

**Full-time, Non-tenure-track Faculty:
Faculty Nomenclature and Senior Lecturer Appointment Process**

May 3, 2024

In addition to its tenure-stream faculty members, Butler University employs full-time faculty members whose contracts do not include provisions for tenure. These faculty members play a vital role in teaching our students and allow the University to respond to special needs and to fluctuations in enrollment. While recognizing the important service provided by non-tenure-track faculty, the University extends fair and equitable compensation and working conditions to non-tenure-track faculty. For historical reference, the senior lecturer appointment process was introduced in November 2018, and a phased implementation over three years began in 2019 at which time the process documented below took effect.

Butler University currently employs several categories of full-time, non-tenure-track faculty:

- Several academic units have faculty positions that are considered “Full-time, Continually Renewable, Non-Tenure-Track” faculty at the rank of Assistant, Associate, or full Professor. Such faculty are eligible for promotion through the faculty ranks and the pay increases associated with such promotion. The process for consideration of promotion to the rank of Associate Professor, and then Professor, is the same as for tenure-track faculty and entails submission of a dossier for consideration by the department/program, college professional standards committee, Dean, Provost, and President. Rank is ultimately conferred by the Board of Trustees. Full-time, continually renewable non-tenure track faculty are reviewed on an annual basis using the Faculty Activity Report. They are also reviewed on a periodic basis in accordance with college/library bylaws.
- Among non-tenure track faculty who do not hold professorial titles, there are distinctions between Instructors and Lecturers:
 - “Lecturer” is a faculty title for ongoing positions that are in the recurring budget. The role of Lecturer may or may not require a terminal degree. In some circumstances, Lecturers who meet specific requirements (e.g., terminal degree, specific disciplinary distinctions) may be appointed special titles, such as Artist in Residence, Scholar in Residence, Clinical Faculty, etc. Lecturers are not eligible for tenure, nor do they occupy professorial ranks. However, Lecturers may become eligible for appointment as “Senior Lecturer”

(procedures described below). All lecturers are reviewed on an annual basis using the Faculty Activity Report. Those holding the title of Lecturer are also reviewed on a periodic basis at the time of reappointment in accordance with college bylaws. For those holding the title of Senior Lecturer, periodic review will occur once every five years and will entail evaluation for reappointment by their Department Chair or a committee of peers within their department or academic program, and by their Dean.

- “Instructor” is a faculty title reserved for faculty who occupy a position that is temporary. Such positions may be used for sabbatical replacements, “emergency” appointments designed to address an unexpected surge in the size of the student body, or time-limited replacements for faculty serving in time-limited administrative roles, etc. Instructor positions may or may not require a terminal degree. In some circumstances, an Instructor who has a terminal degree may be appointed to the title of Visiting (Assistant, Associate) Professor. In addition, there may be other special titles for faculty who are in temporary positions (e.g., Visiting Artist, Master Practitioner). Any faculty member with a Visitor title should, indeed, be a visitor—this title should not be used for faculty roles that extend beyond a two-year period and are not eligible for renewal. Instructor roles do not recur at the end of the contract period, nor are instructors eligible for advancement in rank or title. Instructors whose contracts entail returning for a subsequent academic year are reviewed on an annual basis.

Faculty Selection

The Dean of the college is the hiring authority for faculty positions. When hiring full-time, continually renewable, non-tenure track faculty with professorial ranks, a national search should occur. When hiring Lecturers, the Dean will convene a search committee made of faculty members in the academic unit to which the appointment will be made. A search will occur and the committee will make recommendations to the Dean. In cases where an existing instructor line is transitioned to a lecturer line, the Dean will consult with the faculty in the relevant department/program to determine whether a search is necessary or whether the incumbent in the instructor line may be hired into the lecturer line. When hiring instructors, the Dean will work with the Department Chair or Program Director to identify and hire qualified candidates. Although instructor positions do not require a national search, Deans and Department Chairs/Program Directors should take appropriate measures to consult with faculty in that department/program before an appointment is made.

Faculty Appointments

All non-tenure track faculty members will hold contracts which specify:

- Position title and rank
- Salary
- Start date and term of appointment
- Reporting lines
- Responsibilities

Non-Renewal

Faculty members holding ongoing full-time, non-tenure positions (full-time, continually renewable, non-tenure track or lecturer/senior lecturer) should be given timely notice if their contracts are not to be renewed. Faculty should be told by December 15 if their contract is not to be renewed for the following academic year unless not being renewed for cause.

Rights and Responsibilities

Per the Faculty Handbook, full-time, non-tenure track faculty members generally have the same rights as tenure-track faculty members, except in areas involving tenure and the particular nature of their duties. This means, for example, that they receive the same employment benefits as tenure-track faculty members and are represented through the Faculty Senate. They are invited to participate in New Faculty Orientation, the Fall Academic Workshop, and a host of activities offered by our faculty development program. Instructors and Lecturers/Senior Lecturers may apply for select funds within our Holcomb Awards and Butler Awards programs, including travel- to-present grants, faculty development short course grants, instructional development grants, and mini-grants.

Conversion to Tenure Stream

The University should take care to evaluate whether non-tenure track faculty positions should be converted into tenure track positions. When such a conversion occurs, typically, a national search is required. Therefore, any decision to convert a non-tenure track position to a tenure track position that will be advertised nationally should be announced

by December 15, such that the faculty member occupying the non-tenure track role has appropriate time to find another position, should they decide not to apply for the tenure track role or should they apply and not be selected.

Appointment as Senior Lecturer

Those holding Lecturer status may be eligible for appointment as Senior Lecturer. This designation is reserved for individuals who have served Butler for eight or more years in a full-time capacity and whose performance demonstrates excellence in teaching *and* significant contributions to the department, college, and/or University in an area other than teaching. In rare occasions, an individual might be hired as Senior Lecturer as recognition of the level of experience or expertise that person brings with them to Butler.

Any Lecturer who has worked at Butler in a full-time faculty capacity may apply for consideration for appointment as Senior Lecturer during their eighth year of full-time faculty service. Documentation of excellence in the area of teaching and significant contributions to the department, college, and/or University will be provided to the department or academic program in which the Lecturer teaches. A committee of at least three departmental/program faculty colleagues and/or the college professional standards committee will review the materials and make a recommendation to the Dean. If the Dean determines the Lecturer has demonstrated such excellence, the Lecturer will be appointed as Senior Lecturer and will receive a new contract for a five-year period. In addition to the new title and longer contract term, the Senior Lecturer will receive an increase of \$3,000 in their base pay for the duration in which they occupy the Senior Lecturer role. If at any subsequent point in time (e.g., annual review or reappointment review), the Dean determines that faculty member no longer demonstrates the excellence necessary for the Senior Lecturer appointment, the title and associated pay increase will cease.