



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*		
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*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

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POLICY APPROVAL PROCESS DATES		
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POLICY TITLE	Non-Tenure-Track Faculty Employment Matters	Policy Number	6353
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. [For information about adjunct faculty, please see Policy 639 Adjunct Faculty.](#)

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*

22 ~~**2.15**~~**2.16** UVU Policy 635 *Faculty Rights and Professional Responsibilities*

3.0 DEFINITIONS

23 ~~**3.1 Academic year:** The period beginning fall semester and ending with the subsequent spring~~
24 ~~semester. Summer term is excluded from this policy with the exception of three-semester faculty.~~

25 ~~**3.23.1 Appropriate degree:** The qualifying credential (academic degree, certification,~~
26 ~~professional qualification, expert designation, etc.) from a regionally accredited institution for a~~
27 ~~discipline, field, or area of specialization that supports the pursuit of academic and/or~~
28 ~~professional standards of excellence and outstanding performance.~~

29 ~~**3.3 Contact hours:** The amount of time a faculty member is required to spend in direct,~~
30 ~~scheduled contact with students each week for a class.~~

31 ~~**3.4 Credit hours:** An amount of work represented in intended learning outcomes and verified by~~
32 ~~evidence of student achievement. A credit hour is an institutionally established equivalency, as~~
33 ~~defined by accrediting and federal bodies.~~

34 ~~**3.53.2 Faculty portfolio:** A digital collection of documents prepared by a faculty member as~~
35 ~~evidence of their contributions in teaching and service to their profession and the University.~~

36 ~~**3.63.3 Full-time, non-tenure-track faculty:** For the purposes of this policy, unless otherwise~~
37 ~~stated, “faculty member” refers to a full-time, non-tenure-track faculty member who are~~
38 ~~appointed for a single year, which may be renewed contingent on the performance of the faculty~~
39 ~~member, the needs of the program, and the availability of funding. This broadly includes full-~~
40 ~~time faculty members whose primary responsibility involves teaching at the University,~~
41 ~~including appointment in residence, placeholder, single-year renewable, and visiting non-tenure-~~
42 ~~track faculty positions, and others as approved by Academic Affairs Council, the Provost, and~~
43 ~~People and Culture. The different categories of non-tenure-track faculty include the following:~~

44 ~~**3.6.13.3.1 Appointment-in-residence:** A category of a non-tenure-track faculty appointment.~~
45 ~~Typically, in-residence faculty have advanced experience and are recognized as leaders in their~~
46 ~~field.~~

47 ~~**3.6.23.3.2 Distinguished appointment-in-residence / Distinguished lecturer:** A rank reserved~~
48 ~~for This advancement in non-tenure track faculty rank is available to senior appointment-in-~~
49 ~~residence faculty or senior lecturers who have served at least six years in that role at the~~



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50 University ~~at the rank of senior appointment in residence~~ and who have satisfied department and
51 college (if applicable) criteria for advancement ~~to distinguished appointment in residence~~.

52
53 ~~3.6.3 Distinguished lecturer: This advancement in lecture rank is available to senior lecturers
54 who have served at least six years at the University at the rank of senior lecturer and who have
55 satisfied department and college (if applicable) criteria for advancement to distinguished lecturer.~~

56 ~~3.6.43.3.3 Lecturer: A category of non-tenure track faculty who have appropriate professional
57 experience for their teaching position. Lecturers broadly include full-time faculty members
58 whose primary responsibility involves teaching at the University, including placeholder, single-
59 year renewable, and visiting non-tenure-track faculty positions, and others as approved by
60 Academic Affairs Council, the Provost, and People and Culture. These positions are not eligible
61 for tenure or promotion through rank advancement related to tenure.~~

62 ~~3.6.53.3.4 Placeholder appointment: A category of non-tenure-track faculty appointment who
63 have appropriate professional experience for a teaching position that does not last more than a
64 single academic year. This appointment may be used as a placeholder for a permanent tenure-
65 track or appointment-in-residence position.~~

66 ~~3.6.6 Senior appointment-in-residence / Senior lecturer: A rank reserved for This
67 advancement in non-tenure track faculty rank is available to appointment-in-residence faculty or
68 lecturers who have served at least six years in that role at the University and who have satisfied
69 department and college (if applicable) criteria for advancement to senior appointment-in-
70 residence.~~

71
72 ~~3.6.7 Senior lecturer: This advancement in lecture rank is available to lecturers who
73 have served at least six years at the University and who have satisfied department and
74 college (if applicable) criteria for advancement to senior lecturer.~~

75 ~~3.6.8 Single year renewable lecturer: A non-tenure track faculty appointment for an
76 academic year that may be renewed for multiple years.~~

77 ~~3.6.93.3.5 Three-semester faculty: In some programs, full-time faculty members are hired and
78 required to teach fall, spring, and summer semesters.~~

79 ~~3.6.103.3.6 Visiting faculty/scholar: A title reserved for full-time non-tenure-track faculty,
80 lasting no more than three years, who have a faculty position at another university, or are hired to
81 fill gaps created by faculty members going on sabbatical or taking other leaves of absence.
82 appointment that may be used as a placeholder for a more permanent tenure-track or
83 appointment-in-residence.~~

84 ~~3.73.4 Rank advancement portfolio: A collection of documents that are submitted
85 electronically for evaluation of rank advancement. These documents are required unless other
86 accommodations are in place. (See UVU Policy 152 Accommodations for Individuals with
87 Disabilities.) A rank advancement portfolio consists of a faculty member's portfolio; a copy of~~



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88 the relevant rank advancement criteria; copies of annual reviews; Students Ratings of Instruction
89 (SRI) for the evaluation period; all applicable recommendations from the RTP committee,
90 department chair, and dean; and any optional written responses from the faculty member that are
91 submitted during the review process in response to letters of the various reviewers.

92 **3.7.1**

4.0 POLICY

93 **4.1 Policy Statement**

94 **4.1.1** The University's commitment to teaching excellence is served by recruiting and retaining
95 full-time, highly qualified faculty members. Non-tenure-track faculty (~~which include lecturers,~~
96 ~~appointment-in-residence faculty, visiting faculty/scholar, and other positions~~ as defined in
97 section 3.30 above) significantly contribute to overall academic excellence and the University's
98 mission.

99 **4.2 Provisions of Non-Tenure-Track Positions**

100 **4.2.1** Non-tenure-track faculty positions may exist in any program at the University based on
101 need and funding. Such positions are not eligible for tenure or promotion through rank
102 advancement related to tenure, ~~regardless of the length of initial appointment.~~

103 ~~4.2.2 Regardless of rank or appointment length of appointment term, a faculty member~~
104 ~~designated as non-tenure-track is an at-will employee. As an at-will employee, a non-tenure~~
105 ~~track faculty member has no assurance of continued employment and may be dismissed without~~
106 ~~a statement of cause, advanced notice, or the right to appeal.~~

107 ~~4.2.3~~ **4.2.2** To convert a non-tenure-track faculty position to a tenure-track position, the
108 appropriate dean must obtain approval from the Provost, Budget Office, and Vice President of
109 People and Culture.

110 ~~4.2.4~~ **4.2.3** Non-tenure-track faculty who wish to ~~be considered for~~ move into tenure-track
111 positions must apply for those positions to be considered, ~~even if they are currently teaching in~~
112 ~~the non-tenure-track position to be replaced by the tenure-track position.~~

113 ~~4.2.5~~ **4.2.4** Full-time, non-tenure-track faculty members are required to teach according to the
114 workload requirements as laid out in Policy 641 *Salaried Faculty Workload—Academic Year*.

115 **4.2.5** In some programs, full-time non-tenure-track faculty members are hired and required to
116 teach fall, spring, and summer semesters, while in other programs, teaching in the summer is
117 optional. Such expectations must be made clear at the time of hire.



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118 4.2.6 Departments shall assign courses as needed to non-tenure-track faculty, including but not
119 limited to online, hybrid, face-to-face, evening, and weekend courses.

120 4.2.7 Non-tenure-track faculty are permitted but, unless required by the department, not required
121 to perform service. If they perform service, it should be accounted for and evaluated in their
122 annual review.

123 4.2.8 Non-tenure-track ~~graduate~~ faculty may serve as ~~academic directors and graduate~~ program
124 coordinators or directors with the written permission of their dean and in consultation with the
125 Provost's office.

126 4.2.9 Full-time, non-tenure-track faculty shall not be given a reduced teaching load for
127 scholarly/creative works. When required for specialized or professional accreditation, the dean
128 may approve exceptions. These faculty shall not be given a reduced teaching load for service
129 unless approved in writing by the appropriate department chair and dean.

130 4.3 Hiring of Non-Tenure Track Faculty

131 4.3.1 Faculty members in lecturer positions shall go through the established hiring process when
132 applying for tenure-track positions at the University evenor in cases where lecturer positions are
133 reclassified as tenure-track positions.

134 4.3.2 Departments and candidates who violate federal and state regulations and university
135 policies and practices related to hiring, including national searches, may be subject to discipline,
136 including a permanent no hire for candidates that knowingly do so and the loss of a faculty line
137 for programs.

138 4.3.3 Individuals hired as non-tenure-track faculty shall be academically and/or professionally
139 qualified for the discipline in which they teach. The department chair or designee, working with
140 their dean's office, shall ensure the position description clearly states the academic and
141 professional qualifications before opening a position for hire. maintain on file with the dean and
142 Office of Academic Affairs appropriate qualification documentation related to the position
143 description for each individual hired. The terms of such appointments and the processes for
144 making such appointments shall be consistent with UVU policies and hiring practices. Academic
145 Affairs must provide new hires with a letter of appointment that describes the conditions of
146 employment.

147 4.4 Ranks for Non-Tenure-Track Faculty Member

148 4.4.1 Ranks available to non-tenure-track faculty members include the following: lecturer,
149 senior lecturer, distinguished lecturer, appointment-in-residence, senior appointment-in-
150 residence, distinguished appointment-in-residence, and visiting faculty/scholar. (See sections 3.0
151 and 4.5 for specific descriptions.)



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152 4.4.2 Newly hired non-tenure-track faculty shall be assigned an appropriate rank according to
153 the ~~department rank guidelines definitions in this policy~~. ~~Credit for p~~Previous academic or
154 professional experience and/or training may be considered ~~when~~ determining the appropriate
155 rank.

156 4.5 Required Degrees and Qualifications for Initial Appointments

157 4.5.1 The ~~degree credentials~~ of a ~~candidate newly hired full-time non-tenure-track faculty~~ must
158 ~~satisfy university and department non-tenure-track criteria~~ be appropriate for the position they
159 ~~are hired into~~. ~~All degrees shall be from regionally accredited institutions~~. ~~These qualifications~~
160 ~~apply to initial appointments~~.

161 4.5.2 ~~Departments must have a list of acceptable degrees for lecturers approved by the dean and~~
162 ~~Provost~~. ~~Except in disciplines in which the bachelor's degree is the terminal degree, no~~
163 ~~department may hire lecturers with only a bachelor's or associate degree without the written~~
164 ~~approval of the dean and Provost~~.

165 4.5.3 ~~4.5.2 Lecturer~~. Candidates for the position of lecturer, ~~including placeholder and renewable~~
166 ~~positions~~, must have earned a ~~regionally accredited~~ degree from a regionally accredited
167 institution in an appropriate discipline or professional field, ~~according to the guidelines in section~~
168 ~~4.5.2 as determined by the department and approved by the dean~~.

169 4.5.4 ~~4.5.3 Appointment-in-residence~~. Candidates for an appointment-in-residence (artist,
170 professional, executive) must have a regional, national, or international reputation and a
171 substantial body of work in an appropriate discipline with strong department, school/college,
172 dean, and Provost endorsement. (See UVU Policy 306 *Recruitment, Selection, and Hiring of*
173 *Faculty Positions*.)

174 4.5.5 ~~4.5.4 Visiting faculty/scholar~~. A visiting faculty/scholar must have earned a degree from a
175 regionally accredited degree institution in an appropriate discipline or professional field ~~as~~
176 ~~determined by the department RTP committee; typically, the terminal degree in the discipline or~~
177 ~~field for the position they are hired into~~. The visiting rank must be consistent with the academic
178 rank the individual currently holds or previously held ~~in a previous faculty position~~ at another
179 institution or appropriate to the visiting faculty/scholar position as negotiated and approved by
180 the department chair, dean, and Provost. This appointment may be given only to an individual
181 under temporary appointment to the University. Visiting faculty/scholars are those who the
182 University expects will contribute pedagogical and content expertise to the department and
183 University. (See UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*.)

184 4.6 Annual Reviews of Non-Tenure Track Faculty

185 4.6.1 Using the timelines and procedures defined in UVU Policy 633 *Faculty Performance*
186 *Evaluations and Feedback*, the department chair or dean-approved designee shall evaluate each
187 full-time, non-tenure-track faculty member's performance at least annually using the appropriate



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188 criteria, standards, evidence, and procedures. The department chair or designee may conduct
189 more frequent evaluations at their discretion.

190 4.6.2 All non-tenure-track faculty shall fulfill, at minimum, teaching standards as stated in
191 policy, including but not limited to UVU Policy 601 *Classroom Management* and UVU Policy
192 635 *Faculty Rights and Professional Responsibilities*.

193 4.6.3 Non-tenure-track faculty pursuing senior standing shall be held to the same teaching
194 standards of department RTP criteria as tenure-track-faculty in their departments.

195 4.6.4 Non-tenure-track-faculty pursuing distinguished status shall be held to the same teaching
196 standards of department RTP criteria as tenured faculty seeking rank of full professor in their
197 departments.

198 ~~4.6.1~~

199 **4.7 Continuing Appointment and Sabbatical Leave Eligibility**

200 4.7.1 When appropriate to their needs and funding, ~~appointing~~ departments are strongly
201 encouraged to ~~consider offering~~ renew ~~able re~~appointments for ~~lecturers full-time non-tenure-~~
202 ~~track faculty~~ with highly accomplished teaching experience who can make significant
203 contributions to the University's teaching mission.

204 4.7.2 Non-tenure-track faculty are not eligible for sabbatical leave. Types of available leave are
205 covered in UVU Policy 361 *Employee Leave*.

206 **4.8 Rank Advancement for Non-Tenure-Track Faculty**

207 4.8.1 Departments with ~~renewable non-tenure track positions~~lecturers or appointment-in-
208 ~~residence faculty~~ must establish clear, measurable, and verifiable criteria, standards, evidence,
209 and procedures ~~leading to for~~ rank advancement. Departments may use their current teaching
210 criteria and must set appropriate scholarship/creative works (e.g., maintaining currency in the
211 field) and service expectations.

212
213 4.8.2 Non-tenure-track faculty are not required to pursue rank advancement at UVU.

214
215 4.8.3 Advancement in rank refers to title and compensation only.

216 4.8.4 Rank advancement for non-tenure-track faculty members is initiated ~~at the department~~
217 ~~level~~by the faculty member and awarded by the dean in consultation with Academic Affairs.

218 4.8.5 Rank advancement shall become effective on July 1 following approval from the dean.



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219 [4.8.6](#) Faculty earning rank advancement will receive a base salary increase as determined by
220 Academic Affairs.

221
222 [4.8.7](#) Non-tenure-track faculty may apply for rank advancement under this policy once this
223 policy is in effect and they have met all requirements of this policy and their
224 department/school/college criteria.

225
226 Faculty members who receive negative decisions for rank advancement cannot appeal; however,
227 they can reapply two years after the initial submission date and must demonstrate consistent
228 improvement in any areas indicated in the negative decision. Faculty members may reapply as
229 many times as they would like in their pursuit of rank advancement.

230 ~~4.8.6~~[4.8.8](#)

231 **4.9 Qualifications for Rank Advancement**

232 ~~4.9.1~~ [The required degrees of lecturers are found in section 4.5.](#) The following qualifications
233 apply to rank advancement:

234 ~~4.9.2~~ [Distinguished lecturers / Distinguished appointment-in-residences](#) must have a
235 minimum of six years of [full-time](#) teaching at UVU ~~as a~~ [at the rank of senior lecturer or senior](#)
236 [appointment-in-residence faculty](#) and fulfillment of department rank advancement criteria for
237 promotion to distinguished lecturer [or distinguished appointment-in-residence](#).

238 ~~4.9.3~~ [Distinguished appointment-in-residences](#) must have a minimum of six years of teaching
239 ~~at the rank of senior appointment in residence and fulfillment of department rank advancement~~
240 ~~criteria for promotion to distinguished appointment in residence.~~

241 ~~4.9.4~~ [Senior lecturers / Senior appointment-in-residences \(artists, executives, professionals\)](#)
242 must have a minimum of six years of [full-time](#) teaching at UVU ~~and scholarship or service (if~~
243 ~~appropriate to the position), as a lecturer or appointment-in-residence faculty~~ and fulfillment of
244 department rank advancement criteria for promotion to senior lecturer [or senior appointment-in-](#)
245 [residence](#).

246 ~~4.9.5~~~~4.9.3~~ [Senior appointment-in-residences \(writers, artists, executives, professionals\)](#) must
247 ~~have a minimum of six years of teaching at UVU, scholarship, and/or service appropriate to the~~
248 ~~position and fulfillment of department rank advancement criteria for promotion to senior~~
249 ~~appointment in residence.~~

250 **4.10 Role of Non-Tenure-Track Faculty in Governance**

251 ~~4.10.1~~ Department chairs are encouraged to include non-tenure-track faculty in department
252 meetings and allow them to vote on departmental matters.



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253 **4.10.2** Because non-tenure-track positions have no assurance of continuation, departments
254 ~~shall~~should not rely on non-tenure-track faculty members for the governance of the department
255 when tenure-track faculty members can reasonably perform those duties. Departments may,
256 ~~however,~~ assign non-tenure-track faculty governance ~~or committee~~ responsibilities when
257 required for specialized or professional accreditation or when otherwise needed.

258 **4.10.3** Non-tenure-track faculty shall not serve in departmental administrative roles or
259 participate in any decisions regarding the retention, tenure, and promotion of tenure-track or
260 tenured faculty. This restriction does not preclude their service in administrative or leadership
261 assignments when necessary to meet specialized or professional accreditation requirements.

262 **4.10.4** With their dean's written approval, ~~appointing~~ departments may permit senior or
263 ~~distinguished principal~~ lecturers who are in good standing ~~and consistently exceed expectations in~~
264 ~~teaching~~ to participate as a ~~non~~voting member in the appointment and promotion
265 ~~recommendations~~decisions of lecturers.

266 **4.10.5** By a majority vote of tenure-track ~~and~~ tenured faculty and with the approval of the
267 department chair, ~~and~~ dean, ~~and Provost, appointing~~ departments may permit lecturers of any
268 rank to participate as nonvoting members in curricular matters within their ~~unique area or~~ areas
269 of professional responsibility.

270 **4.10.6** In academic departments primarily funded with non-appropriated funds (as determined by
271 the Budget Office), non-tenure-track faculty may, with the approval of the dean and Provost,
272 serve as ~~non~~voting members in lecturer appointment and promotion ~~recommendations~~decisions,
273 and nonvoting members in curriculum and program development issues, and shared governance
274 matters.

275 **4.11 Senior Lectures Non-Tenure-Track Faculty Serving as Graduate Faculty**

276 **4.11.1** ~~Senior Non-tenure-track faculty lecturers~~ with appropriate expertise may serve as
277 graduate faculty according to university policies and may supervise or serve on graduate student
278 thesis or project committees if permitted by departmental and graduate school procedures, or
279 with a majority vote of tenured and tenure-track faculty and the approval of the department chair
280 and dean.

281 **4.12 Discontinuation of Non-Tenure-Track Faculty**

282 **4.12.1** Regardless of rank or length of appointment, a non-tenure-track faculty member has no
283 assurance of continued contract renewal employment.

284 **4.12.14.12.2** The Provost shall provide reasonable notice to either continue or discontinue a full-
285 time non-tenure-track full-time faculty member prior to the end of their appointment. The
286 University shall make reasonable effort to give as much advance notice of discontinuance as is



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287 practical under the circumstances, but the notice of discontinuance must be no later than [June](#)
288 [1May15](#).

289 [4.12.24.12.3](#) A non-tenure-track full-time faculty member may also be sanctioned at any time
290 [during their appointment term](#), up to and including dismissal, for adequate cause as outlined in
291 UVU Policy 649 *Faculty Sanction and Dismissal for Cause*.

5.0 PROCEDURES

292 5.1 Hiring Process

293 5.1.1 Departments shall ensure all non-tenure-track faculty position descriptions designate the
294 type and length of appointment and are consistent with the University's mission, policies, and
295 procedures and with the college or school's mission and criteria.

296 5.1.2 In consultation with People and Culture, departments shall ensure all searches and hiring
297 procedures comply with federal and state regulations and university policies and procedures (see
298 UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*). Departments are
299 encouraged to use search advocacy practices.

300 5.1.3 Full time, non-tenure-track positions must be approved through the standard position
301 approval process established by People and Culture.

302 5.1.4 With the approval of the dean, Provost, Vice President of People and Culture, and Budget
303 Office, departments may reclassify a tenure-track position as a lecturer position or a lecturer
304 position as a tenure-track position when the department, dean, and Provost believe it is in the
305 best interests of the department and school or college. Departments must follow established
306 university procedures and practices for the reclassification of positions.

307 [5.2 Non-Tenure-Track Faculty in Service Roles](#)

308 [5.2.1 Non-tenure-track faculty shall not serve in governance leadership roles that make decisions](#)
309 [related to the recommendation for retention, tenure, or promotion for tenure-track or tenured](#)
310 [faculty.](#)

311 [5.2.2 Non-tenure-track faculty may accept service roles that directly assist their departments in](#)
312 [terms of curriculum and teaching. Non-tenure-track faculty may not be forced to accept service](#)
313 [roles unless it is an explicit part of their job description.](#)

314 [5.2.3 Full-time, non-tenure-track graduate faculty may serve as graduate program directors with](#)
315 [the written permission of the Provost's Office.](#)

316 [5.25.3 Annual Performance Evaluations](#)



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317 [5.2-15.3.1](#) Annual performance evaluations and considerations for merit will be conducted
318 according to Policy 633 *Faculty Performance Evaluation and Feedback*.

319 [5.2-25.3.2](#) Non-tenure-track faculty are subject to NOINs (notices of improvement needed) and
320 PIPs (performance improvement plans) per Policy 633.

321 [5.35.4](#) **The Faculty Portfolio**

322 [5.3-15.4.1](#) Unless the faculty member has been notified that their employment shall not be
323 continued, the dean's office shall notify the faculty member in writing by March 1 of the first
324 year in which they are eligible that they may apply for rank advancement by October 15 of the
325 next academic year. (See section 5.5.2.)

326 [5.3-25.4.2](#) Faculty planning to apply for rank advancement must declare their intent to submit a
327 portfolio for rank advancement to their department chair by April 15 in the academic year before
328 they wish to apply for rank advancement. Faculty who decide to withdraw from the rank
329 advancement review process may withdraw at any time without any penalty or prejudice.

330 [5.3-35.4.3](#) The department chair must provide, in writing, a list of the rank advancement
331 candidates to the department RTP committee chair(s), dean, and deputy provost by May 1.

332 [5.3-45.4.4](#) Rank advancement templates must be available and accessible to faculty on July 1.

333 [5.3-55.4.5](#) Candidates for rank advancement are responsible for maintaining a digital faculty
334 portfolio that documents their contributions and accomplishments, [consistent with the faculty](#)
335 [member's job description and assigned responsibilities, in teaching, scholarly/creative works,](#)
336 [and service](#), consistent with their rank and department rank advancement criteria, from the most
337 recent ~~six~~five years at minimum.

338 [5.3-65.4.6](#) The faculty portfolio for non-tenure-track faculty members (lecturers and
339 appointments-in-residence) shall contain at least the following:

340 1) An informational statement wherein the faculty member describes the nature of their
341 contribution to the teaching mission of the department and the school or college, any additional
342 duties related to specialized accreditation, any circumstances that helped or hindered their
343 progress, and any other information that will be beneficial to the reviewers in evaluating the
344 material in the portfolio. This is not to be confused with self-assessments (see number 3 in this
345 section);

346 2) A current curriculum vitae;

347 3) Evidence of achievements in teaching, including a self-assessment of the faculty member's
348 teaching performance and experiences, supervisor assessments of teaching, peer assessments of
349 teaching, complete SRIs from all courses taught during the evaluation period, evidence of



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350 contributions to curriculum and course development (including syllabi and materials from
351 courses taught), professional development related to teaching, and any other evidence related to
352 exemplary teaching;

353 [5.3.75.4.7](#) The portfolio must contain evidence of development in the field relevant to teaching
354 or the discipline as clarified in the currently approved department rank advancement criteria for
355 teaching;

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

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

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

362 [5.3.85.4.8](#) The portfolio must also contain the following evaluations:

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

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

370 [5.45.5](#) **The Rank Advancement Review Portfolio**

371 [5.4.15.5.1](#) The rank advancement committee chair creates the initial rank advancement review
372 portfolio by adding the RTP committee's recommendation to the rank advancement portfolio.

373 [5.4.25.5.2](#) Once the rank advancement review portfolio has been created, no additional
374 documents shall be added except for the written recommendations of the reviewers, any written
375 rebuttals to those recommendations, or materials specifically requested by the department RTP
376 committee.

377 [5.4.35.5.3](#) During the evaluation process, the contents of the rank advancement review portfolio
378 shall be kept confidential and only made available to those with responsibility for reviewing the
379 faculty member's portfolio.

380 [5.4.45.5.4](#) During the rank advancement review process, recommendations by the RTP
381 committee and department chair, addressed to the person at the next level of review, become part



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382 of the rank advancement review portfolio as it passes to each level of review. Recommendations
383 that disagree with those made at a previous level of review shall be explained in the
384 accompanying recommendation document.

385 [5.4.55.5.5](#) The dean makes the final decision on whether to grant rank advancement.

386 [5.55.6](#) Rank Advancement Portfolio Review Process

387 ~~[5.5.15.1.1](#) Faculty members who receive negative decisions for rank advancement cannot appeal;~~
388 ~~however, they can reapply two years after the initial submission date and must demonstrate~~
389 ~~consistent improvement in any areas indicated in the negative decision. Faculty members may~~
390 ~~reapply as many times as they would like in their pursuit of rank advancement.~~

391
392 [5.5.25.6.1](#) By October 15, eligible faculty members shall apply for rank advancement by
393 submitting their faculty portfolio to the chair of the RTP committee. Portfolios must be delivered
394 via the approved university electronic system.

395
396 [5.5.35.6.2](#) The RTP committee shall review the rank advancement review portfolio according to
397 approved university policy, ~~and the~~ currently approved department rank advancement criteria for
398 teaching, ~~and the faculty member's job description and assigned responsibilities.~~ Rank
399 ~~advancement is only based on teaching, except when required for accreditation.~~ The RTP
400 committee shall add its written review and recommendation for or against rank advancement to
401 the rank advancement review portfolio.

402 [5.5.45.6.3](#) The RTP committee shall recommend for or against rank advancement of the faculty
403 member in a detailed report. In the report, the RTP committee shall comment on the strengths
404 and weaknesses of the faculty member relative to the department rank advancement criteria and
405 shall include the vote tally that led to the final decision. This report is added to the portfolio as it
406 advances through the process.

407 [5.5.55.6.4](#) By November 5, the chair of the RTP committee shall forward the rank advancement
408 review portfolio along with the committee's written recommendation to the department chair.

409
410 [5.5.65.6.5](#) The department chair shall review the rank advancement review portfolio according to
411 the currently approved department rank advancement criteria and university policy. No later than
412 December 1, the department chair shall forward the RTP committee's recommendation and rank
413 advancement review portfolio along with a written recommendation to the candidate and the
414 dean.

415
416 [5.5.75.6.6](#) No later than December 15, the faculty member may submit a written rebuttal to any
417 recommendations up to and including the department chair's review for inclusion in the
418 portfolio. A written rebuttal may not include any additional evidence that is not already available
419 in the portfolio.



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420
421 **5.5.85.6.7** The dean shall review the rank advancement review portfolio according to the
422 currently approved department rank advancement criteria and university policy. No later than
423 January 31, the dean shall decide whether to award or deny rank advancement.

424
425 **5.5.95.6.8** Within 14 days of the dean’s decision, the ~~department chair~~ dean shall convey the
426 decision in writing to the faculty member.

427
428 **5.5.105.6.9** If a deadline specified in this policy does not fall on a business day, the deadline
429 shall be extended to the next business day. Reasonable exceptions to these dates due to
430 extraordinary circumstances may be allowed if approved by the dean.

431 **5.65.7 Notice of Renewal or Non-Renewal**

432 **5.6.15.7.1** The Office of Academic Affairs sends non-tenure-track faculty an annual letter of
433 appointment.

434 **5.6.25.7.2** Appointments are renewable for additional terms, subject to satisfactory performance
435 and continuing programmatic need. Absent notice of non-renewal by ~~June~~ May 15, the
436 appointment will be considered renewed for the following term.

437 **5.6.35.7.3** Departments shall communicate any intended non-renewals to the Office of Academic
438 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

439
440



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.](#)



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Proposed Drafting Committee: Kat Brown, Nizhone Meza, Rachel Bi, Micheal Weeks, Anne Arendt, Hilary Hungerford, Wioleta Fedescko, Lynn Thackeray, Drew Burke, Jeremy Knee, and Cathy Jordan.

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.](#)



SUMMARY OF COMMENTS (STAGE 2)			
Policy Number and Title: 653 Non-Tenure Track Faculty Employment Matters			
Sponsor:	Wayne Vaught		
Steward(s):	Kat Brown / Nizhone Meza		
UVUSA	Academic Affairs	Faculty Senate	PACE
Date	Date	Date	Date
Presented: _____	Presented: _____	Presented: <u>2/24/2025</u>	Presented: _____

FACULTY SENATE DATES
Presentation to Senate: February 24, 2026
Comments Due from Senators: March 6, 2026
Debate (First reading): March 17, 2025
Motion and Vote (Action item): April 14, 2026
Scope: New Policy



SUMMARY

(To be filled out by Policy Liaison after comment close date)

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
Faculty Senate	Overall			<p>The faculty senate supports the implementation of this policy if the comments below are addressed.</p> <p>Vote Results: Support - 31 Do Not Support - 0 Abstain - 2</p>	
Faculty Senate	1		X	<p>The policy does not clearly state whether it applies to adjunct faculty, creating potential ambiguity regarding its scope. A clarifying statement should be added in Section 1 (Purpose/Scope) explicitly stating whether adjunct faculty are included and, if excluded, include a cross-reference to the policy governing adjunct employment.</p> <p>Vote Results: Support - 29 Do Not Support - 1 Abstain - 2</p>	<p>The purpose states that the policy is for “full-time, benefits-eligible, non-tenure-track faculty.” Adjuncts are not full-time or benefits-eligible. We are adding a sentence to the end of the purpose to refer adjunct-related questions to Policy 639, <i>Adjunct Faculty</i>.</p>
Faculty Senate	3.6.8		X	<p>Consider adding language that allows for multi-year contracts for faculty who have achieved higher lecturer ranks (e.g., Senior or Distinguished Lecturer), subject to departmental and dean approval. This would align advancement with increased professional stability and recognize sustained contributions to teaching and service.</p>	<p>We appreciate the proposed language. Single-year appointments may have continuing appointments as they currently do in most departments; however, we cannot state in policy that they have the <i>expectation</i> of continual appointment because no faculty except tenured faculty have the expectation of continual appointment.</p>



				Vote Results: Support - 28 Do Not Support - 0 Abstain - 3	
Faculty Senate	4.2.7		X	<p>Section 4.2.7 states that non-tenure track faculty are permitted but not required to perform service, but it does not define what constitutes service or clarify how service expectations are determined. Suggestion: Specify the types of service contemplated (e.g., departmental, college, university, or community service) and clarify who determines service expectations and under what criteria.</p> <p>Vote Results: Support - 26 Do Not Support - 3 Abstain - 3</p>	This is addressed in 5.2
Faculty Senate	4.5.2 and 4.5.3		X	<p>Section 4.5.3 references guidelines in 4.5.2 as determined by the department and approved by the dean, but it does not describe how those guidelines are established, reviewed, or updated. Suggestion: Include language outlining the process for establishing, reviewing, and periodically updating qualification guidelines, including responsible parties and review frequency.</p>	The dean and departments can determine the acceptable degrees for lecturers. Policy requires a list of acceptable degrees; review and timing of the reviews are left to the discretion of the departments and deans. This will allow departments and deans to monitor their acceptable degrees.



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				Vote Results: Support - 31 Do Not Support - 0 Abstain - 1	
Faculty Senate	4.6.1		X	Section 4.6.1 references Policy 633 and “appropriate criteria,” but it does not clarify whether non-tenure track faculty are evaluated using the same teaching standards applied to tenure-track/tenured faculty or separate criteria. Suggestion: Clarify whether non-tenure track faculty are evaluated under the same teaching standards as tenure-track/tenured faculty or require departments to formally adopt and publish distinct evaluation criteria specific to non-tenure track roles. Vote Results: Support - 31 Do Not Support - 0 Abstain - 1	Language updated: Non-tenure-track faculty pursuing senior/distinguished standing shall be held to the same teaching standards as tenure-track faculty in their departments.
Faculty Senate	4.6		X	The policy does not specify how rank advancement standards are established or whether departments may adopt existing RTP teaching criteria in lieu of creating separate standards. Suggestion: Add language specifying how rank advancement criteria are developed and approved, and clarify whether departments may elect to use existing RTP teaching standards or must create distinct criteria for non-tenure track faculty.	4.6 only refers to annual reviews. Section 4.8 has had a sentence added to allow departments/schools/colleges to use current teaching criteria, but must set appropriate scholarship/creative works (e.g., maintaining currency in the field) and service expectations.



				Vote Results: Support - 31 Do Not Support - 0 Abstain - 1	
Faculty Senate	4.6			<p>The policy does not address how currently appointed lecturers will be grandfathered into the new rank structure, when their eligibility clock begins, or whether they may apply immediately for higher rank (e.g., Distinguished). Suggestion: Include transitional language clarifying grandfathering provisions, the start date for eligibility timelines, and whether established lecturers may apply immediately for rank advancement under the new system.</p> <p>Vote Results: Support - 29 Do Not Support - 0 Abstain - 1</p>	We are adding language to 4.8, stating, “Non-tenure-track faculty may apply for rank advancement under this policy once this policy is in effect and they have met all requirements of this policy and their department/school/college criteria.”
Faculty Senate	4.6			<p>The policy would benefit from greater clarity regarding enforcement. Specifically, it is unclear what mechanisms are in place if roles and responsibilities outlined in the policy are not fulfilled. Consider adding language that identifies how noncompliance will be addressed, including whether existing university policies (e.g., Policy 635) govern enforcement.</p> <p>Vote Results: Support - 29 Do Not Support - 1 Abstain - 2</p>	This is covered in 4.12



Faculty Senate	4.10			<p>There are concerns that the language in this section may unintentionally create a barrier to non-tenure-track faculty participating in governance activities related to programmatic and pedagogical decisions that directly affect the courses they teach. Suggestion: Consider clarifying or softening the language to state that non-tenure-track faculty may participate in programmatic or pedagogical committees related to the courses they teach, with approval from the department chair and/or dean. This would preserve administrative oversight while ensuring departments can include these faculty in discussions where their instructional expertise is directly relevant.</p> <p>Vote Results: Support - 30 Do Not Support - 0 Abstain - 2</p>	<p>Section 4.10.2 states the rationale. We understand some may see this as an impediment, however, the curriculum and programmatic decisions are the realm of tenure-track and tenured faculty.</p>
Faculty Senate	4.10.4		X	<p>Limiting lecturer participation to a nonvoting role may reduce the effectiveness of their contribution in cases where they have relevant experience evaluating teaching-focused positions. Suggestion: Consider revising the section to allow senior or principal lecturers to serve as voting members on appointment and promotion committees for lecturer positions at or below their own rank, with approval from the</p>	<p>We agree and have changed “nonvoting” to “voting.” We also found that the term “decisions” was used when it should have been “recommendations.” We have changed the language accordingly.</p>



				<p>department chair and dean. This would recognize their expertise in evaluating lecturer roles while maintaining appropriate oversight.</p> <p>Vote Results: Support - 31 Do Not Support - 0 Abstain - 1</p>	
Faculty Senate	4.10.5		X	<p>Section 4.10.5 permits lecturers to participate as nonvoting members in curricular matters, but it does not clarify how departments formally grant or revoke such participation or how this interacts with CourseLeaf voting structures.</p> <p>Suggestion: Add procedural language outlining how departments authorize lecturer participation (or rescind it), including required votes, documentation, and alignment with institutional curricular systems.</p> <p>Vote Results: Support - 30 Do Not Support - 0 Abstain - 2</p>	<p>This is appropriate for guidelines and not policy. Departments should work with their deans and the University Curriculum Committee on this issue.</p>
Faculty Senate	5.3.5		X	<p>Section 5.3.5 states that candidates for rank advancement must maintain a digital faculty portfolio documenting contributions in teaching, scholarly/creative works, and service. However, Section 4.2.7 and 4.2.9 state that non-tenure-track faculty are <i>permitted but not required to perform service and scholarship</i>. As written, Section</p>	<p>This was clarified in Section 4.8.</p>



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				<p>5.3.5 may unintentionally imply that service and scholarly/creative work are expected components of advancement. Suggestion: Revise Section 5.3.5 to clarify that the portfolio should document contributions consistent with the faculty member’s assigned responsibilities, rather than implying all categories are required.</p> <p>Vote Results: Support - 31 Do Not Support - 0 Abstain - 1</p>	
Faculty Senate	5.3.8		X	<p>Section 5.3.8 ties supervisor evaluations of teaching to rank advancement criteria but does not require annual evaluations, which may be particularly important for lecturers given their at-will employment status. Suggestion: Revise the language to require annual supervisor teaching evaluations for lecturers, regardless of rank advancement timing, to ensure consistent feedback and documentation.</p> <p>Vote Results: Support - 29 Do Not Support - 2 Abstain - 1</p>	Due to the large number of non-tenure track faculty (some departments having upward of 20 NTT), this would be a huge amount of work falling on department chairs and area coordinators. Departments/schools/colleges may address this in their rank advancement criteria.
Faculty Senate	“Proposed Drafting Committee”		X	<p>One of the English department’s lecturers was actually approved to be on this drafting committee, but his name isn’t on the list of the Drafting Committee. Suggestion: Add Devin Patten to the drafting committee members.</p>	Done.



SUMMARY OF COMMENTS (STAGE 2)			
Policy Number and Title: 653 Non-Tenure Tract			
Sponsor:		Wayne Vaught	
Steward(s):		Kat	
UVUSA	Academic Affairs	Faculty Senate	PACE
Date	Date	Date	Date
Presented: <u>Completed</u>	Presented: _____	Presented: _____	Presented: _____

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
UVUSA				No comments.	



POLICY APPROVAL PROCESS - STAGE 2 SUMMARY OF COMMENTS

Sent to steward 3-27-26

Policy Title:	653 Non-Tenure Track Faculty Employment Matters	Policy Number: 653
Sponsor: Wayne Vaught	Steward: Kat Brown	
Presentation to: AAC	Date Presented: February 24, 2026	

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
AAC	3.2			<p>“Academic year: The period beginning fall semester and ending with the subsequent spring semester.” This part of the definition is consistent with the definition of “academic year:” in other policies, but is it needed in this policy?</p> <p>The second sentence, “Summer term is excluded from this policy with the exception of three-semester faculty” is problematic here. What does it mean that</p>	We are removing the definition since it is in referred policies.



				<p>“summer term is excluded”? Why is this sentence here since it doesn’t change the definition of an academic year?</p> <p>Full-time non-tenure track faculty (FTNTTF) may need to work in the summer to complete annual reviews and prepare classes. Recommend that the second sentence be deleted or moved somewhere more appropriate. See the recommendation related to 3.6.9.</p>	
	3.3			<p>This definition is not referred to or used anywhere in the policy. Since it isn’t essential to the policy or used in any manner, it should be deleted.</p>	Deleted.
	3.4			<p>This definition is not referred to or used anywhere in the policy. Since it isn’t essential to the policy or used in any manner, it should be deleted.</p>	Deleted.
	3.6			<p>“For the purposes of this policy, unless otherwise stated, “faculty member” refers to a full-time,</p>	Language changed.



				<p>non-tenure-track faculty member. This broadly includes full-time faculty members whose primary responsibility involves teaching at the University, including appointment in residence, placeholder, single-year renewable, and visiting non-tenure-track faculty positions, and others as approved by Academic Affairs Council, the Provost, and People and Culture. The different categories of non-tenure track faculty include the following:”</p> <p>This should be shortened since the very next sections of this policy name and explain each or these positions.</p>	
	3.6.1			<p>The basic definitions for the titles (3.6.1, 3.6.4, and 3.6.10) should be standardized to convey the relevant information in a simple way. Referring to 3.5.4, it looks like this could be, “A title reserved for full-time non-tenure track faculty who have appropriate professional</p>	<p>Language changed to, “A category of non-tenure-track faculty who have appropriate professional experience for their teaching position. Lecturers broadly include placeholder, single-year....” We also removed the statement regarding lecture since it is already in 4.2.1.</p>



				experience for their teaching position.”	
	3.6.2			This could be simplified to address this type of rank advancement generally, removing the need for 3.6.3 as follows, “Distinguished appointment-in-residence / Distinguished lecturer: A rank reserved for senior appointment-in-residence faculty or senior lecturers who have served at least six years in that role at the University at and who have satisfied department criteria for advancement.”	Language changed.
	3.6.3			Delete. See comment for 3.6.2.	Deleted.
	3.6.4			This doesn’t define what a lecturer is. It simply repeats the definition found in “full-time, non-tenure track faculty” (section 3.6) minus the category of “appointment-in-residence.” The basic definitions for the titles (3.6.1, 3.6.4, and 3.6.10) should be standardized to convey the relevant information in a simple	Language has been changed.



				way. Referring to 3.5.3, it looks like this could be, “A title reserved for full-time non-tenure track faculty who have an appropriate earned degree for their teaching position.”	
	3.6.4			The last sentence of this section says that “These positions are not eligible for tenure or promotion through rank advancement related to tenure.” This is not needed here. It is clearly stated in 4.2.1. If there is a reason to also include it in the definitions, it should be in section 3.6 because it applies to all full-time non-tenure track faculty, not just lecturers, unless you want to include this language under “appointment-in-residence” and “visiting faculty/scholar” as well, but that would be redundant.	Correct. It was removed.
	3.6.5			Based on recent conversations, it seems like it would be clearer overall if we didn’t have this category and simply treated all FTNTTF the same, but if that can’t happen a more accurate	We adjusted the language to reflect 3.3.4 (originally 3.6.4), but needed to keep the reference to appointments-in-residence as well. Further, these positions are not to last more than a year.



				definition could be, “A title reserved for full-time non-tenure track faculty who have an appropriate earned degree for their teaching position but who are in a position number that was previously used for a tenure-track faculty member.”	
	3.6.6			This could be simplified to address this type of rank advancement generally, removing the need for 3.6.7 as follows, “Senior appointment-in-residence / Senior lecturer: A rank reserved for appointment-in-residence faculty or lecturers who have served at least six years in that role at the University at and who have satisfied department criteria for advancement.”	Language changed.
	3.6.7			Delete. See comment for 3.6.6.	Deleted.
	3.6.8			It is unclear why this definition is needed. It seems that all FTNTTF are employed in positions for a single year that may be renewed. Even “placeholders” have stayed	Language changed.



				<p>on for multiple years when searches for tenure-track faculty have failed or they have been moved into other lines. Recommend that this definition be deleted and that the following language be added to the definition in 3.6, “full-time non-tenure-track faculty have appointments for a single year, which may be renewed contingent on the performance of the faculty member, the needs of the program, and the availability of funding.”</p>	
	3.6.9			<p>It is unclear why this is needed as a standalone definition. It seems like this belongs in the definition in 3.6. Recommendation that the following be added to the definition in 3.6, “In some programs, full-time non-tenure track faculty members are required to teach fall, spring, and summer semesters while in other programs teaching in the summer is optional. Such expectations</p>	<p>We agree, and this sounds more like a policy statement than a definition. We have made it the new 4.2.6.</p>



				must be made clear at the time of hire.”	
	3.6.10			<p>This definition would put us at odds with most of higher education where “visiting faculty/scholar” means something very different.</p> <p>The basic definitions for the titles (3.6.1, 3.6.4, and 3.6.10) should be standardized to convey the relevant information in a simple way. Referring to 3.5.5, it looks like this could be, “A title reserved for full-time non-tenure track faculty who have faculty position at another university.”</p>	We revised the definition and added further information in policy section 4.5.
	4.1.1			<p>“The University's commitment to teaching excellence is served by recruiting and retaining full-time, highly qualified faculty members. Non-tenure track-faculty (which include lecturers, appointment in residence faculty, visiting faculty/scholar, and other positions as defined in section 3.06 above) significantly contribute to overall academic</p>	Language removed.



				<p>excellence and the University’s mission.”</p> <p>Recommendation to remove the indicated language to simplify the sentence</p>	
	4.2.1			<p>“Such positions are not eligible for tenure or promotion through rank advancement related to tenure, regardless of the length of initial appointment.”</p> <p>Recommendation to delete the indicated language. A clear and succinct statement of the principle would be better.</p>	Language removed.
	4.2.2			<p>“Regardless of rank or appointment term, a faculty member designated as non-tenure track is an at-will employee.”</p> <p>The use of “appointment term” is unclear. Is it referring to: the first term (i.e. semester and year) that an individual was hired at the university, or the term (i.e. fall, spring, or summer) in which they were hired, or the stated term (i.e. duration) of their employment as</p>	Language changed.



				indicated in their letter of appointment? This should be cleared up in the policy.	
	4.2.4			<p>“Non-tenure-track faculty who wish to be considered for <u>move into</u> tenure-track positions must <u>apply for those positions in order</u> to be considered., even if they are currently teaching in the non-tenure-track position to be replaced by the tenure-track position.”</p> <p>What happens behind the scenes regarding who is in what faculty line is fluid and irrelevant. It just confuses the issue. A clear and succinct statement of the principle would be better than to have the qualifying language that tries to explain it. Recommendation to amend language as indicated.</p> <p>This is redundant with section 4.3.1. It is more relevant there. Consider deleting this section.</p>	Language changed.
	4.2.7			“Non-tenure track faculty are permitted but not required to	Language added.



				<p>perform service. <u>If they perform service, it should be accounted for and evaluated in their annual review.</u>”</p> <p>This is a key provision of this policy and is essential to maintain, if not to also strengthen. There are accreditation requirements in some areas where FTNTTF must provide service and other areas where it is essential to the operation of the department or program. Recommendation to keep this and to add the suggested language to ensure both accountability and recognition for services rendered.</p>	
	4.2.8			<p>“Non-tenure track graduate faculty may serve as academic directors and graduate program directors with the written permission of the Provost’s office.”</p> <p>Why is this limited to graduate faculty? Recommendation that “graduate” be removed from the beginning of the sentence.</p>	<p>We deleted “graduate” and “academic,” and added “program coordinators and directors.” We changed the language to “written permission of their dean in consultation with the Provost’s Office” to ensure departments are not handing off important administrative work to NTTF when it is not warranted.</p>



				<p>“Academic directors” is not defined in this or any other UVU policy. Recommendation that this be changed to “program coordinator or director,” both of which are already part of the UVU policy manual.</p> <p>Why does this require the written permission of the Provost’s office? Recommendation to delete “with the written permission of the Provost’s office.”</p>	
	4.3.1			<p>This section is redundant with section 4.2.4. I think it is most appropriate here under hiring..</p> <p>The shortened version of 4.2.4 suggested above is stronger than the language here, but if this section needs to be retained, consider the following revision to strengthen it.</p> <p>“Faculty members in lecturer positions shall go through the established hiring process when applying for tenure-track positions at the University or</p>	<p>We believe 4.3.1 is more specific in talking about reclassification.</p>



				<p><u>even</u> in cases where lecturer positions are reclassified as tenure-track positions.”</p>	
	4.3.2			<p>“Departments and candidates who violate federal and state regulations and university policies and practices <u>related to hiring, including national searches,</u> may be subject to discipline, including a permanent no hire for candidates that knowingly do so <u>and the loss of a faculty line for programs.</u>”</p> <p>Recommendation to strengthen and clarify language. Recommendation to add consequences for programs as well as for applicants.</p>	Language changed.
	4.3.3			<p>“Individuals hired as non-tenure track faculty shall be academically and/or professionally qualified for the discipline in which they teach. The department chair or designee shall maintain on file with the dean and Office of Academic Affairs appropriate qualification</p>	<p>Good point. The University keeps documentation for each position, so there is no need to keep a file. Language changed to, “The department chair or designee, working with their dean’s office, shall ensure the position description clearly states the academic and professional qualifications before</p>



				<p>documentation related to the position description for each individual hired. The terms of such appointments and the processes for making such appointments shall be consistent with UVU policies and hiring practices. Academic Affairs must provide new hires with a letter of appointment that describes the conditions of employment”</p> <p>Recommend to delete the indicated language. It is unclear what it means. Does it mean that we are all keeping documentation about what the appropriate qualifications are for each position description, or does it mean that we are all keeping documentation about the appropriate qualifications for each person who is hired? In either case, why would we all be doing this? Unless there is a compelling reason that isn't apparent, recommend that this sentence be deleted given that it imposes a compliance</p>	<p>opening a position for hire.” This also reflects our current practice with P&C.</p>
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				requirement without a clear justification or process/tool for doing so.	
	4.4.2			<p>“Newly hired non-tenure-track faculty shall be assigned an appropriate rank according to the department rank guidelines <u>definitions in this policy</u> (<u>appointment-in-residence 3.6.1 and 4.5.4; lecturer 3.6.2 and 4.5.3; visiting faculty/scholar 3.6.4 and 4.5.5</u>). Credit for previous <u>Previous</u> academic or professional experience and/or training may <u>should</u> be considered to when determine <u>determining</u> the appropriate rank.”</p> <p>Can we use this policy to guide us instead of having the departments create department rank guidelines?</p>	Language changed, though did not include parenthetical information and changed “should” to “may” to clarify.
	4.5.1			<p>“The degree <u>credentials</u> of a candidate <u>newly hired full-time non-tenure track faculty</u> must satisfy university and department non-tenure track criteria <u>be</u></p>	Language changed.



				<p><u>appropriate for the position they are hired into. All degrees shall be from regionally accredited institutions. These qualifications apply to initial appointments</u></p> <p>This section could be simpler as suggested above.</p> <p>“Credentials” is broader than “degree” and appointment-in-residence (4.5.4) doesn’t require a degree. For them, their reputation and body of work are the credential.</p> <p>“Appropriate for the position they are hired into” addresses regional accreditation of institutions.</p> <p>Given that departments must work with deans offices and the provost’s office on position descriptions and job offers, there is no need to develop “university and department non-tenure track criteria.”</p>	
	4.5.2			<p>“Departments must have a list of acceptable degrees for lecturers approved by the dean and</p>	Deleted.



				<p>Provost. Except in disciplines in which the bachelor's degree is the terminal degree, no department may hire lecturers with only a bachelor's or associate degree without the written approval of the dean and Provost."</p> <p>Recommend that this section be deleted. This could be covered by the proposed revisions to 4.5.1.</p>	
	4.5.3			<p>"Candidates for the position of lecturer, including placeholder and renewable positions, must have earned a regionally aeereditd degree <u>from a regionally accredited institution</u> in an appropriate discipline or professional field according to the guidelines in section 4.5.2 as determined by the department and approved by the dean."</p> <p>Recommendation to remove the distinction between placeholder and renewable positions since this applies to all lecturers.</p>	Language changed.



				<p>Institutions are regionally accredited, not degrees.</p> <p>Recommendation to remove the end of the sentence. This already takes place. See the comment on 4.5.1.</p>	
	4.5.5			<p>“Visiting faculty/scholar. A visiting faculty/scholar must have earned a <u>degree from a regionally accredited degree institution</u> in an appropriate discipline or professional field as determined by the department RTP committee; typically, the terminal degree in the discipline or field for the position they are hired into. The visiting rank must be consistent with the academic rank the individual <u>currently holds or previously held in a previous faculty position</u> at another institution. or appropriate to the visiting faculty/scholar position as negotiated and approved by the department chair, dean, and Provost. This appointment may be given only to an individual under temporary appointment to</p>	Language changed.



				<p>the University. Visiting faculty/scholars are those who the University expects will contribute pedagogical and content expertise to the department and University.</p> <p>Institutions are regionally accredited, not degrees.</p> <p>Keep the language broad.</p> <p>Rank should be the same as at their current or prior institution (i.e. not up for negotiation).</p>	
	4.7.1			<p>“When appropriate to their needs and funding, appointing departments are strongly encouraged to consider offering renewable reappointments for lecturers <u>full-time non-tenure track faculty</u> with highly accomplished teaching experience who can make significant contributions to the University's teaching mission.”</p> <p>Recommendation to streamline the wording and to make the language broader so that it applies</p>	Language changed.



				to appointment-in-residence and visiting faculty/scholar instead of just lecturers, unless that was the intent.	
	4.8.1			<p>“Departments with renewable non-tenure track positions <u>lecturers or appointment-in-residence faculty</u> must establish clear, measurable, and verifiable criteria, standards, <u>and evidence, and procedures leading to for</u> rank advancement.”</p> <p>This sentence could much simpler and shorter, but as a minimum, recommendation to remove “procedures” from the sentence. I don’t think we want 40+ departments developing different procedures for rank advancement.</p>	Language changed to respond to separate OGC comment.
	4.8.3			<p>“Advancement in rank refers to title and compensation only.”</p> <p>Uncertain why this is included; are there other things we think faculty will assume come with rank advancement? If so, it might be helpful to include what is not</p>	It is included to explicitly address questions regarding rank leading to permanent status and whether compensation is affected.



				part of rank advancement. Otherwise, this can be deleted from the policy. It adds nothing because everything here is covered elsewhere.	
	4.8.4			<p>“Rank advancement for non-tenure-track faculty members is initiated at the department level by the faculty member and awarded by the dean in consultation with Academic Affairs.”</p> <p>It is worth clarifying that this is initiated by the faculty member, not the department.</p>	Language changed.
	4.9.1			<p>“The required degrees of lecturers are found in section 4.5. The following qualifications apply to rank advancement.”</p> <p>This can be deleted from the policy. It adds nothing because this is covered elsewhere.</p>	Deleted.
	4.9.2 and 4.2.3			These could be combined. See recommendation for 3.6.2.	4.9.2 and 4.2.3 are addressing different issues. We assume the comment refers to 4.9.3, and it is now combined with 4.9.2.



	4.9.4 and 4.9.5			<p>These could be combined. See recommendation for 3.6.6.</p> <p>“Senior lecturers / <u>Senior appointment-in-residence faculty</u> must have a minimum of six years of <u>full-time teaching at UVU as a lecturer / appointment in residence faculty</u> and fulfillment of department rank advancement criteria for promotion to senior lecturer.”</p> <p>Recommend to add clarifying language that it must be six years of full-time teaching at UVU in these specific ranks.</p>	Combined.
	4.9.5			<p>“Senior appointment-in-residences (writers, artists, executives, professionals) must have a minimum of six years of teaching at UVU, scholarship, and/or service appropriate to the position and fulfillment of department rank advancement criteria for promotion to senior appointment-in-residence.”</p>	<p>Removed “writers” as it can be covered by “artists.”</p> <p>Great catch. The language has been addressed.</p>



				<p>Note that this is the only place in the policy where “writers” is included as an example for appointment-in-residence.</p> <p>Note that section 4.2.9 states that FTNTTF “shall not be given a reduced teaching load for scholarly/creative works,” but here it suggests that scholarly/creative works are common enough for these faculty that department criteria include it as a category for rank advancement.</p>	
	4.10.2			<p>“Because non-tenure track positions have no assurance of continuation, departments shall <u>should not</u> rely on non-tenure-track faculty members for the governance of the department <u>when tenure-track faculty members can reasonably perform those duties</u>. Departments may, however, assign non-tenure-track faculty governance or committee responsibilities when required for specialized or professional</p>	Language changed.



				<p>accreditation <u>or when otherwise needed.</u>”</p> <p>We do not have enough tenure-track faculty in every department to rely only on them for governance. We need more flexibility here. It would be great if governance were defined. Does this mean committee work and departmental / program service?</p>	
	4.10.3			<p>“Non-tenure track faculty shall not serve in departmental administrative roles or participate in any decisions regarding the retention, tenure, and promotion of tenure-track or tenured faculty. This restriction does not preclude their service in administrative or leadership assignments when necessary to meet specialized or professional accreditation requirements.”</p> <p>What is the definition of “administrative roles”? Does this include program coordinator? We need lecturers who can be in this role.</p>	<p>This only refers to RTP decisions. Program coordinators do not have administrative roles related to RTP.</p>



	4.10.4			<p>“With their dean’s written approval, appointing departments may permit senior or principal lecturers who are in good standing and consistently exceed expectations in teaching to participate as a nonvoting member in the appointment and promotion decisions of lecturers.”</p> <p>Recommendation to remove “appointing” since it doesn’t help the sentence.</p> <p>“Principal lecturers” aren’t defined in this policy and the term is used only in this section. Recommendation to remove the term.</p> <p>It is unclear how lecturers can “consistently exceed expectations in teaching” given that the annual review policy was recently changed to have only ratings of “does not meet expectations” and “meets expectations.”</p> <p>Recommendation to remove since there is no mechanism for recognizing this.</p>	<p>Removed “appointing” and changed “principal” to “distinguished.”</p> <p>Removed reference to exceeding expectations.</p>
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	4.10.5			<p>“By a majority vote of tenure-track or <u>and</u> tenured faculty and with the approval of the department chair, <u>and</u> dean, <u>and</u> Provost, appointing departments may permit lecturers of any rank to participate as nonvoting members in curricular matters within their unique area or areas of professional responsibility.”</p> <p>Recommend to change “or” to “and.”</p> <p>It is unclear why this needs provost approval. Recommend to delete.</p> <p>“Appointing” adds nothing to the sentence. Recommend to delete.</p> <p>Recommend to delete the reference to “unique area” since it doesn’t seem to be needed.</p>	Language changed.
	4.10.6			<p>What does this add that isn’t already covered. Recommend to delete.</p>	<p>While it may seem covered, it is to ensure clarity for particular situations. 4.10.6 covers departments funding through non-appropriated funds. They do not have any tenure-track or tenured faculty.</p>



	4.11.1			<p>The heading has a typo.</p> <p>Why is this open to senior lecturers but not distinguished lecturers? Why not lecturers?</p>	<p>Changed the language to NTTF so that their graduate standing can be addressed by graduate policies.</p>
	4.12.1			<p>This is the only section that doesn't follow the typical order of "full-time non-tenure track faculty."</p>	<p>Changed.</p>
	5.3.5			<p>"Candidates for rank advancement are responsible for maintaining a digital faculty portfolio that documents their contributions and accomplishments in teaching, scholarly/creative works, and service, consistent with their rank and department rank advancement criteria, from the most recent five <u>six</u> years at minimum."</p> <p>Note that section 4.2.9 states that FTNTTF "shall not be given a reduced teaching load for scholarly/creative works," but here it suggests that they include scholarly/creative works in their</p>	<p>Language changed regarding scholarship/creative works and service.</p> <p>Five changed to six.</p>



				<p>portfolio for rank advancement. This contradiction should be addressed.</p> <p>Recommendation to be consistent with six years of experience instead of using both five and six years within the document.</p>	
	5.3.8			<p>These are covered in 5.3.6 3). It is unclear why they need to be listed here as well.</p>	<p>This sets up that additional student evaluations (e.g., SCOTs) may be conducted/included. It does not refer only to SRIs.</p>
	5.5.1			<p>This section seems out of place here. It should be at the end of section 4.8 where the basic facts of rank advancement are established.</p>	<p>Moved.</p>
	5.5.3			<p>“The RTP committee shall review the rank advancement review portfolio according to approved university policy and the currently approved department rank advancement criteria for teaching. Rank advancement is only based on teaching, except when required for accreditation.”</p>	<p>Language made consistent.</p>



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				This isn't consistent with 4.9.5 or 5.3.5 which include service and scholarly/creative works. The lack of consistency in the document should be addressed.	
	5.5.9			Should the dean communicate the decision rather than the chair?	Yes, language changed.