

[Home](#) > [Academics](#) > Policy 6-310: Appointment, Reappointment and Evaluation of Auxiliary Faculty and Other Instructional Personnel

# Policy 6-310: Appointment, Reappointment and Evaluation of Auxiliary Faculty and Other Instructional Personnel

## I. Purpose and Scope

This Policy and associated Regulations are intended to serve the University's general commitment to excellence in all areas and particularly in its teaching mission, and to maintain the high quality of the University's auxiliary faculty members and of non-faculty instructional personnel by establishing minimum requirements for systematic processes to ensure that quality. Because auxiliary faculty and non-faculty instructional personnel engage in a wide range of activities within a variety of organizational structures, considerable flexibility is allowed for academic units to determine details appropriate to such processes for their own operations. This Policy applies for all academic units of the University which appoint any auxiliary faculty member (of any category) or employ any non-faculty instructional personnel (as defined here), including academic colleges, academic departments, free-standing academic divisions, qualified interdisciplinary teaching programs, and libraries.

Effective date: March 9, 2010

## II. Definitions

For purposes of this Policy and any associated Regulations, these terms are defined as follows.

- A. "Auxiliary faculty member" means any individual who holds a faculty appointment (including library faculty) within any academic unit of the University as a Lecturer, Clinical, Research, Adjunct, or Visiting faculty member. (See Policy 6-300--Auxiliary Faculty).
- B. "Non-faculty instructional personnel" means any individual who does not hold a regular or auxiliary faculty appointment at the University but is employed by any academic unit of the University to teach any credit-bearing course. Such personnel may include those classified as academic staff (associate instructors, or research associates), as well as graduate student instructors of record, or postdoctoral fellows. (See Policy 6-309).
- C. "Qualified interdisciplinary teaching program" means an academic unit of the University meeting specified criteria as being a program with teaching as a primary mission, contributing substantially to the University's overall teaching mission, and interdisciplinary in subject matter. Such Programs, which are not otherwise authorized to appoint members of the University faculty (regular or auxiliary), may pursuant to this Policy and an associated Rule be designated as qualified appointing units to appoint certain instructional auxiliary faculty members.
- D. A "faculty appointing unit" for purposes of this Policy is any academic unit which is authorized to and does make any appointment of any auxiliary faculty member.

## III. Policy

### A. Auxiliary Faculty



Policy: 6-310 Rev: 1  
Date: March 9, 2010

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[Policy 6-310 Rev. 0](#)

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## 1. Initial Appointments of Auxiliary Faculty.

- a. Authority for appointments of auxiliary faculty by academic units.
  - i. Any academic unit which has authority to appoint members of the regular faculty (tenure-eligible, tenured) or library faculty equivalent also has the authority to act as an appointing unit to appoint members of the auxiliary faculty in any category (Lecturer, Clinical, Research, Adjunct, or Visiting or equivalent for faculty of the libraries), and to employ any other non-faculty instructional personnel. These units include academic colleges, academic departments, free-standing academic divisions (and libraries). (See Policies [2-004](#), [6-311](#), [6-300](#), [6-301](#), [6-302](#), [6-306](#), [6-312](#)).
  - ii. Qualified interdisciplinary teaching programs designated for purposes of this Policy as meeting the criteria specified in a University Rule associated with this Policy shall have the limited authority to act as appointing units to appoint members of the auxiliary faculty in an instructional auxiliary faculty category. These include only those academic units specifically designated in such University Rule as being qualified interdisciplinary teaching programs. These programs shall also continue to have the authority to employ other non-faculty instructional personnel.
- b. Qualifications and credentials for initial appointments of auxiliary faculty.

All faculty appointing units initially appointing auxiliary faculty must verify that the candidates possess appropriate credentials by way of degrees and field of study for the position consistent with University Regulations, and must maintain on file appropriate documentation for each individual appointed. The terms of such appointments and the processes for making such appointments shall be consistent with University Regulations regarding appointments of auxiliary faculty, including Policies [6-300](#) (terms of auxiliary faculty appointments) and [6-302](#) (procedures for faculty appointments and reappointments).

## 2. Evaluation and Reappointment of Auxiliary Faculty.

- a. All faculty appointing units which appoint any auxiliary faculty in any category must develop and present for approval a Statement of academic unit rules that provide for procedures, criteria and standards for the evaluation and reappointment of each category of auxiliary faculty used in the unit. These Statements must address evaluation and reappointments of both compensated and uncompensated (volunteer) faculty, and must provide for more thorough review of the former. For academic colleges encompassing

multiple departments (or free-standing divisions), such rules shall be established at the college level and be applicable for all appointing units within the college (unless it is determined that independent rules are necessary for one or more of the units because of widely varying circumstances within the college).

- b. The procedures for making reappointments (including reappointments with promotion) of auxiliary faculty members in any category shall be consistent with University Policy [6-302](#) (including the required recommendation from the Faculty Appointments Advisory Committee of the appointing unit) (with adaptations as appropriate for the organizational structure of the appointing unit)
  - c. Each appointing unit must designate a committee or individual(s) responsible for administering evaluation processes and making a recommendation to the unit's Faculty Appointments Advisory Committee before that committee's members vote on the reappointment or non-reappointment. That designation shall be described in the unit's Statement of procedures for evaluations and reappointments.
  - d. Statements of appointing unit rules may distinguish between procedures followed for annual evaluations associated with annual reappointments, and those followed for more thorough reviews of long-serving auxiliary faculty, which must occur at least every five years. For faculty whose duties include teaching, multiple indicators of teaching quality must be used in these more thorough reviews.
  - e. In pursuit of the University's commitment to excellence, appointing unit rules must provide for action, such as developing and implementing a plan for improvement or non-reappointment, if evaluation of a candidate indicates areas of concern. Concomitantly, when evaluations show high quality performance, appointing units are encouraged to use appropriate means of recognizing such performance and retaining high quality auxiliary faculty, including offering of promotions in rank, and longer term reappointments (see III-A-4 below).
  - f. If an academic unit serves as the appointing unit for a faculty appointment for an individual whose work primarily takes place in a different unit, the appointing unit shall consult with the primary workplace unit in developing and implementing criteria, standards, and procedures for evaluations.
  - g. When a faculty member holding an Adjunct appointment in one academic unit also holds a regular faculty appointment in another unit of the University and is subject to thorough periodic reviews in that home unit, the unit of the Adjunct appointment may simply rely on the regular review procedure in the faculty member's home unit or may do its own review.
3. Documentation of Reviews of Auxiliary Faculty.

Reviews must be documented, and documentation of each

review must be retained in the department appointing unit and available on request by the cognizant senior vice president.

4. Promotions of Long-Serving Auxiliary Faculty, and Multi-year Reappointments.

The University's commitment to excellence is served by recognizing and retaining auxiliary faculty of high quality. Accordingly, appointing units with auxiliary faculty in the categories of Lecturer, Clinical, Research, or Adjunct must establish criteria, standards, and procedures for promotions in rank (which are accomplished through reappointment with promotion per Policy [6-302](#)). These should apply primarily for long-serving auxiliary faculty. Appointing units are also encouraged to consider offering multi-year reappointments for faculty with high qualifications (particularly for accomplished teaching faculty), as may be appropriate to the circumstances of the unit. (See Policy [6-300](#)--annual terms as norms, longer terms of up to 5 years permitted when appropriate). Statements of unit rules shall include descriptions of the required information regarding promotions in rank, and any rules adopted by the unit regarding length of terms of appointments.

5. Governance Roles for Auxiliary Faculty.

Academic units appointing auxiliary faculty (particularly long-serving members) in the categories of Lecturer, Clinical, or Research are also strongly encouraged to establish rules addressing participation of such faculty members in departmental and/or college governance (and when appropriate, recognition of University service), and resources for professional development available to such faculty. Description of such matters should be included with the Statement of unit rules required under this Policy.

B. Employment, Evaluation and Reemployment of Non-Faculty Instructional Personnel

Academic units which regularly employ any non-faculty instructional personnel (as defined for this Policy) shall develop and submit for approval a description of procedures, criteria, and standards for employing and reemploying, and most importantly for periodically evaluating the teaching work of such personnel. A brief statement describing such matters may be incorporated with the Statement of academic unit rules required under Part III-A of this Policy (for those units which appoint auxiliary faculty). The criteria for employment/reemployment must ensure that such personnel have appropriate qualifications by way of education and field of study appropriate to the assigned duties. Evaluation plans must provide for closer scrutiny of new instructors and those teaching in new areas. Classroom observation of new instructors is encouraged. Academic units must designate a committee or individual(s) responsible for evaluating all such instructional personnel and making a recommendation on each person to the department chair person or designee responsible for staffing courses prior to reemployment. Units must maintain on file appropriate documentation of the qualifications of all active non-faculty instructional personnel.

### C. Approval Requirement for Rules

The Statements of academic unit rules for appointment, evaluation, and reappointment (including reappointment with promotion) of auxiliary faculty (Part III-A), and/or employment/reemployment and evaluation of other non-faculty instructional personnel (Part III-B) must be submitted to the cognizant senior vice president for approval.

## IV. Rules, Procedures, Guidelines, Forms and other related resources.

### Rules

[Rule 6-310](#) (IDTP)

Procedures [reserved]

Guidelines [reserved]

Forms [reserved]

Other related resource materials. [reserved]

## V. References:

[Policy 6-300](#), University Faculty

[Policy 6-003](#), College Faculties and Councils

[Policy 6-302](#), Appointments

[Policy 6-309](#), Academic Staff, Educational Trainees, Postdoctoral Fellows, and Medical Housestaff

Northwest Commission on Colleges and Universities, Accreditation Standard 4.A., Policy 4.1 on Faculty Evaluation

## VI. Contacts:

### Policy Owners:

Questions about this Policy and any related Rules, Procedures and Guidelines should be directed to the Associate Vice President for Faculty and the Associate Vice President for Health Sciences.

### Policy Officers:

Only the Sr. Vice President for Academic Affairs and the Sr. Vice President for Health Sciences or their designees have the authority to grant exceptions to this policy.

## VII. History:

Renumbering: Renumbered as Policy 6-310 effective 9/15/2008, formerly known as PPM 9-5.7

### Revision History:

#### 1. Current version: Revision 1

Approved Academic Senate: March 1, 2010

Approved Board of Trustees: March 9, 2010

[Legislative History](#) of Revision 1

#### 2. Earlier versions:

[Revision 0](#): effective May 14, 2007 to March 8, 2010

[Legislative History](#) of Revision 0