

Non-Tenure Track Faculty Annual Review, Reappointment and Promotion Procedures; Proposal

3.4 Special Faculty Appointments and Reviews

If a Faculty appointment is not an appointment to the Professorial Ranks, it is a Special Faculty appointment. A Special Faculty Appointment shall carry a title appropriate to the responsibilities of the position, in accordance with [UNC Charlotte Academic Procedure: Special Faculty Appointments](#).¹ ~~such as Visiting Professor, Adjunct Professor, Instructor, Assistant Professor (Library), Assistant Professor (Military), Lecturer, Assistant Research Professor (see [University Policy 101.16, Research Appointments](#)), or Artist in Residence.~~ All Special Faculty Appointments are for a specified term of service. The letter of appointment shall specify the length of the term of service. Special Faculty Appointments may be paid or unpaid. Unpaid faculty members may be appointed for a specific term or at will; their pay and appointment status should also be set out in the letter of appointment.

The specification of the length of the appointment shall be deemed to constitute full and timely notice of non-reappointment when that term expires. Except as provided in [Section 3.4.2](#), the University has no obligation to consider future appointments for persons with such Special Faculty Appointments. The “Principles of Employment for Non-Tenure-Track Faculty” shall be considered in the development of policies and procedures related to persons holding Special Faculty Appointments.

Faculty Members in Special Faculty Appointments shall not be eligible for Permanent Tenure and are not entitled to participate in the Process for Review of Unfavorable RPT Decisions described in [Section 7](#) of this document. During the term of their employment, Faculty Members in Special Faculty Appointments are entitled to seek recourse for employment related problems and concerns under the UNC Charlotte [“Procedures for Resolving Faculty Grievances Arising from Section 607\(3\) of The Code of The University of North Carolina.”](#)

The chair will provide to each Faculty Member in Special Faculty Appointment who has a paid position in the department a letter each year that provides an evaluation of the Faculty Member’s accomplishments during the previous year. The letter should clearly and specifically address strengths and weaknesses in the performance of the Faculty Member as related to the particular roles and responsibilities of that special faculty member. Guidelines for the annual performance review are detailed in the [UNC Charlotte Academic Personnel Procedures Handbook](#).

While favorable annual reviews or a favorable reappointment review do not guarantee on-going employment beyond the special faculty member’s negotiated contract term, reappointment of Special Faculty is contingent upon a favorable reappointment review.

¹ Will link to: <https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/special-faculty-appointments>

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ACADEMIC PERSONNEL PROCEDURES HANDBOOK (<https://provost.uncc.edu/academic-budget-personnel/academic-personnel-procedures-handbook>)

Section VI: Academic Personnel Review Process

B. ANNUAL REVIEW

Each department and college is expected to establish guidelines and procedures for the annual evaluation of all members of the faculty that are consistent with, and may be more extensive than, the following procedures for the annual evaluation of ~~full-time tenured and tenure-track~~ members of the faculty that were established by the Faculty Council.

1. The job performance of every ~~full-time tenured and tenure-track~~ faculty member will be evaluated each year. This evaluation will be undertaken by each department chair under departmental and college criteria and procedures. This evaluation process is a minimum requirement, it shall not rule out more extensive departmental or college procedures.
2. ~~For tenure-track faculty,~~ this review will always include an evaluation of teaching, scholarly work, and service. Each department and college will develop and apply guidelines for evaluating teaching, scholarly work, and service. ~~For faculty in Special Faculty Appointments, this review will always include an evaluation of the faculty member's performance regarding the particular roles and responsibilities assigned to that individual.~~
3. The annual evaluation shall be as follows:
 1. For non-tenured, tenure-track faculty members, an annual evaluation conference shall be held prior to May 1 of every year. The chair shall discuss the faculty member's strengths and weaknesses in the areas of teaching, scholarly activity, and service. Prior to the conference, the chair shall prepare and forward a "draft" evaluation to each faculty member. ~~Special faculty and t~~enured faculty members will receive a copy of the "draft" evaluation, but will not have a conference unless a conference is requested by either the faculty member or the department chair.
 2. After the conference, the department chair shall then prepare a final written evaluation of said faculty member. The final written evaluation shall have a place for the faculty member's signature which would indicate that the evaluation has been seen and discussed. The evaluation, and one copy will then be forwarded to the faculty member. For faculty members who do not have a conference, the draft copy will become the final evaluation.
 3. The faculty member shall sign the final evaluation acknowledging receipt. The faculty member may state in writing reason for any disagreement that s/he may have with the final evaluation.
 4. The department chair shall place the annual written evaluation along with any faculty response in the faculty member's personnel files and shall forward the evaluation and the faculty member's response (if any) to the dean of his/her college.
 5. Unusual circumstances, such as a faculty member on leave, shall be handled by the department.
 6. For special faculty, a favorable annual review does not guarantee on-going employment beyond the special faculty member's negotiated contract term.

Guidelines for Conducting Effective Annual Reviews

1. Expectations for performance in each of the areas of evaluation consistent with the mission of the institution, college, department and program must be clearly written and discussed with the faculty member at the time of appointment and reviewed and updated as appropriate as part of the annual review process.
2. The role of peers in the annual review process should be clearly defined in the statement of criteria and procedures established by each department and college.
3. Information to be provided by the faculty member as part of the review process must be clearly defined.
4. The written evaluation prepared by the department chair should clearly and specifically address strengths and weaknesses in the performance of the faculty member, providing for a clean plan and timetable for improvement of any deficiencies in performance. Effective annual evaluations should eliminate "surprises" in the comprehensive reviews pertaining to reappointment, promotion, and/or conferral of permanent tenure.

Allocation of Merit Increases

During the spring semester, the Office of Academic Affairs sends to all College Deans instructions on how to model the awarding of merit increases to full-time faculty based on anticipated state appropriated increases. Using these instructions as a guide, each College Dean is expected to develop his or her own written guidelines for the allocation of merit increases.

D. Review for ~~Renewal~~ Reappointment or Promotion of Special Faculty

Policies, Regulations, and Procedures

Recommendations for ~~renewal~~ reappointment or promotion of Special Faculty Appointments must be developed according to Section 3.4 of the Tenure Document, the [UNC Charlotte Academic Procedure for Special Faculty Appointments](#),² college and departmental policies, procedures, and criteria that implement them, the University's Affirmative Action Plan, and the schedule established by the Provost.

Areas of Performance to be Reviewed

The areas of performance in which a candidate is reviewed for ~~renewal~~ reappointment or promotion of a Special Faculty Appointment will depend upon the responsibilities assigned to them from the following: 1) teaching, advising, curriculum and instructional development; 2) scholarly research, creative, and other professional activities; and 3) service to the University, the public, and the profession. (See Section VI. C above for details.) The assessment of the candidate's performance in any of these areas must address at least the following: (a) the faculty member's demonstrated professional

² Will link to <https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/special-faculty-appointments>.

competence; (b) potential for future contribution to UNC Charlotte; and (c) institutional needs and resources.

The Review File

~~Compilation of the materials that will constitute the review file is a shared responsibility of the candidate, the Department Review Committee, the Department Chair, the College Review Committee, and the Dean. The completed file should consist of the materials described in Section VI. C above that pertain to the appointment being considered.~~

The Review Process

The review process for reappointment or promotion should include formal review and written recommendations from a department review committee, the Department Chair, a college review committee and the Dean. Colleges and departments may establish different procedures for constituting the faculty review committee for Special Faculty than are used for constituting the Department Review Committee or College Review Committee which provide reviews for tenured and tenure-track faculty. However, the principles that guide the election and procedures observed by the Special Faculty review committees should reflect the guidelines specified in University Policy 102.13, section 5.

Compilation of the materials that will constitute the review file is a shared responsibility of the candidate, the Department Chair, the Dean, and the relevant review committees as specified above. The completed file should consist of materials described in Section VI above that pertain to the reappointment or promotion being considered.

Recommendation and Documentation Reviewed by the Provost

The file submitted to the Provost recommending ~~renewal~~ reappointment or promotion of a Special Faculty Appointment should include the following:

1. Recommendation for Special Faculty Appointment (Form AA-06)
2. Memo from Department Chair recommending reappointment
3. The required Affirmative Action Memorandum (Form AA-27) signed by the Department Chair in the capacity as Unit Affirmative Action Officer
4. Agreement for Special Faculty Appointment (Form AA-14)
5. Completed PD7
6. Updated vita.

A favorable recommendation does not guarantee on-going employment beyond the Special Faculty member's negotiated contract term; however, reappointment or promotion of Special Faculty is contingent on a favorable reappointment or promotion review.