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University of Utah College of Law

Appointment, Review, Reappointment, and Promotion Statement for Career-line, Adjunct, and Visiting Faculty, and Other Instructional Personnel

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Preface

This document is the College of Law's Statement of appointment, review, reappointment, and promotion criteria, standards, evidence, and procedures for Career-line, Adjunct, and Visiting Faculty, and Other Instructional Personnel as required by University Policy. All committees or individuals making any recommendation or decision in these proceedings shall do so consistent with the governing University Regulations and the substantive criteria, standards, and evidence set forth in this Statement. The primary relevant University Regulations are Policies [6-300](#), [6-302](#), [6-309](#), and [6-310](#).

The mission of the College of Law is to excel in professional legal education; to advance knowledge through high quality legal and interdisciplinary scholarship; to serve the University, the State of Utah, our nation, and international community; and to improve the human and global condition. It is the College of Law's further mission to maintain and enhance our national presence as a preeminent institution of legal education, while recognizing our special obligation as the state law school to the Utah community and the Utah State Bar.

The College of Law recognizes that Career-line, Adjunct, and Visiting (CAV) Faculty are a critical part of the intellectual fabric of the University of Utah. As part of our community of teachers, researchers, and clinicians, CAV Faculty make important contributions to the teaching, research/creative activity, clinical, and/or service missions of the University and the College of Law.

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1. Effective Date and Application to Existing Faculty

This Statement is applicable as of the effective date shown on page 1. All Career-line, Adjunct, and Visiting Faculty and Other Instructional Personnel appointed or reappointed on or after the effective date will be reviewed under this Statement. If a faculty member was appointed or reappointed prior to the effective date and a review for reappointment and/or promotion is scheduled to occur within twelve months following the effective date, the faculty member may elect to have the review conducted under either (1) the prior Statement or (2) this new Statement. This Statement will apply automatically unless the faculty member's choice of the prior Statement is communicated to the College of Law Dean by signed letter before the review begins.

2. Faculty Categories, Ranks, and Employment Contracts

Career-line, Adjunct, and Visiting faculty members participate in the University's academic mission and make a substantial contribution to the academic activities of their academic unit. Their professional activities, however, do not span the full range of responsibilities of Tenure-line faculty members. Additionally, Adjunct faculty members' professional activities do not span the full range of responsibilities of Career-line faculty members, and Visiting faculty members' contributions are temporary, by definition.

Faculty members may be appointed to Career-line, Adjunct, or Visiting positions as the University and appointing units determine appropriate, in light of the University's need to retain flexibility to adjust its programs to meet changing needs and to employ faculty with more specialized foci.

2.1. Career-line Categories

Career-line faculty members are appointed in one of three categories: (1) Lecturer, (2) Research, or (3) Clinical.

2.2. Ranks

Career-line Faculty are appointed to one of three ranks: Assistant Professor, Associate Professor, or Professor, modified by the designation of Lecturer, Research, or Clinical.

Adjunct, and Visiting Faculty are appointed to one of four ranks: Instructor, Assistant Professor, Associate Professor, or Professor, modified by the designation of Adjunct or Visiting.

To qualify for appointment at the rank of Adjunct Assistant Professor or above, an individual must have a terminal degree in their area of expertise.

The rank of Adjunct Instructor is only used for individuals who do not have a terminal degree in their area of expertise, but have at least a graduate degree or equivalent commensurate experience.

2.3. Employment

Appointment to the faculty as Career-line, Adjunct, or Visiting makes the faculty member eligible for employment, but does not guarantee employment.

Once appointed as a faculty member, a Career-line, Adjunct, or Visiting faculty member may then be hired by contract as an employee of the University. The faculty member's full-time equivalency (FTE) and terms are stipulated in the employment contract for a designated time-period that may be equal to or less than the duration of the accompanying faculty appointment. College of Law and University administrative officers determine all aspects of the faculty member's employment contract, including period of employment, salary, benefits, and the faculty member's specific duties.

Career-line faculty members are typically hired as full-time employees, Adjunct faculty are typically hired as part-time employees, and Visiting faculty may be hired as either part-time or full-time employees.

3. Faculty Rights and Responsibilities

All Career-line, Adjunct, and Visiting faculty members have the rights and responsibilities described in the Code of Faculty Rights and Responsibilities (Policy [6-316](#)). In this College, each faculty category has additional rights and responsibilities as described below.

3.1. Responsibilities of Career-line Faculty

a. Lecturer Faculty

Lecturers are primarily responsible for teaching and for the development and implementation of special programs connected with their teaching and other areas of expertise. Expectations and support for teaching and (if relevant) research and service activities shall be stipulated in the employment contract.

b. Research Faculty

Research faculty members are primarily responsible for research and peer-reviewed dissemination of that research, usually in conjunction with funded projects, typically under supervision by or in collaboration with one or more members of the Tenure-line faculty. Research faculty members also may be responsible for the development and implementation of special programs connected to their research and other areas of expertise. Research faculty members ordinarily do not teach regular courses but, as stipulated in the employment contract, may be expected to give guest lectures, participate in other programs, or otherwise enhance the

College of Law's teaching mission as related to their research programs. Expectations and support for research/creative and (if relevant) teaching and service activities shall be stipulated in the employment contract.

c. Clinical Faculty

Clinical faculty members are primarily responsible for teaching clinical and professional skills, as well as other experiential learning courses. Expectations and support for clinical work and (if relevant) teaching, research/creative activity, and service shall be stipulated in the employment contract.

3.2. Voting Rights and Participation of Career-line Faculty

Career-line faculty members appointed at .75 FTE or above are entitled to participate fully on College of Law and University Committees (within limits prescribed by University regulations), in College Council, and at faculty meetings. Career-line faculty members are entitled to vote on all College of Law matters except (1) appointment, retention, tenure, and promotion of Tenure-line faculty; (2) appointment and reappointment of Career-line faculty above their rank; and (3) promotion of Career-line Faculty to ranks above their rank.

The College of Law values and expects full participation of Career-line faculty in all aspects of faculty life, including participation in College of Law events; events related to faculty recruiting; faculty meeting discussions on all subjects outside of the retention, tenure, or promotion of Tenure-line faculty; College Council; and committees to which they have been assigned. The College will support full participation including providing Career-line faculty with all of the materials relevant to the event, reports, or recommendations.

3.3. Voting Rights and Participation of Adjunct and Visiting Faculty

Per Policy [6-300](#), Adjunct and Visiting Faculty members shall not have the right to vote in the capacity of faculty members in any context within the University (but may be called upon in an advisory capacity). Tenure-line librarians appointed in the James E. Faust Law Library who also hold an adjunct appointment in the College of Law may attend College Council and faculty meetings by invitation of the College of Law Dean.

4. Standards, Criteria, and Rating Scales

4.1. Standards

Assessment of a candidate's performance is based upon achievements in the relevant functions of faculty members—referred to as criteria in University Regulations—with responsibilities stipulated in the employment contract—(1) teaching, (2) research/creative activity, and (3) service.

Summary ratings of performance in the three criteria areas described below serve as the standards for review, reappointment, and promotion. The same standards apply to both formal and informal reviews. University Regulations identify a three-level scale of standards for evaluating performance: *excellent*, *effective*, and *not satisfactory*.

The College of Law will only evaluate the areas described below—teaching, research, and service—that are applicable to the candidate’s areas of responsibility as stipulated in the employment contract.

Per university policy, in carrying out their duties in research/creative activity, teaching, and service, faculty members are expected to demonstrate the ability and willingness to perform as responsible members of the faculty, as defined in the Faculty Code (Policy [6-316](#)). Therefore, assessments of research/creative activity, teaching, and service, may consider the candidate’s conduct as a responsible member of the faculty, based on the evidence in the file.

Sustained: In the context of this Statement, “sustained” means that the candidate has made contributions over time. While quantity and quality of work may vary from year to year, as a whole the candidate demonstrates continued contributions to research/creative activity, teaching, and/or service, as stipulated in the employment contract.

a. Standards for Lecturers

Generally, Lecturers are not expected to engage in research/creative activity; however, the College encourages and supports Lecturers who do so.

1. To be reappointed as Assistant Professor, a Lecturer must demonstrate that they are (1) at least Effective in teaching and (2) at least Effective in service.
2. To be promoted to or reappointed as Associate Professor, a Lecturer must demonstrate that they are (1) Excellent in teaching, or that they have made substantial progress toward becoming Excellent in teaching, and (2) at least Effective in service.
3. To be promoted to or reappointed as Professor, a Lecturer must demonstrate (1) sustained Excellence in teaching and (2) at least sustained Effectiveness in service.

b. Standards for Research Faculty

1. To be reappointed as Assistant Professor, a Research faculty member must demonstrate that they are (1) at least Effective in research; (2) if the faculty member teaches, at least Effective in teaching; and (3) at least Effective in service.
2. To be promoted to or reappointed as Associate Professor, a Research faculty member must demonstrate that they are (1) Excellent in research, or that they have made substantial progress toward becoming Excellent in research; (2) if

the faculty member teaches, at least Effective in teaching; and (3) at least Effective in service.

3. To be promoted to or reappointed as Professor, a Research faculty member must demonstrate (1) sustained Excellence in research; (2) if the faculty member teaches, at least sustained Effectiveness in teaching; and (3) at least sustained Effectiveness in service.

c. Standards for Clinical Faculty

Generally, Clinical faculty members are not expected to engage in research/creative activity; however, the College of Law encourages and supports Clinical faculty members who do so.

1. To be reappointed as Assistant Professor, a Clinical faculty member must demonstrate that they are (1) at least Effective in teaching and (2) at least Effective in service.
2. To be promoted to or reappointed as Associate Professor, a Clinical faculty member must demonstrate that they are (1) Excellent in teaching, or that they have made substantial progress toward becoming Excellent in teaching, and (2) at least Effective in service.
3. To be promoted to or reappointed as Professor, a Clinical faculty member must demonstrate (1) sustained Excellence in teaching and (2) at least sustained Effectiveness in service.

d. Standards for Adjunct Faculty

1. To be reappointed as Instructor, an Adjunct faculty member must demonstrate that they are at least Effective in teaching or in the areas of responsibility as stipulated in the employment contract. Adjunct Instructors are not eligible for promotion to a higher rank, see Section 2.2 above.
2. To be reappointed as Assistant Professor, an Adjunct faculty member must demonstrate at least sustained Effectiveness in teaching or in the areas of responsibility as stipulated in the employment contract.
3. To be promoted or reappointed as Associate Professor, an Adjunct faculty member must demonstrate that they are Excellent in teaching or in the areas of responsibility as stipulated in the employment contract.
4. To be promoted to or reappointed as Professor, an Adjunct faculty member must demonstrate sustained excellence in teaching or in the areas of responsibility as stipulated in the employment contract.

4.2. Criteria and Rating Scales

a. Teaching

Within the University system, the term *teaching* refers to the following four components: (a) regularly scheduled course instruction; (b) curriculum and program development; (c) mentoring

and advising of students, which includes directing graduate student work; and (d) other teaching activities, specific to this College.

1. Description of teaching

Course instruction. Course instruction encompasses: (a) didactic and experiential classroom instruction; (b) online and distance education teaching; (c) the organization and facilitation of seminars, workshops, and clinical placements related to curriculum needs; and (d) independent instruction involving one or more students on special topics.

Curriculum and program development. Examples of curriculum and program development contributions include the development and teaching of new courses; development of new curricula or programs; production of innovative course materials, simulations, or methods to advance teaching; the publication of textbooks or other teaching materials; and curriculum development for public educational programs (e.g., University Neighborhood Partners and Bennion Center courses).

Student advising and mentoring. Student advising and mentoring generally take place outside of the classroom. Activities in this area include (a) general student advising and mentoring, (b) serving on graduate student committees, (c) directing undergraduate research/creative activity or thesis projects, (d) advising and mentoring students who are placed in a clinical setting, and (e) including students in research/creative activity and/or as co-authors in scholarly work. Contributions in this area are evaluated with respect to both quantity and quality.

Other teaching activities. The College of Law will also consider educational activities outside the University that are consistent with existing University policy, and which increase the public's understanding of the law and the legal profession. Types of activities include but are not limited to public-facing courses; continuing legal education for lawyers, judges, and paralegals; training for other professional licensing, certification, or recertification; and public presentations such as webinars, workshops, or panels.

2. Summary rating scale for teaching

Ratings on the three-point scale below reflect the College of Law's consideration of the relevant components of teaching described above.

The College of Law evaluates whether a candidate has met these standards by assessing student and peer teaching evaluations, as well as other types of evidence relevant to a particular course or skill.

Excellent: The candidate has made substantial contributions in teaching areas for which they are responsible from among the following: course instruction, curriculum/program development, and/or student advising and mentoring, and/or other teaching activities.

This standard is met by a candidate who maintains a depth of understanding of current developments in practice related to the skills being taught; is focused, well prepared, and organized; defines the goals and objectives to be accomplished; incorporates excellent course materials and simulations where relevant; uses excellent methods of conveying skills to the adult learner; provides timely and meaningful feedback and assessment of student learning, relying on techniques appropriate for a particular course or skill; and provides students with fair notice of office hours, conferences, and scheduling that affects them.

Effective: The candidate has made acceptable contributions in teaching areas for which they are responsible from among the following: course instruction, curriculum/program development, and/or student advising and/or mentoring, and/or other teaching activities.

This standard is met by a candidate who pursues a depth of understanding of current developments in practice related to the skills being taught; is focused, well prepared, and organized; defines the goals and objectives to be accomplished; incorporates effective course materials and simulations where relevant; uses effective methods of conveying skills to the adult learner; provides timely and meaningful feedback and assessment of student learning, relying on techniques appropriate for a particular course or skill; and provides students with fair notice of office hours, conferences, and scheduling that affects them.

Not Satisfactory: The candidate has made insufficient contributions in teaching.

b. Research/Creative Activity

1. Description of research/creative activity

Candidates are expected to meet the research expectations specified in the grants/contracts that fund their positions. When conducting reappointment and promotion reviews, the College of Law shall evaluate whether a candidate has met the research expectations specified by those grants/contracts. Additional publications, beyond those specified in grants/contracts, may be evaluated for merit. Judgments about a candidate's research are based on both the quality and quantity of research and its relevance to the academic community and the College of Law's needs. Where relevant, members of the tenure-line faculty, in consultation with the Associate Dean for Research and Faculty Development, may be asked to supervise or collaborate with efforts of Career-line research faculty in meeting their research expectations.

Although Career-line lecturer and clinical faculty do not normally have an obligation to engage in scholarly work, the College of Law values and encourages that activity. Should lecturer or clinical faculty choose to engage in research, published scholarship, or any other type of scholarship, judgments about a candidate's research are based on both the quality and quantity of research and its relevance to the academic community and the College of Law's needs.

Although the characteristics of productive research differ depending on the candidate's contract, area of specialization, and professional goals, such activities may include traditional scholarly

publications in law reviews and other peer-reviewed publications, and also may include public-facing publications in a faculty member's area of expertise such as books, writing or assisting in amicus briefs, and the filing of expert testimony before legislative or judicial bodies.

Productive creative activity may include writings in non-academic outlets for audiences outside the legal academy.

2. Research/Creative activity funding

For Career-line faculty who are required (as described in their employment contract) to obtain funding in support of their research and scholarly publication, the College of Law expects a candidate to demonstrate the ability to sustain a research/creative activity program, including supporting sufficient staff in conjunction with the research/creative activity, as well as maintaining research/creative activity operations over a career. As a result, demonstrated ability to *acquire, sustain, manage, and expend* external funding to support research/creative activity is an important indicator of a faculty member's performance in research/creative activity endeavors.

If Career-line faculty choose to engage in research and scholarly publication but are not otherwise required to do so, external funding to support research/creative activity is valued by the University and the College of Law and supports the mission of the University. All efforts to obtain such funding contribute positively to a candidate's performance in research/creative activity. In addition, the College of Law shall support scholarly activity of Career Line Lecturer and Clinical faculty with the same or similar stipends, grants, and incentives afforded tenured-tenure track faculty.

3. Summary rating scale for research/creative activity

Ratings on the three-point scale below reflect the College of Law's consideration of quantity and quality of research/creative activities, their relevance to the academic community, and the requirements stipulated in the employment contract. The characteristics of productive research/creative activity differ depending on the candidate's area(s) of specialization and professional goals, as well as the needs of the candidate's appointing unit for research in a given area.

Excellent: The candidate has made substantial contributions in the research/creative activities for which they are responsible.

Effective: The candidate has made acceptable contributions in the research/activities for which they are responsible. The quality and quantity of research suggests that significant contributions will be made over time.

Not Satisfactory: The candidate has made insufficient contributions in research/creative activity.

c. Service

Evaluations of service are made with respect to three areas, as stipulated in the employment contract: (1) professional service, (2) University service, and (3) public service.

1. Description of service

Professional Service. Service in this category may be oriented toward professional organizations, and it includes activities such as holding office; participating in the organization or operation of conferences; attending professional meetings; serving as chair, discussant, or reviewer for presentations at professional meetings; serving on various professional committees, panels, or boards (e.g., accreditation boards); providing pro bono representation; and presenting professional workshops. Professional service contributions may also include serving as editor, associate editor, editorial review board member, or regular reviewer for scholarly or professional journals; reviewing book proposals or book manuscripts; and reviewing grant proposals for national funding agencies (e.g., National Science Foundation or Spencer Foundation). Professional service may also include serving on state and federal judicial committees, state and local bar committees and sections, and ABA committees and sections, as well as grading bar examinations.

University Service. This category includes service to the College of Law and overall institution. A candidate's shared-governance activities at any of these levels (e.g., chairing and/or serving on standing and ad hoc committees, councils, and task forces or serving in administrative positions) are examples of University service contributions. In addition, the College of Law considers as valuable University service efforts to secure and administer funding to support faculty, staff, or student salaries or expenses from sources outside the College or University, as well as other development and grantmaking activity.

Public Service. This category includes service related to the candidate's area of expertise in various local, regional, national, and international public settings and can take many forms, for example, serving on boards, councils, task forces, or committees for governmental and/or non-profit organizations; consulting with and/or providing direct service to community agencies, schools and other educational organizations, government agencies, or healthcare and mental healthcare organizations; writing or assisting in amicus briefs; and giving expert testimony before legislative bodies or in judicial proceedings; authoring of op-eds, guest columns, white papers, reports, podcasts, and blogs or otherwise engaging with the media as appropriate within University guidelines.

2. Summary rating scale for service

Ratings on the three-point scale below reflect the College of Law's consideration of service contributions in the three areas described above.

Excellent: The candidate has made substantial contributions in areas of service for which they are responsible.

Effective: The candidate has made acceptable contributions in areas of service for which they are responsible.

Not Satisfactory: The candidate has made insufficient contributions in relevant areas of service.

5. Appointment, Review, Reappointment, and Promotion Procedures

For information regarding the appointment/employment, review, reappointment/re-employment, and promotion procedures for Other Instructional Personnel, see Section 6.

Career-line, Adjunct, and Visiting faculty are appointed as faculty members of the College of Law and of the University and serve for fixed durational terms. Unless the initial appointment letter says otherwise, the College of Law may initiate or faculty members may request reappointment and/or promotion reviews for additional terms in accordance with University regulations, relevant College of Law policies, and the processes described below.

5.1. Review and Recommendation Committees

Reviewers must evaluate candidates only on the aspects of teaching, research, and service for which the candidate is responsible, as articulated in their employment contract; and reviewers must consider all sources of information included in the file.

a. Faculty Appointments Advisory Committee (FAAC)

The Faculty Appointments Advisory Committee (FAAC) shall consist of all tenure-line faculty members and all Career-line faculty members eligible to vote on a particular appointment, reappointment, or promotion matter, as stipulated in section 3 above.

1. Voting.

FAAC votes shall proceed by secret ballot.

2. Quorum.

Quorum consists of two-thirds of the FAAC membership, except that any member on formal leave of absence or, with prior notification, other extenuating circumstances shall not be counted toward the number required for quorum.

3. Absent FAAC Members.

Whenever practicable, the College of Law Dean shall advise all eligible FAAC members on leave or otherwise absent of the proposed action. Absent members' votes will be counted and recorded without distinction between the votes of present members and of absent members.

b. Career-line, Adjunct, and Visiting Faculty Review Committee (Review Committee)

The College of Law Dean shall appoint the Review Committee members and designate one member as Review Committee Chair. The Review Committee is comprised of two (or more) members of the tenured faculty and one member of the Career-line faculty who holds the rank of Professor. If a Career-line Professor is unavailable, the Dean will propose a Career-line Professor with some knowledge of the candidate's field from another unit to serve on the committee. The Dean will notify the candidate(s) of the potential member and the candidate(s) will be provided an opportunity to respond on the suitability of the proposed member. The final appointment rests with the Dean.

There is one Review Committee for all Career-line, Adjunct, and Visiting candidates for reappointment and/or promotion. Whenever possible, Career-line faculty members shall not serve on the Review Committee during a year in which they are undergoing review for reappointment and/or promotion.

5.2. Initial Appointments and Terms

Initial appointment rank is based on demonstrated achievement and the expectation of future contributions. When determining the initial appointment duration and faculty rank, the College of Law shall consider the number of years the faculty member has served in a relevant profession; the length and quality of prior teaching, research, or clinical experience; and their other significant achievements, service, awards, and contributions to their profession.

a. Career-line faculty appointments and terms

Initial appointments of Career-line faculty members require a search process or a waiver of a search process, both of which require a vote of the FAAC.

Career-line faculty members are typically appointed for term lengths at the rank of:

- Assistant Professor for up to two years
- Associate Professor for up to three years
- Professor for five years, with a presumption of renewal to subsequent five-year terms.

b. Adjunct faculty appointments and terms

Initial appointments of Adjunct Faculty members require a vote of the FAAC.

Adjunct Faculty members are typically appointed for term lengths at the rank of:

- Instructor for one year
- Assistant Professor for up to two years
- Associate Professor for up to three years
- Professor for up to five years.

c. Visiting faculty appointments and terms

Initial appointments of Visiting Faculty members require a vote of the FAAC.

Presumptively, Visiting faculty members who hold a faculty appointment at another institution will be appointed at the rank they hold at that institution, so long as doing so is consistent with the standards otherwise provided in this Statement.

Per University Policy, a visiting faculty member may be appointed for one, two, or three years. A visiting faculty member may be reappointed only if the cumulative years a candidate will serve as a visiting faculty member will be for no more than three years.

5.3. Annual Informal Reviews for Multi-Year Appointments

Career-line, Adjunct, and Visiting faculty members holding multi-year appointments are reviewed each year of the appointment until the final year. These annual reviews are called “informal reviews” and occur in the Spring semester.

An informal review provides the faculty member with guidance and constructive feedback on progress toward meeting expectations for reappointment and promotion and helps the College of Law to ensure that the faculty member is carrying out their responsibilities (as stipulated in the employment contract) in the areas of teaching, research, and/or service activities, as relevant. A primary function of the informal review is to provide advice on developing the file for the formal review process.

a. Annual informal review procedures and file requirements

The Dean or designee shall conduct the informal review.

1. By April 1, the Dean or designee shall request the required materials from the faculty member.
2. By April 21, the faculty member shall submit the required materials, which include the following, as appropriate to the areas of responsibility stipulated in the employment contract (see [Appendix A](#) for recommended information to include for each file requirement):
 - An up-to-date curriculum vitae (include details of areas of responsibility)
 - Syllabi (if applicable)
 - Any relevant supplementary material the faculty member chooses to include to illustrate accomplishments in the review year related to teaching, research/creative activity, service.
3. By May 25, the Dean or designee shall add the following materials to the file, as appropriate to the areas of responsibility stipulated in the employment contract (see Appendix A for recommended information to include for each file requirement):

- Course Feedback Forms (if applicable)
 - List of College/University Service Assignments (if applicable)
 - Sanctionable Violation(s) of University Regulations, if available (see [Policy 6-321](#) for definition)
4. By June 30, the Dean or designee shall review the faculty member's file and prepare a brief written report addressing any strengths or opportunities for improvement in teaching, research/creative activity, service, as relevant based on the employment contract. The report shall be copied to the faculty member and placed in the review file. Within five (5) business days, the faculty member may submit a written response to the report to the Dean or designee, who shall add it to the review file.

In the context of an informal review, if a faculty member does not demonstrate clearly adequate progress toward reappointment or if any condition specified in the employment contract is not fulfilled under University Regulations, the Dean or designee may trigger an early formal review. The early formal review shall occur the following semester (excluding summer) unless a majority of the Review Committee votes to proceed with the review immediately. Such a review, however, must not be conducted earlier than 30 days after written notice of the review is provided to the faculty member.

5.4. Formal Reappointment and/or Promotion Reviews

To ensure the continued quality performance of faculty members and to make decisions about their reappointment or reappointment with promotion, the College of Law shall conduct a formal review in the last academic year of the faculty member's appointment.

a. Career-line faculty reappointment and/or promotion review procedures and file requirements

1. By September 1 of the academic year for review, the Dean shall identify the faculty with expiring terms whose reappointment or reappointment with promotion will be sought and the Review Committee Chair shall request file materials from the candidates.
2. By October 1, the Chair of the Review Committee shall designate one or more members of the faculty to conduct peer teaching reviews for any candidate who has teaching responsibilities. Peer reviews may be completed by either Career-line or Tenure-line faculty members at or above the rank of the candidate under review. The reviewing faculty members may be drawn from the membership of the Review Committee.
 - For candidates with one-year appointments, one peer review is required.
 - For candidates with appointments longer than a year, at least two peer reviews are required for each formal review.
3. By October 1, the Review Committee Chair shall designate one or more members of the faculty to conduct peer research reviews for any candidate who

has research responsibilities. Peer research reviews may be completed by either Career-line or Tenure-line faculty members at or above the rank of the candidate under review. The reviewing faculty members may be drawn from the membership of the Review Committee. The reviewing faculty members shall submit their reviews to the candidate's file by December 1.

4. By October 1, the Review Committee Chair shall notify the Student Advisory Committee (SAC) of the upcoming review, inform them that their report shall be due by December 1 and ensure training for all SAC members. Training shall include, but not be limited to the University-provided SAC training module. The University-provided training module, combined with the College of Law's training, shall cover, but need not be limited to, the process for and importance of student input into the faculty review process, teaching expectations under this CAV Statement, and a fair and balanced evaluation. The Review Committee Chair shall also provide the SAC with a copy of the University's form for SAC reports. After the SAC has completed training, the Review Committee Chair shall provide the SAC members with the candidate's relevant teaching-related materials (including at least two different forms of evidence).
5. By October 15, the faculty member shall submit the required materials, which include the following, as appropriate to the areas of responsibility stipulated in the employment contract (see [Appendix A](#) for recommended information to include for each file requirement):
 - An up-to-date curriculum vitae (include details on areas of responsibility)
 - A Personal Statement (include details on the areas of responsibility)
 - Syllabi (if applicable)
 - Evidence of Research/Creative Activity (if applicable)
 - Any relevant supplementary material the candidate chooses to include to illustrate accomplishments in the review year related to teaching, research/creative activity, and service, as relevant.
6. By October 15, the Associate Dean for Academic Affairs shall add the following materials to the file, as appropriate to the areas of responsibility stipulated in the employment contract (See Appendix A for recommended information to include for each file requirement):
 - Course Feedback Forms (if applicable)
 - Sanctionable Violation(s) of University Regulations, if available (see 6-321 for definition)
7. By December 1, the Review Committee Chair shall add the following materials to the file, as appropriate to the areas of responsibility stipulated in the employment contract (see Appendix A for recommended information to include for each file requirement):
 - Peer Teaching/Research Review(s) (if required)
 - SAC Report (if applicable)
 - The Review Committee Report from the last formal reappointment review (if available)

- Annual informal review reports since the last reappointment review or, if there is no previous reappointment review, since appointment
- The candidate has the right to review and respond to all contents in the file.
8. By December 15, the Review Committee Chair shall circulate the candidate's complete file to the other Review Committee members for review.
 9. The Review Committee Chair shall assign a committee member to prepare a draft of the Review Committee Report. The committee member shall complete the draft report by February 1, and the Review Committee shall confer about the report, revise if necessary, and vote on its approval by February 10.
 - The Review Committee shall write a report that:
 - summarizes the evidence considered;
 - states how the evidence considered leads to a rating of Excellent, Effective, or Not Effective in Teaching, Research/Creative Activity, and/or Service, as applicable; and
 - states the vote regarding the Review Committee's recommendation(s). The Review Committee shall recommend either:
 - that the candidate be reappointed for between one and five years, and, when under consideration, promoted;
 - that the candidate be denied reappointment or, when under consideration, promotion; or
 - where the candidate is progressing toward the standards for reappointment with a multi-year appointment but requires additional time to satisfy the necessary standards, that the candidate be reappointed for one year with the opportunity to be considered for reappointment in the following year.
 10. The Review Committee Chair shall transmit the approved report to the candidate. The candidate shall have five (5) business days to make a written comment on the report or any item in the file, or to indicate they are waiving such right. The Review Committee Chair will place any written comment from the candidate in the file.
 11. By March 1, the Review Committee Chair shall circulate a copy of the report and any response from the candidate to the FAAC and make the candidate's complete file available for review.
 12. By March 15, the FAAC shall meet and discuss the recommendations and by a majority secret ballot vote make a recommendation to the College of Law Dean on the candidate's reappointment and, if applicable, promotion.
 - If the recommendation(s) of the FAAC differ(s) from the recommendation(s) of the Review Committee, the FAAC shall include a brief report providing evidence from the file that supports the different recommendation(s).
 13. The Review Committee Chair shall provide the candidate with a copy of the vote and report (if present) at the time they are forwarded to the College of Law Dean.

14. By March 20, the College of Law Dean shall review the entire file, make an independent recommendation(s), and notify the candidate of the recommendation(s).
 - If the recommendation(s) of the College of Law Dean differ(s) from the recommendation(s) of the Review Committee and/or the FAAC, the College of Law Dean shall include a brief report providing evidence from the file that supports the different recommendation(s).
15. The candidate has the right, within five (5) business days, to make a written response to the FAAC recommendation(s), FAAC report (if present), the College of Law Dean's recommendation(s), and/or the College of Law Dean's report (if present), or indicate a waiver of such right.
16. If the candidate has completed at least three years in a Career-line position that in total amount to at least .50 FTE receives a negative recommendation for reappointment and/or promotion from the College of Law Dean, the faculty member may request a review by the University Career-line Reappointments Committee pursuant to [Policy 6-310](#).

b. Adjunct and Visiting faculty reappointment and/or promotion review procedures and file requirements

1. By January 15 of the academic year for review, the Dean or designee shall identify all Adjunct or Visiting faculty with expiring terms whose reappointment or reappointment with promotion will be sought and request file materials from the candidates.
2. By January 15, when possible given the teaching schedules of the faculty under review, the Review Committee Chair shall designate one member of the faculty to conduct peer teaching reviews for any candidate who has teaching responsibilities and has not had a peer review in the past five years.
 - Peer reviews may be completed by either Career-line or Tenure-line faculty members at or above the rank of the candidate under review. The reviewing faculty members may be drawn from the membership of the Review Committee.
3. By February 1, the faculty member shall submit the required materials, which include the following, as appropriate to the areas of responsibility stipulated in the employment contract (see Appendix A for recommended information to include for each file requirement):
 - An up-to-date curriculum vitae (include details on areas of responsibility)
 - Syllabi (if applicable)
 - Any relevant supplementary material the candidate chooses to include to illustrate accomplishments in the review year related to teaching, research/creative activity, and service work, as relevant.
4. By February 15, the Review Committee Chair or the Associate Dean of Academic Affairs shall add the following materials to the file, as appropriate to the areas of responsibility as stipulated in the employment contract (see

Appendix A for recommended information to include for each file requirement):

- Course Feedback Forms (if applicable)
- One Peer Teaching Review (if required)
- Annual informal review reports since the last reappointment review or, if there is no previous reappointment review, since appointment
- Sanctionable Violation(s) of University Regulations, if available (see [Policy 6-321](#) for definition)

The candidate has the right to review and respond all contents in the file.

5. By February 15, the Review Committee Chair shall circulate the candidate's complete file to the other Review Committee members for review.
6. By March 1, the Review Committee shall prepare, approve, and circulate a report to the FAAC describing which faculty members it recommends for reappointment and, where applicable, promotion. The report shall summarize teaching evaluations of all faculty members addressed in the report and attach current resumes of each faculty member to the report. If the Review Committee recommends non-reappointment and/or non-promotion for any faculty member, it shall include a brief analysis of evidence from the file that supports the recommendation of non-reappointment or non-promotion.
7. By March 10, the FAAC will review the report and vote on each individual recommendation. Unless the Review Committee determines that a meeting is necessary, the vote will be conducted via email by secret ballot.
8. By March 15, the Review Committee Chair shall forward the results of the vote to the College of Law Dean and the Associate Dean for Academic Affairs.
9. By March 31, the Associate Dean for Academic Affairs shall notify all faculty with expiring terms of the outcome of the Review Committee and FAAC actions.

6. Non-Faculty Instructional Personnel

6.1. Associate Instructor Employment Rights and Responsibilities

On occasion, the College of Law hires Associate Instructors as needed to teach one or more courses when unexpected circumstances make it difficult to follow the timeline for career-line, adjunct, or visiting faculty appointments, as described above. Generally, Associate Instructors are hired for one semester. Associate Instructors do not hold faculty appointments but do teach credit-bearing courses as the Instructor of Record. Associate Instructors do not have voting rights and are not expected to serve on committees.

6.2. Reemployment Reviews for Associate Instructors

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Approved Senior Vice President for Health Sciences: June 16, 2023

In the event a reemployment review is necessary, Associate Instructors will be reviewed using the same process as described for Adjunct and Visiting Faculty in Section 5.4b above.

Appendix A: Review File Details

The following details are provided to assist candidates with the compilation of their review file.

1. **Curriculum Vitae.** The CV should include the following as applicable.
 - a. All dissemination of research/creative activity since the beginning of the candidate's professional career. Must state if acceptance was based on anonymous review or other selection method, and publications must list inclusive page numbers. Student co-authors should be indicated.
 - b. Conference papers presented and presentations given, including dates. Invited keynote talks should be indicated. Student co-presenters should be indicated.
 - c. Grants and fellowships received or under review. Must state role (e.g., PI, co-PI); amount of award with indication of the candidate's portion, and the dates covered by the funding.
 - d. Honors received for research/creative work, including dates.
 - e. List of courses taught since appointment or last reappointment review.
 - f. Graduate student committees served on or chaired, including dates.
 - g. Individual student research/creative activity supervised, including dates.
 - h. Teaching awards or teaching recognition received, including dates.
 - i. Clinical activities.
 - j. Service activities for the University, profession, and public, including dates.

CVs should be dated. If the CV is updated during the review process, all versions should be included in the file and clearly identified.

2. **Personal Statement.** This document includes the candidate's current activities and progress and accomplishments to date.
 - a. a Teaching Statement, including the following as applicable:
 - i. objectives and philosophy
 - ii. future plans
 - iii. curriculum and program development, if relevant
 - iv. student advising and mentoring, if relevant
 - v. other relevant teaching activities, if relevant
 - b. Research/Creative Activity Statement, including the following as applicable:
 - i. Research/creative activity agenda
 - ii. current activity
 - iii. future plans
 - c. Service Statement, including the following as applicable:
 - i. current activity
 - ii. College of Law and University Service Assignments
 - iii. administrative or leadership positions, if applicable
 - iv. future plans
3. **Teaching Materials**
 - a. course syllabi since appointment or the last reappointment review

- b. other teaching or course materials, if desired
- 4. Research/Creative Activity Materials
 - a. Publications/creative works since appointment or the last reappointment review.
- 5. Service Materials
 - a. Evidence that supports service work (if relevant)
- 6. Any relevant supplementary material the candidate chooses, which may include
 - a. Simulations
 - b. Presentations
 - c. Evidence of pro bono or other work or activities that enhance the College of Law's local, regional, national, or international reputation.

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Approved Senior Vice President for Health Sciences: June 16, 2023

Appendix B: Notice of Senate Faculty Review Standards Committee and Cognizant Senior Vice President Final Approval

Review Committee Approval:

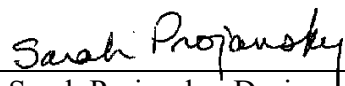


SFRSC Committee Secretary

February 21, 2025

Date

Senior Vice President Approval:



Sarah Projansky, Designee

April 21, 2025

Date