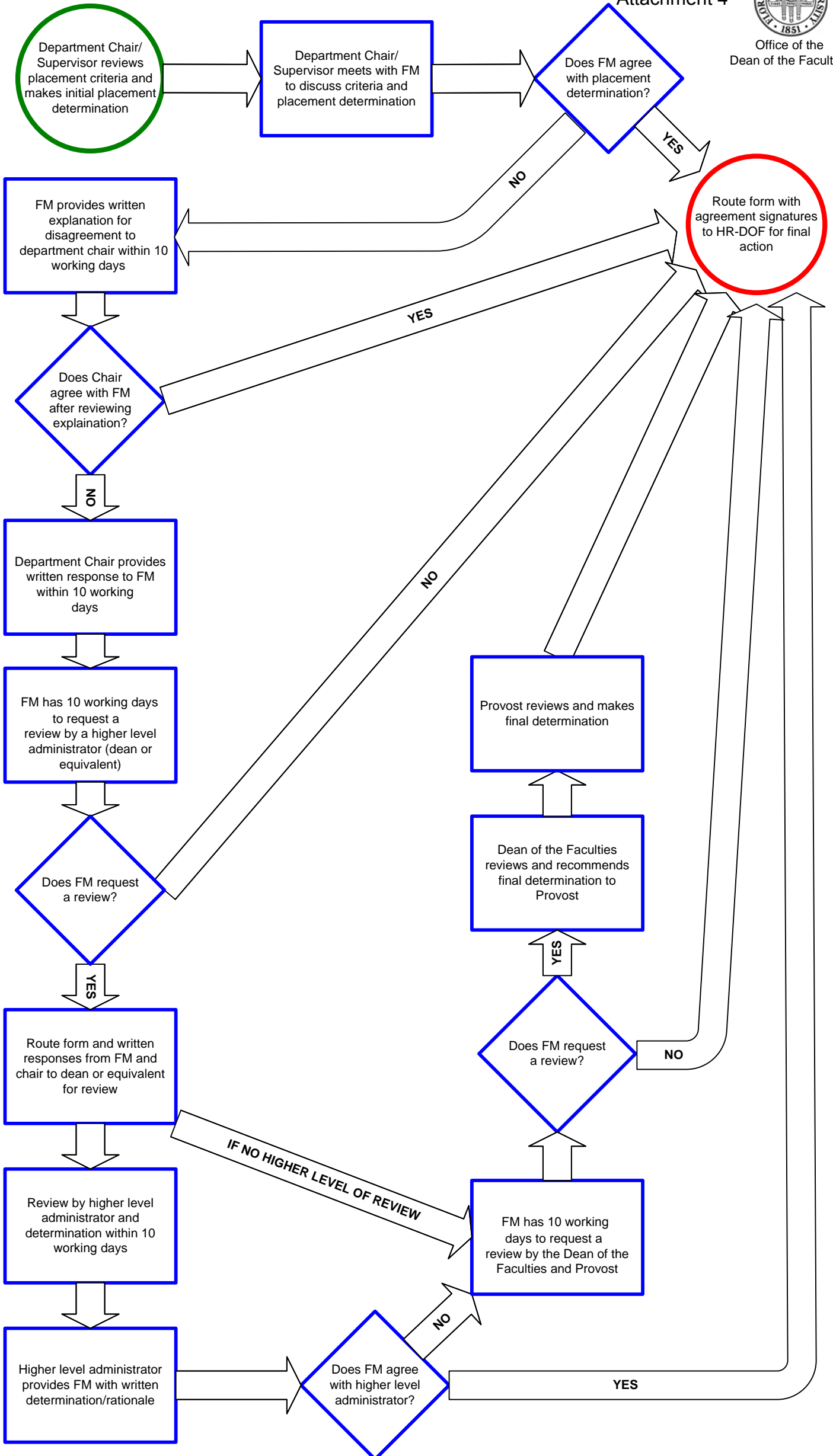
Please route completed form to: The Office of the Dean of the Faculties
314 Westcott Building
Mail Code: 1480

Teaching Faculty Reclassification Process

Attachment 4



Office of the
Dean of the Faculties



Teaching Faculty Series I-III

Placement Criteria

Placement of NTTF faculty members into the teaching series classifications should be based upon the following:

Level I:

- Number of courses taught (50% or more teaching responsibility per AOR)
- Academic and/or professional background and experience (equivalent experience or accomplishments may substitute for terminal degree)

Level II:

- Number of courses taught (50% or more teaching responsibility per AOR)
- Academic and/or professional background and experience (equivalent experience or accomplishments may substitute for terminal degree)
- Teaching evaluations
- Performance evaluations
- Peer evaluations

Level III:

- Number of courses taught (50% or more teaching responsibility per AOR)
- Academic and/or professional background and experience (equivalent experience or accomplishments may substitute for terminal degree)
- Teaching evaluations
- Performance evaluations
- Peer evaluations

Promotion Criteria

Promotions for NTTF faculty members shall be based on the established University criteria and the criteria and procedures within each department/unit. Department/unit criteria for the teaching faculty series should include consideration of the following:

- Annual Assignments of Responsibilities
- Evidence of well-planned and delivered courses

- Performance evaluations, including teaching and peer evaluations
- Ability to teach multiple courses within a discipline/major
- Evidence of sustained effectiveness relative to opportunity and according to assignment

Promotion criteria must be in compliance with the provisions of the United Faculty of Florida (UFF)/Board of Trustees (BOT) Collective Bargaining Agreement, if applicable.