



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Non-Tenure-Track Faculty	Policy Number	653
Section	Academics	Approval Date	June 23, 2026
Subsection	Faculty	Effective Date	June 23, 2026
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	Last Review	June 23, 2026

1.0 PURPOSE

1.1 This policy establishes the roles, rights, and responsibilities of full-time, benefits-eligible, non-tenure-track faculty at UVU and provides guidance on key employment matters such as hiring, initial appointment, reappointment, termination, rank advancement, and performance evaluations. For information about adjunct faculty, please see Policy 639 *Adjunct Faculty*.

2.0 REFERENCES

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



UTAH VALLEY UNIVERSITY Policies and Procedures

2.13 UVU Policy 631 *Student Evaluations of Faculty and Courses*

2.14 UVU Policy 632 *Academic Rank Advancement*

2.15 UVU Policy 633 *Faculty Performance Evaluation and Feedback*

2.16 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

3.0 DEFINITIONS

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

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

3.3 Full-time, non-tenure-track faculty: For the purposes of this policy, unless otherwise stated, “faculty member” refers to a full-time, non-tenure-track faculty member who are appointed 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. This broadly includes full-time faculty members whose primary responsibility involves teaching at the University. The different categories of non-tenure-track faculty include the following:

3.3.1 Appointment-in-residence: A category of a non-tenure-track faculty appointment. Typically, in-residence faculty have advanced experience and are recognized as leaders in their field.

3.3.2 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 and who have satisfied department criteria for advancement.

3.3.3 Lecturer: A category of non-tenure track faculty who have appropriate professional experience for their teaching position. Lecturers broadly include placeholder, visiting non-tenure-track faculty positions, and others as approved by Academic Affairs Council, the Provost, and People and Culture.

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



UTAH VALLEY UNIVERSITY

Policies and Procedures

3.3.5 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 and who have satisfied department criteria for advancement.

3.3.6 Visiting faculty/scholar: A title reserved for full-time non-tenure-track faculty, lasting no more than three years, who have a faculty position at another university, or are hired to fill gaps created by faculty members going on sabbatical or taking other leaves of absence.

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

4.0 POLICY

4.1 Policy Statement

4.1.1 The University's commitment to teaching excellence is served by recruiting and retaining full-time, highly qualified faculty members. Non-tenure-track-faculty as defined in section 3.3 significantly contribute to overall academic excellence and the University's mission.

4.2 Provisions of Non-Tenure-Track Positions

4.2.1 Non-tenure-track faculty positions may exist in any program at the University based on need and funding. Such positions are not eligible for tenure or promotion through rank advancement related to tenure.

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

4.2.3 Non-tenure-track-faculty who wish to move into tenure-track positions must apply for those positions to be considered.

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

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



UTAH VALLEY UNIVERSITY Policies and Procedures

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

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

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

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

4.3 Hiring of Non-Tenure Track Faculty

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

4.3.2 Departments and candidates who violate federal and state regulations and university policies and practices related to hiring, may be subject to discipline, including a permanent no hire for candidates and the loss of a faculty line for programs.

4.3.3 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, working with their dean's office, shall ensure the position description clearly states the academic and professional qualifications before opening a position for hire. 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.

4.4 Ranks for Non-Tenure-Track Faculty Member

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

4.4.2 Newly hired non-tenure-track faculty shall be assigned an appropriate rank according to the definitions in this policy. Previous academic or professional experience and/or training may be considered when determining the appropriate rank.



UTAH VALLEY UNIVERSITY Policies and Procedures

4.5 Required Degrees and Qualifications for Initial Appointments

4.5.1 The credentials of a newly hired full-time non-tenure-track faculty must be appropriate for the position they are hired into.

4.5.2 Lecturer. Candidates for the position of lecturer must have earned a degree from a regionally accredited institution in an appropriate discipline or professional field.

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

4.5.4 Visiting faculty/scholar. A visiting faculty/scholar must have earned a degree from a regionally accredited institution in an appropriate discipline or professional field for the position they are hired into. The visiting rank must be consistent with the academic rank the individual currently holds or previously held 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 the University. Visiting faculty/scholars are those who the University expects will contribute pedagogical and content expertise to the department and University. (See UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*.)

4.6 Annual Reviews of Non-Tenure Track Faculty

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

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

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

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



UTAH VALLEY UNIVERSITY Policies and Procedures

4.7 Continuing Appointment and Sabbatical Leave Eligibility

4.7.1 When appropriate to their needs and funding, departments are strongly encouraged to renew appointments for full-time non-tenure-track faculty with highly accomplished teaching experience who can make significant contributions to the University's teaching mission.

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

4.8 Rank Advancement for Non-Tenure-Track Faculty

4.8.1 Departments with lecturers or appointment-in-residence faculty must establish clear, measurable, and verifiable criteria, standards, evidence, and procedures for rank advancement. Departments may use their current teaching criteria and must set appropriate scholarship/creative works (e.g., maintaining currency in the field) and service expectations.

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

4.8.3 Advancement in rank refers to title and compensation only.

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

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

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

4.8.7 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.

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

4.9 Qualifications for Rank Advancement

4.9.1 The following qualifications apply to rank advancement:

4.9.2 **Distinguished lecturers / Distinguished appointment-in-residences** must have a minimum of six years of full-time teaching at UVU as a senior lecturer or senior appointment-in-



UTAH VALLEY UNIVERSITY Policies and Procedures

residence faculty and fulfillment of department rank advancement criteria for promotion to distinguished lecturer or distinguished appointment-in-residence.

4.9.3 Senior lecturers / Senior appointment-in-residences (artists, executives, professionals) must have a minimum of six years of full-time teaching at UVU and scholarship or service (if appropriate to the position), as a lecturer or appointment-in-residence faculty and fulfillment of department rank advancement criteria for promotion to senior lecturer or senior appointment-in-residence.

4.10 Role of Non-Tenure-Track Faculty in Governance

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

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

4.10.3 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.

4.10.4 With their dean's written approval, departments may permit senior or distinguished lecturers who are in good standing to participate as a voting member in the appointment and promotion recommendations of lecturers.

4.10.5 By a majority vote of tenure-track and tenured faculty and with the approval of the department chair and dean, departments may permit lecturers of any rank to participate as nonvoting members in curricular matters within their areas of professional responsibility.

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

4.11 Non-Tenure-Track Faculty Serving as Graduate Faculty

4.11.1 Non-tenure-track faculty with appropriate expertise may serve as graduate faculty according to university policies and may supervise or serve on graduate student thesis or project



UTAH VALLEY UNIVERSITY Policies and Procedures

committees if permitted by departmental and graduate school procedures, or with a majority vote of tenured and tenure-track faculty and the approval of the department chair and dean.

4.12 Discontinuation of Non-Tenure-Track Faculty

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

4.12.2 The Provost shall provide reasonable notice to either continue or discontinue a full-time non-tenure-track faculty member prior to the end of their appointment. The University shall make reasonable effort to give as much advance notice of discontinuance as is practical under the circumstances, but the notice of discontinuance must be no later than June 1.

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

5.0 PROCEDURES

5.1 Hiring Process

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

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

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

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

5.2 Non-Tenure-Track Faculty in Service Roles

5.2.1 Non-tenure-track faculty shall not serve in governance leadership roles that make decisions related to the recommendation for retention, tenure, or promotion for tenure-track or tenured faculty.



UTAH VALLEY UNIVERSITY Policies and Procedures

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

5.2.3 Full-time, non-tenure-track graduate faculty may serve as graduate program directors with the written permission of the Provost's Office.

5.3 Annual Performance Evaluations

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

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

5.4 The Faculty Portfolio

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

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

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

5.4.4 Rank advancement templates must be available and accessible to faculty on July 1.

5.4.5 Candidates for rank advancement are responsible for maintaining a digital faculty portfolio that documents their contributions and accomplishments, consistent with the faculty member's job description and assigned responsibilities, consistent with their rank and department rank advancement criteria, from the most recent six years at minimum.

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

- 1) An informational statement wherein the faculty member describes the nature of their contribution to the teaching mission of the department and the school or college, any additional duties related to specialized accreditation, any circumstances that helped or hindered their progress, and any other information that will be beneficial to the reviewers in evaluating the



UTAH VALLEY UNIVERSITY Policies and Procedures

material in the portfolio. This is not to be confused with self-assessments (see number 3 in this section);

2) A current curriculum vitae;

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

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

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

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

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

5.4.8 The portfolio must also contain the following evaluations:

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

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

5.5 The Rank Advancement Review Portfolio

5.5.1 The rank advancement committee chair creates the initial rank advancement review portfolio by adding the RTP committee's recommendation to the rank advancement portfolio.

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



UTAH VALLEY UNIVERSITY Policies and Procedures

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

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

5.5.5 The dean makes the final decision on whether to grant rank advancement.

5.6 Rank Advancement Portfolio Review Process

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

5.6.2 The RTP committee shall review the rank advancement review portfolio according to approved university policy, currently approved department rank advancement criteria for teaching, and the faculty member's job description and assigned responsibilities. The RTP committee shall add its written review and recommendation for or against rank advancement to the rank advancement review portfolio.

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

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

5.6.5 The department chair shall review the rank advancement review portfolio according to the currently approved department rank advancement criteria and university policy. No later than December 1, the department chair shall forward the RTP committee's recommendation and rank advancement review portfolio along with a written recommendation to the candidate and the dean.

5.6.6 No later than December 15, the faculty member may submit a written rebuttal to any recommendations up to and including the department chair's review for inclusion in the portfolio. A written rebuttal may not include any additional evidence that is not already available in the portfolio.



UTAH VALLEY UNIVERSITY Policies and Procedures

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

5.6.8 Within 14 days of the dean’s decision, the dean shall convey the decision in writing to the faculty member.

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

5.7 Notice of Renewal or Non-Renewal

5.7.1 The Office of Academic Affairs sends non-tenure-track faculty an annual letter of appointment.

5.7.2 Appointments are renewable for additional terms, subject to satisfactory performance and continuing programmatic need. Absent notice of non-renewal by June 1, the appointment will be considered renewed for the following term.

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

POLICY HISTORY		
Date of Last Formal Review: June 23, 2026		
Due Date of Next Review: June 23, 2031		
Date of Last Action	Action Taken	Authorizing Entity
June 23, 2026	New policy created through regular policy process.	UVU Board of Trustees