

Career-line and Adjunct Faculty Review and Reappointment Statement
Department of Communication
University of Utah
(August 2018)

In the Department of Communication, non-tenure line-faculty categories include: Career-line lecturers and Adjunct faculty (including paid and unpaid adjuncts). Career-line lecturers (CLL) and Paid Adjunct faculty (PAF) are employed as teaching instructors. They are expected to strive for excellence and display effectiveness in the classroom. The Department of Communication shall review the performance of its Career-line and Adjunct faculty members according to the following procedures (and in accordance with relevant aspects of University Policies 6-300, 6-301, 6-302, and 6-310).

- I. Reappointment Process.** Career-line faculty and Adjunct faculty will be considered for reappointment at the close of their term contract. Career-line faculty and Adjunct faculty will be voted on for annual reappointment by tenure-line faculty.

- II. Career-line Faculty Review Process.** All CLL and PAF must complete the annual Faculty Activity Report (FAR) regardless of the term of their contract. In addition, each CLL and PAF faculty member will undergo more thorough reviews based on either contract length, or length of hire. Reviews occur yearly for those on one-year contracts, in the 3rd year for those on three-year contracts, in the 5th year for those on five-year contracts. All new CLL and PAF will undergo review for the first three years of employment in the Department.
 - A. Committee Responsible for Review**
 1. Review of all CLL and PAF is the responsibility of the Department's Executive Committee. The Department Chairperson appoints Executive Committee members to review individual files.
 2. The Executive Committee is elected according to Department Bylaws.

 - B. Review File**
 1. Notice should be given before January 1 to the Executive Committee, tenure-line faculty, and the CLL or PAF faculty members to be reviewed, identifying the faculty members due for review each year.
 2. Notice should be given to the CLL or PAF faculty member undergoing a review thirty (30) days before the file closing date (see below) of (1) the file closing date, (2) a list of the information and materials the faculty member will be required to submit for the review, and (3) an invitation to submit any additional information the faculty member desires the department to consider.
 3. Notice should be given to the department's tenure-line and career-line faculty members of the scheduled reviews for the year and the opportunity to submit any pertinent

comments and information by signed writing to be included in the file by the specified file closing date.

4. The Review File will be used in an annual performance evaluation meeting for each faculty member under review.
5. The Review File will serve as basis for tenure-line faculty and Department Chairperson decisions concerning reappointment for the year(s) following the review.
6. The Review File will include the following materials:
 - a. Current CV (provided by faculty under review)
 - b. Personal Statement that includes additional evidence of activities related to teaching, service, and research as appropriate (limit: 2 single-spaced pages) (provided by faculty under review)
 - c. Course evaluations from previous year (provided by Department)
 - d. Syllabi and related teaching materials used in courses (provided by faculty under review)
 - e. Course Summary Chart, including course name, number of students, and numerical rating for both course and instructor (provided by faculty under review)
 - f. Executive Committee Report on teaching effectiveness (based on A-E), copies of which will go to faculty member under review and into the faculty member's Review File (provided by Executive Committee)
7. The Review File shall be closed on the date specified in the notices given to the faculty member and others by the department Chairperson (see above), which shall be at least fourteen (14) calendar days before the tenure-line faculty meet to review, discuss, and vote on the review. The file shall be made available to the Executive Committee member appointed to write the report on the file closing date. The file, including the Executive Committee Report, shall be made available to the tenure-line faculty at least seven (7) calendar days before the before the tenure-line faculty meet to review, discuss, and vote on the review.

C. Review Action

1. The Executive Committee member assigned to review a CLL member will meet with the career-line/lecturer faculty member within seven (7) calendar days of the file closing date to discuss any strengths and weaknesses of the candidate, and any concerns the candidate wishes to voice.
2. Career-line Faculty members have three (3) calendar days to review the Executive Committee member's draft report for accuracy, make any recommended corrections of facts or objections, and return them to the Executive Committee member. Executive Committee members then can revise the report in response to a candidate's

response. The candidate can file an additional response letter for the record, if desired.

3. If faculty member receives a problematic review from the Executive Committee Report, a teaching observation is required in the following year.
4. Tenure-line faculty will meet to consider the Executive Committee Report, the file, the career-line/lecturer faculty member's response, if any, and peer observation report, if any, before voting on the review and on re-appointment.
5. If the result of the report and the vote recommends that that the candidate not be retained, then the Department Chairperson meets with the candidate as soon as possible, notifies the candidate of the vote, and discusses next steps. In the case of non-retention, the Department Chairperson will write a letter to the candidate. Except in extreme situations, faculty are not dismissed after one review in which significant concerns are raised. The goal of the Department is to search for remedies to address concerns relating to a Career-line Faculty or Paid Adjunct candidate, and in that spirit the Department Chairperson will ordinarily work with candidates to establish a timeline to address any issues that may arise during the review process.

D. Career-line/Lecturer Contracts. Any CLL or PAF can request a multi-year contract, and such contracts are negotiated specifically between the Department Chairperson and the faculty candidate. A multi-year contract conveys the intent to retain a CLL, since any Career-line Faculty member can be dismissed based on the conditions listed in Policy 6-300 (III.D.6.b). Faculty members who have served on a full-time basis for three or more years shall be given at least three months' notice of non-renewal. The right of advance notice for non-renewal does not apply to faculty who do not meet this criteria.

Career-line/Lecturer Faculty should request a multi-year contract as part of their review process. This request must be made before January 1 of the year in which the faculty is requesting a multi-year contract (contracts are renewed July 1 of the same year). The following documents must be forwarded by the Department Chairperson to the Dean:

1. Current CV (provided by faculty under review)
2. Most Recent Executive Committee report on teaching effectiveness (provided by faculty under review)
3. Chairperson's letter of recommendation (provided by Department)

III. Promotion. CLL and PAF may become eligible for promotion after a minimum of six years' continuous, full-time service to the department in a particular rank. Assistant Professor Lecturers/Paid Adjuncts are eligible to seek promotion to Associate Professor Lecturer/Adjunct and Associate Professor Lecturers/Paid Adjuncts are eligible to seek promotion to Full Professor Lecturer/Adjunct. The principal criterion for promotion will be sustained excellence in teaching. Evidence of strong service to the department will also be considered if the faculty member's job contract specifies service duties as part of his/her responsibilities.

A. Promotion Procedures. Consideration for promotion will be initiated at the request of a CLL or PAF, who should notify the Department Chairperson of that request before June 30 of the year prior to the year the review will take place. That request will trigger a promotion review to be conducted by Executive Committee during the following academic year.

The Chairperson will appoint a two-person ad hoc committee from the Executive Committee to review the materials submitted by the CLL or PAF and to make a recommendation to the tenure-line faculty. These materials, will replace or add a review and will follow the timeline above include:

1. Current CV (provided by faculty under review)
2. Personal Statement that includes additional evidence of activities related to teaching, service, and research as appropriate (limit: 2 single-spaced pages) (provided by faculty under review)
3. Course evaluations from previous years (provided by Department)
4. Syllabi and related teaching materials used in courses (provided by faculty under review)
5. Course Summary Chart, including course name, number of students, and numerical rating for both course and instructor (provided by faculty under review)
6. Two Letters of Recommendation from outside of the Department (letters can be written by on-campus referees), chosen by the candidate and contacted by the Department Chairperson. Letters must state whether promotion is warranted. (provided by Department)
7. One Teaching Observation by the Peer Teaching Committee (provided by Department)

Where relevant, the ad hoc committee will seek an assessment of the faculty member's service by his or her immediate supervisor.

The faculty member's response, if any, to the Ad Hoc Committee's report, is due no later than seven (7) calendar days after the report has been completed.

B. Action on Promotion

1. The Department RPT Committee will meet in Spring semester to consider and vote on the auxiliary faculty member's promotion.
2. Minutes of this meeting will be shown to the faculty member, who may respond within seven (7) calendar days if she or he chooses.

3. The Chairperson will write an evaluative letter based on the tenure-line deliberation and her or his own assessment of the file and incorporating her or his recommendation. This letter, and the faculty member's response, if any, will be forwarded to the Dean of the College.

Note on unpaid Adjunct faculty: Unpaid adjuncts include faculty members from outside the department who make substantial service contributions to the department. As the name suggests, unpaid adjunct contributions to the Department are not paid. These individuals are (re)appointed each year, but are not reviewed. To appoint a new, unpaid, adjunct appointment, a sponsoring faculty member presents the nominee's CV, at least two letters of support, and a vote of the tenure-line is held. The unpaid adjunct holds the rank of Assistant Professor unless that individual is faculty in another unit and has already received rank within that unit. Individuals cannot be removed from the status of unpaid Adjunct, except by vote of the tenure-line faculty or at the request of the unpaid Adjunct faculty member.