



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: 653 Non-Tenure Track Faculty Employment Matters		
Current Policy Number and Title: Click or tap here to enter text.		
Approval Process*		
<input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion	<input type="checkbox"/> Temporary <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Compliance Change <input type="checkbox"/> New <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date:	<u>Stage 2 Regular, January 16, 2026</u>
President’s Council Sponsor:	<u>Wayne Vaught</u>
Policy Steward:	<u>Kat Brown</u>

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
Drafting and Revision Entrance Date: <u>1/31/2019</u> University Entities Review Entrance Date: <u>2/12/2026</u> Close Feedback: <u>4/16/2026</u> Board of Trustees Review Entrance Date: _____ Approval Date: _____	Drafting and Revision Entrance Date: _____ Board of Trustees Review Entrance Date: _____ Approval Date: _____	President’s Council Approval Approval Date: _____ Board of Trustees Ratification Ratification Date: _____



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POLICY TITLE	Non-Tenure Track Faculty Employment Matters	Policy Number	353
Section	Academics	Approval Date	
Subsection	Faculty	Effective Date	
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	Last Review	

1.0 PURPOSE

1 **1.1** This policy establishes the roles, rights, and responsibilities of full-time, benefits-eligible,
 2 non-tenure track faculty at UVU and provides guidance on key employment matters such as
 3 hiring, initial appointment, reappointment, termination, rank advancement, and performance
 4 evaluations.

2.0 REFERENCES

- 5 **2.1** Utah Board of Higher Education Policy R481 *Academic Freedom, Professional*
- 6 *Responsibility, Tenure, Termination, and Post-Tenure Review*
- 7 **2.2** Utah Board of Higher Education Policy R485 *Faculty Workload Guidelines*
- 8 **2.3** UVU Policy 152 *Accommodations for Individuals with Disabilities*
- 9 **2.4** UVU Policy 165 *Discrimination and Harassment*
- 10 **2.5** UVU Policy 168 *Whistleblower Anti-Retaliation*
- 11 **2.6** UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*
- 12 **2.7** UVU Policy 321 *Employment Classifications and Work Limits*
- 13 **2.8** UVU Policy 325 *FLSA Compliance: Exempt/Nonexempt Classifications, Wages, and Work*
- 14 *Hours*
- 15 **2.9** UVU Policy 327 *Additional Assignments for Full-time Exempt Staff and Executives*
- 16 **2.10** UVU Policy 333 *Background Checks*
- 17 **2.11** UVU Policy 361 *Employee Leave*
- 18 **2.12** UVU Policy 363 *Supplemental and Adjunct/Overload Pay Methods*



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- 19 **2.13** UVU Policy 631 *Student Evaluations of Faculty and Courses*
- 20 **2.14** UVU Policy 632 *Academic Rank Advancement*
- 21 **2.15** UVU Policy 633 *Faculty Performance Evaluation and Feedback*

3.0 DEFINITIONS

- 22 **3.1 Academic year:** The period beginning fall semester and ending with the subsequent spring
23 semester. Summer term is excluded from this policy with the exception of three-semester faculty.
- 24 **3.2 Appropriate degree:** The qualifying credential (academic degree, certification, professional
25 qualification, expert designation, etc.) from a regionally accredited institution for a discipline,
26 field, or area of specialization that supports the pursuit of academic and/or professional standards
27 of excellence and outstanding performance.
- 28 **3.3 Contact hours:** The amount of time a faculty member is required to spend in direct,
29 scheduled contact with students each week for a class.
- 30 **3.4 Credit hours:** An amount of work represented in intended learning outcomes and verified by
31 evidence of student achievement. A credit hour is an institutionally established equivalency, as
32 defined by accrediting and federal bodies.
- 33 **3.5 Faculty portfolio:** A digital collection of documents prepared by a faculty member as
34 evidence of their contributions in teaching and service to their profession and the University.
- 35 **3.6 Full-time, non-tenure track faculty:** For the purposes of this policy, unless otherwise
36 stated, “faculty member” refers to a full-time, non-tenure-track faculty member. This broadly
37 includes full-time faculty members whose primary responsibility involves teaching at the
38 University, including appointment-in-residence, placeholder, single-year renewable, and visiting
39 non-tenure-track faculty positions, and others as approved by Academic Affairs Council, the
40 Provost, and People and Culture. The different categories of non-tenure track faculty include the
41 following:
 - 42 **3.6.1 Appointment-in-residence:** A category of a non-tenure track faculty appointment.
43 Typically, in-residence faculty have advanced experience and are recognized as leaders in their
44 field.
 - 45 **3.6.2 Distinguished appointment-in-residence:** This advancement in non-tenure track faculty
46 rank is available to senior appointment-in-residence faculty who have served at least six years at
47 the University at the rank of senior appointment-in-residence and who have satisfied department
48 and college (if applicable) criteria for advancement to distinguished appointment-in-residence.
49



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50 **3.6.3 Distinguished lecturer:** This advancement in lecture rank is available to senior lecturers
51 who have served at least six years at the University at the rank of senior lecturer and who have
52 satisfied department and college (if applicable) criteria for advancement to distinguished lecturer.

53 **3.6.4 Lecturer:** A category of non-tenure track faculty position. Lecturers broadly include full-
54 time faculty members whose primary responsibility involves teaching at the University,
55 including placeholder, single-year renewable, and visiting non-tenure-track faculty positions, and
56 others as approved by Academic Affairs Council, the Provost, and People and Culture. These
57 positions are not eligible for tenure or promotion through rank advancement related to tenure.

58 **3.6.5 Placeholder appointment:** A non-tenure-track faculty appointment that does not last more
59 than a single academic year. This appointment may be used as a placeholder for a permanent
60 tenure-track or appointment-in-residence position.

61 **3.6.6 Senior appointment-in-residence:** This advancement in non-tenure-track faculty rank is
62 available to appointment-in-residence faculty who have served at least six years at the University
63 and who have satisfied department and college (if applicable) criteria for advancement to senior
64 appointment-in-residence.

65
66 **3.6.7 Senior lecturer:** This advancement in lecture rank is available to lecturers who have
67 served at least six years at the University and who have satisfied department and college (if
68 applicable) criteria for advancement to senior lecturer.

69 **3.6.8 Single-year renewable lecturer:** A non-tenure-track faculty appointment for an academic
70 year that may be renewed for multiple years.

71 **3.6.9 Three-semester faculty:** In some programs, full-time faculty members are hired and
72 required to teach fall, spring, and summer semesters.

73 **3.6.10 Visiting faculty/scholar:** A non-tenure-track faculty appointment that may be used as a
74 placeholder for a more permanent tenure-track or appointment-in-residence.

75 **3.7 Rank advancement portfolio:** A collection of documents that are submitted electronically
76 for evaluation of rank advancement. These documents are required unless other accommodations
77 are in place. (See UVU Policy 152 *Accommodations for Individuals with Disabilities*.) A rank
78 advancement portfolio consists of a faculty member's portfolio; a copy of the relevant rank
79 advancement criteria; copies of annual reviews; Students Ratings of Instruction (SRI) for the
80 evaluation period; all applicable recommendations from the RTP committee, department chair,
81 and dean; and any optional written responses from the faculty member that are submitted during
82 the review process in response to letters of the various reviewers.

83 **3.7.1**



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4.0 POLICY

84 4.1 Policy Statement

85 4.1.1 The University's commitment to teaching excellence is served by recruiting and retaining
86 full-time, highly qualified faculty members. Non-tenure track-faculty (which include lecturers,
87 appointment-in-residence faculty, visiting faculty/scholar, and other positions as defined in
88 section 3.0 above) significantly contribute to overall academic excellence and the University's
89 mission.

90 4.2 Provisions of Non-Tenure Track Positions

91 4.2.1 Non-tenure track faculty positions may exist in any program at the University based on
92 need and funding. Such positions are not eligible for tenure or promotion through rank
93 advancement related to tenure, regardless of the length of initial appointment.

94 4.2.2 Regardless of rank or appointment term, a faculty member designated as non-tenure track
95 is an at-will employee. As an at-will employee, a non-tenure track faculty member has no
96 assurance of continued employment and may be dismissed without a statement of cause,
97 advanced notice, or the right to appeal.

98 4.2.3 To convert a non-tenure track faculty position to a tenure-track position, the appropriate
99 dean must obtain approval from the Provost, Budget Office, and Vice President of People and
100 Culture.

101 4.2.4 Non-tenure-track faculty who wish to be considered for tenure-track positions must apply
102 to be considered, even if they are currently teaching in the non-tenure-track position to be
103 replaced by the tenure-track position.

104 4.2.5 Full-time, non-tenure track faculty members are required to teach according to the
105 workload requirements as laid out in Policy 641 *Salaried Faculty Workload—Academic Year*.

106 4.2.6 Departments shall assign courses as needed to non-tenure track faculty, including but not
107 limited to online, hybrid, face-to-face, evening, and weekend courses.

108 4.2.7 Non-tenure track faculty are permitted but not required to perform service.

109 4.2.8 Non-tenure track graduate faculty may serve as academic directors and graduate program
110 directors with the written permission of the Provost's office.

111 4.2.9 Full-time, non-tenure track faculty shall not be given a reduced teaching load for
112 scholarly/creative works. When required for specialized or professional accreditation, the dean
113 may approve exceptions. These faculty shall not be given a reduced teaching load for service
114 unless approved in writing by the appropriate department chair and dean.



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115 **4.3 Hiring of Non-Tenure Track Faculty**

116 **4.3.1** Faculty members in lecturer positions shall go through the established hiring process when
117 applying for tenure-track positions at the University or in cases where lecturer positions are
118 reclassified as tenure-track positions.

119 **4.3.2** Departments and candidates who violate federal and state regulations and university
120 policies and practices, including national searches, may be subject to discipline, including a
121 permanent no hire for candidates that knowingly do so.

122 **4.3.3** Individuals hired as non-tenure track faculty shall be academically and/or professionally
123 qualified for the discipline in which they teach. The department chair or designee shall maintain
124 on file with the dean and Office of Academic Affairs appropriate qualification documentation
125 related to the position description for each individual hired. The terms of such appointments and
126 the processes for making such appointments shall be consistent with UVU policies and hiring
127 practices. Academic Affairs must provide new hires with a letter of appointment that describes
128 the conditions of employment.

129 **4.4 Ranks for Non-Tenure-Track Faculty Member**

130 **4.4.1** Ranks available to non-tenure-track faculty members include the following: lecturer,
131 senior lecturer, distinguished lecturer, appointment-in-residence, senior appointment-in-
132 residence, distinguished appointment-in-residence, and visiting faculty/scholar. (See sections 3.0
133 and 4.5 for specific descriptions.)

134 **4.4.2** Newly hired non-tenure-track faculty shall be assigned an appropriate rank according to
135 the department rank guidelines. Credit for previous academic or professional experience and/or
136 training may be considered to determine the appropriate rank.

137 **4.5 Required Degrees and Qualifications for Initial Appointments**

138 **4.5.1** The degree of a candidate must satisfy university and department non-tenure-track criteria.
139 All degrees shall be from regionally accredited institutions. These qualifications apply to initial
140 appointments.

141 **4.5.2** Departments must have a list of acceptable degrees for lecturers approved by the dean and
142 Provost. Except in disciplines in which the bachelor's degree is the terminal degree, no
143 department may hire lecturers with only a bachelor's or associate degree without the written
144 approval of the dean and Provost.

145 **4.5.3 Lecturer.** Candidates for the position of lecturer, including placeholder and renewable
146 positions, must have earned a regionally accredited degree in an appropriate discipline or
147 professional field according to the guidelines in section 4.5.2 as determined by the department
148 and approved by the dean.



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149 **4.5.4 Appointment-in-residence.** Candidates for an appointment-in-residence (artist,
150 professional, executive) must have a regional, national, or international reputation and a
151 substantial body of work in an appropriate discipline with strong department, school/college,
152 dean, and Provost endorsement. (See UVU Policy 306 *Recruitment, Selection, and Hiring of*
153 *Faculty Positions.*)

154 **4.5.5 Visiting faculty/scholar.** A visiting faculty/scholar must have earned a regionally
155 accredited degree in an appropriate discipline or professional field as determined by the
156 department RTP committee; typically, the terminal degree in the discipline or field. The visiting
157 rank must be consistent with the academic rank the individual held in a previous faculty position
158 at another institution or appropriate to the visiting faculty/scholar position as negotiated and
159 approved by the department chair, dean, and Provost. This appointment may be given only to an
160 individual under temporary appointment to the University. Visiting faculty/scholars are those
161 who the University expects will contribute pedagogical and content expertise to the department
162 and University. (See UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions.*)

163 **4.6 Annual Reviews of Non-Tenure Track Faculty**

164 **4.6.1** Using the timelines and procedures defined in UVU Policy 633 *Faculty Performance*
165 *Evaluations and Feedback*, the department chair or dean-approved designee shall evaluate each
166 full-time, non-tenure track faculty member's performance at least annually using the appropriate
167 criteria, standards, evidence, and procedures. The department chair or designee may conduct
168 more frequent evaluations at their discretion.

169 **4.7 Continuing Appointment and Sabbatical Leave Eligibility**

170 **4.7.1** When appropriate to their needs and funding, appointing departments are strongly
171 encouraged to consider offering renewable reappointments for lecturers with highly
172 accomplished teaching experience who can make significant contributions to the University's
173 teaching mission.

174 **4.7.2** Non-tenure track faculty are not eligible for sabbatical leave. Types of available leave are
175 covered in UVU Policy 361 *Employee Leave*.

176 **4.8 Rank Advancement for Non-Tenure Track Faculty**

177 **4.8.1** Departments with renewable non-tenure track positions must establish clear, measurable,
178 and verifiable criteria, standards, evidence, and procedures leading to rank advancement.
179

180 **4.8.2** Non-tenure track faculty are not required to pursue rank advancement at UVU.
181

182 **4.8.3** Advancement in rank refers to title and compensation only.



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183 **4.8.4** Rank advancement for non-tenure-track faculty members is initiated at the department
184 level and awarded by the dean in consultation with Academic Affairs.

185 **4.8.5** Rank advancement shall become effective on July 1 following approval from the dean.

186 **4.8.6** Faculty earning rank advancement will receive a base salary increase as determined by
187 Academic Affairs.

188 **4.9 Qualifications for Rank Advancement**

189 **4.9.1** The required degrees of lecturers are found in section 4.5. The following qualifications
190 apply to rank advancement:

191 **4.9.2 Distinguished lecturers** must have a minimum of six years of teaching at UVU at the rank
192 of senior lecturer and fulfillment of department rank advancement criteria for promotion to
193 distinguished lecturer.

194 **4.9.3 Distinguished appointment-in-residences** must have a minimum of six years of teaching
195 at the rank of senior appointment-in-residence and fulfillment of department rank advancement
196 criteria for promotion to distinguished appointment-in-residence.

197 **4.9.4 Senior lecturers** must have a minimum of six years of teaching at UVU and fulfillment of
198 department rank advancement criteria for promotion to senior lecturer.

199 **4.9.5 Senior appointment-in-residences (writers, artists, executives, professionals)** must have
200 a minimum of six years of teaching at UVU, scholarship, and/or service appropriate to the
201 position and fulfillment of department rank advancement criteria for promotion to senior
202 appointment-in-residence.

203 **4.10 Role of Non-Tenure Track Faculty in Governance**

204 **4.10.1** Department chairs are encouraged to include non-tenure track faculty in department
205 meetings and allow them to vote on departmental matters.

206 **4.10.2** Because non-tenure track positions have no assurance of continuation, departments shall
207 not rely on non-tenure-track faculty members for the governance of the department. Departments
208 may, however, assign non-tenure-track faculty governance or committee responsibilities when
209 required for specialized or professional accreditation.

210 **4.10.3** Non-tenure track faculty shall not serve in departmental administrative roles or participate
211 in any decisions regarding the retention, tenure, and promotion of tenure-track or tenured faculty.
212 This restriction does not preclude their service in administrative or leadership assignments when
213 necessary to meet specialized or professional accreditation requirements.



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214 **4.10.4** With their dean's written approval, appointing departments may permit senior or
215 principal lecturers who are in good standing and consistently exceed expectations in teaching to
216 participate as a nonvoting member in the appointment and promotion decisions of lecturers.

217 **4.10.5** By a majority vote of tenure-track or tenured faculty and with the approval of the
218 department chair, dean, and Provost, appointing departments may permit lecturers of any rank
219 to participate as nonvoting members in curricular matters within their unique area or areas of
220 professional responsibility.

221 **4.10.6** In academic departments primarily funded with non-appropriated funds (as determined
222 by the Budget Office), non-tenure track faculty may, with the approval of the dean and Provost,
223 serve as nonvoting members in lecturer appointment and promotion decisions, curriculum and
224 program development issues, and shared governance matters.

225 **4.11 Senior Lectures Serving as Graduate Faculty**

226 **4.11.1** Senior lecturers with appropriate expertise may serve as graduate faculty according to
227 university policies and may supervise or serve on graduate student thesis or project committees if
228 permitted by departmental and graduate school procedures, or with a majority vote of tenured
229 and tenure-track faculty and the approval of the department chair and dean.

230 **4.12 Discontinuation of Non-Tenure Track Faculty**

231 **4.12.1** The Provost shall provide reasonable notice to either continue or discontinue a non-tenure
232 full-time faculty member prior to the end of their appointment. The University shall make
233 reasonable effort to give as much advance notice of discontinuance as is practical under the
234 circumstances, but the notice of discontinuance must be no later than May 15.

235 **4.12.2** A non-tenure track full-time faculty member may also be sanctioned at any time, up to
236 and including dismissal, for adequate cause as outlined in UVU Policy 649 *Faculty Sanction and*
237 *Dismissal for Cause*.

5.0 PROCEDURES

238 **5.1 Hiring Process**

239 **5.1.1** Departments shall ensure all non-tenure track faculty position descriptions designate the
240 type and length of appointment and are consistent with the University's mission, policies, and
241 procedures and with the college or school's mission and criteria.

242 **5.1.2** In consultation with People and Culture, departments shall ensure all searches and hiring
243 procedures comply with federal and state regulations and university policies and procedures (see
244 UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*). Departments are
245 encouraged to use search advocacy practices.



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246 **5.1.3** Full time, non-tenure track positions must be approved through the standard position
247 approval process established by People and Culture.

248 **5.1.4** With the approval of the dean, Provost, Vice President of People and Culture, and Budget
249 Office, departments may reclassify a tenure-track position as a lecturer position or a lecturer
250 position as a tenure-track position when the department, dean, and Provost believe it is in the
251 best interests of the department and school or college. Departments must follow established
252 university procedures and practices for the reclassification of positions.

253 **5.2 Annual Performance Evaluations**

254 **5.2.1** Annual performance evaluations and considerations for merit will be conducted according
255 to Policy 633 *Faculty Performance Evaluation and Feedback*.

256 **5.2.2** Non-tenure track faculty are subject to NOINs (notices of improvement needed) and PIPs
257 (performance improvement plans) per Policy 633.

258 **5.3 The Faculty Portfolio**

259 **5.3.1** Unless the faculty member has been notified that their employment shall not be continued,
260 the dean's office shall notify the faculty member in writing by March 1 of the first year in which
261 they are eligible that they may apply for rank advancement by October 15 of the next academic
262 year. (See section 5.5.2.)

263 **5.3.2** Faculty planning to apply for rank advancement must declare their intent to submit a
264 portfolio for rank advancement to their department chair by April 15 in the academic year before
265 they wish to apply for rank advancement. Faculty who decide to withdraw from the rank
266 advancement review process may withdraw at any time without any penalty or prejudice.

267 **5.3.3** The department chair must provide, in writing, a list of the rank advancement candidates to
268 the department RTP committee chair(s), dean, and deputy provost by May 1.

269 **5.3.4** Rank advancement templates must be available and accessible to faculty on July 1.

270 **5.3.5** Candidates for rank advancement are responsible for maintaining a digital faculty portfolio
271 that documents their contributions and accomplishments in teaching, scholarly/creative works,
272 and service, consistent with their rank and department rank advancement criteria, from the most
273 recent five years at minimum.

274 **5.3.6** The faculty portfolio for non-tenure track faculty members (lecturers and appointments-in-
275 residence) shall contain at least the following:

276 1) An informational statement wherein the faculty member describes the nature of their
277 contribution to the teaching mission of the department and the school or college, any additional



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278 duties related to specialized accreditation, any circumstances that helped or hindered their
279 progress, and any other information that will be beneficial to the reviewers in evaluating the
280 material in the portfolio. This is not to be confused with self-assessments (see number 3 in this
281 section);

282 2) A current curriculum vitae;

283 3) Evidence of achievements in teaching, including a self-assessment of the faculty member's
284 teaching performance and experiences, supervisor assessments of teaching, peer assessments of
285 teaching, complete SRIs from all courses taught during the evaluation period, evidence of
286 contributions to curriculum and course development (including syllabi and materials from
287 courses taught), professional development related to teaching, and any other evidence related to
288 exemplary teaching;

289 **5.3.7** The portfolio must contain evidence of development in the field relevant to teaching or the
290 discipline as clarified in the currently approved department rank advancement criteria for
291 teaching;

292 1) In-residence faculty must include evidence of substantial community engagement that has
293 benefited students and programming;

294 2) All annual reviews and any performance improvement plans from the evaluation period must
295 be included in the portfolio; and

296 3) Any letters of commendation or written sanction must be included in the faculty portfolio. The
297 candidate may include written rebuttals to written sanctions.

298 **5.3.8** The portfolio must also contain the following evaluations:

299 1) Student evaluations of teaching shall take place each semester for each course assigned to the
300 faculty member. Additional student evaluations may be conducted as determined by the faculty
301 member, department chair, or dean. The faculty member shall include all student evaluation
302 results in their faculty portfolio. (See UVU Policy 631 *Student Evaluations of Faculty and*
303 *Courses.*)

304 2) Supervisor evaluations of teaching shall take place regularly, according to the department rank
305 advancement criteria for teaching. These evaluations shall be included in the faculty portfolio.

306 **5.4 The Rank Advancement Review Portfolio**

307 **5.4.1** The rank advancement committee chair creates the initial rank advancement review
308 portfolio by adding the RTP committee's recommendation to the rank advancement portfolio.



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309 **5.4.2** Once the rank advancement review portfolio has been created, no additional documents
310 shall be added except for the written recommendations of the reviewers, any written rebuttals to
311 those recommendations, or materials specifically requested by the department RTP committee.

312 **5.4.3** During the evaluation process, the contents of the rank advancement review portfolio shall
313 be kept confidential and only made available to those with responsibility for reviewing the
314 faculty member's portfolio.

315 **5.4.4** During the rank advancement review process, recommendations by the RTP committee and
316 department chair, addressed to the person at the next level of review, become part of the rank
317 advancement review portfolio as it passes to each level of review. Recommendations that
318 disagree with those made at a previous level of review shall be explained in the accompanying
319 recommendation document.

320 **5.4.5** The dean makes the final decision on whether to grant rank advancement.

321 **5.5 Rank Advancement Portfolio Review Process**

322 **5.5.1** Faculty members who receive negative decisions for rank advancement cannot appeal;
323 however, they can reapply two years after the initial submission date and must demonstrate
324 consistent improvement in any areas indicated in the negative decision. Faculty members may
325 reapply as many times as they would like in their pursuit of rank advancement.

326
327 **5.5.2** By October 15, eligible faculty members shall apply for rank advancement by submitting
328 their faculty portfolio to the chair of the RTP committee. Portfolios must be delivered via the
329 approved university electronic system.

330
331 **5.5.3** The RTP committee shall review the rank advancement review portfolio according to
332 approved university policy and the currently approved department rank advancement criteria for
333 teaching. Rank advancement is only based on teaching, except when required for accreditation.
334 The RTP committee shall add its written review and recommendation for or against rank
335 advancement to the rank advancement review portfolio.

336 **5.5.4** The RTP committee shall recommend for or against rank advancement of the faculty
337 member in a detailed report. In the report, the RTP committee shall comment on the strengths
338 and weaknesses of the faculty member relative to the department rank advancement criteria and
339 shall include the vote tally that led to the final decision. This report is added to the portfolio as it
340 advances through the process.

341 **5.5.5** By November 5, the chair of the RTP committee shall forward the rank advancement
342 review portfolio along with the committee's written recommendation to the department chair.

343
344 **5.5.6** The department chair shall review the rank advancement review portfolio according to the
345 currently approved department rank advancement criteria and university policy. No later than



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346 December 1, the department chair shall forward the RTP committee’s recommendation and rank
347 advancement review portfolio along with a written recommendation to the candidate and the
348 dean.
349

350 **5.5.7** No later than December 15, the faculty member may submit a written rebuttal to any
351 recommendations up to and including the department chair’s review for inclusion in the
352 portfolio. A written rebuttal may not include any additional evidence that is not already available
353 in the portfolio.
354

355 **5.5.8** The dean shall review the rank advancement review portfolio according to the currently
356 approved department rank advancement criteria and university policy. No later than January 31,
357 the dean shall decide whether to award or deny rank advancement.
358

359 **5.5.9** Within 14 days of the dean’s decision, the department chair shall convey the decision in
360 writing to the faculty member.
361

362 **5.5.10** If a deadline specified in this policy does not fall on a business day, the deadline shall be
363 extended to the next business day. Reasonable exceptions to these dates due to extraordinary
364 circumstances may be allowed if approved by the dean.

365 **5.6 Notice of Renewal or Non-Renewal**

366 **5.6.1** The Office of Academic Affairs sends non-tenure-track faculty an annual letter of
367 appointment.

368 **5.6.2** Appointments are renewable for additional terms, subject to satisfactory performance and
369 continuing programmatic need. Absent notice of non-renewal by May 15, the appointment will
370 be considered renewed for the following term.

371 **5.6.3** Departments shall communicate any intended non-renewals to the Office of Academic
372 Affairs and People and Culture at least two weeks before issuing a notice of non-renewal.

POLICY HISTORY		
Date of Last Formal Review: Click here to enter a date.		
Due Date of Next Review: Click here to enter a date.		
Date of Last Action	Action Taken	Authorizing Entity

373
374



POLICY <i>policy number</i> EXECUTIVE SUMMARY	
Policy Number and Title: Policy 653 Non-Tenure Track Faculty	
Date:	January 24, 2019
Sponsor:	Wayne Vaught
Steward(s):	Kathren Brown
Policy Process:	Regular
Policy Action:	Revision
Policy Office Editor:	Cara O’Sullivan
Embedded Attorney:	Click here to enter the name of the embedded attorney.

Issues/Concerns (including fiscal, legal, and compliance impact):

The employment responsibilities, duties, and function of non-tenure track professors differ in significant ways at UVU. However, they provide critical instruction and guidance to students in colleges and schools such as the College of Engineering and Technology, and the Woodbury School of Business, among others. Currently, these differences are not addressed extensively in policy. The lack of policy guidance has led to significant confusion regarding the applicability of rights and responsibilities normally reserved for faculty members on the tenure track or tenured. This lack of policy guidance has created unnecessary time and resources spent on resolving issues related to non-reappointment, as well as other employment issues. Establishing this policy will provide guidance in these matters and affirm the university’s support of these valued faculty members.

Suggested Changes:

- 1) Establish in policy non-tenure track faculty rights and responsibilities at UVU.
- 2) Provide guidance in policy on key employment matters such as:

- Hiring/initial appointment
- Reappointment
- Termination
- Career track
- Advancement
- Performance review

Requested Approval from President’s Council: [Click here to choose the appropriate approval.](#)



UTAH VALLEY UNIVERSITY
Policies and Procedures

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Target Date for Stage 1 Draft to Enter Stage 2: [Click here to enter a date.](#)

Target Date for Board of Trustees Review: [Click here to enter a date.](#)