Jacobs School of Music
Concerning Full-time Tenure-Ineligible and Full-Time Visiting Appointments

1. Titles

   a. The classifications “lecturer/senior lecturer” and “academic specialist” shall be the sole full-time tenure-ineligible academic ranks used in the Jacobs School of Music.

   b. The rank of lecturer/senior lecturer may be used for both full-time and part-time tenure-ineligible appointments. In the case of appointments which are less than 1.0 FTE, the percentage of employment will be indicated on the official appointment (e-Doc) and the description “adjunct” will be used.

   c. The title of academic specialist may be used for tenure-ineligible appointments for persons who hold responsibilities that require them to be accountable to an academic supervisor. The focus of such positions should be on duties that support the academic mission of the Jacobs School of Music. While teaching is not the primary responsibility, they may on occasion teach courses for credit as part of their regular duties, provided that they possess the necessary academic qualifications for such teaching.

      i. Academic specialists will report to and be supervised by an appropriate member of the Jacobs School of Music faculty or administration, as determined by the dean.

      ii. Examples of suitable duties for persons appointed as academic specialists include, but are not limited to, coordination of associate instructors; coordination of instrumental, vocal, or ballet programs; coordination of centers; and coordination/supervision of technical areas such as audio, lighting, technical production, etc.

      iii. Any teaching undertaken by an academic specialist must have the prior approval of the chair and faculty of the department in which the course is offered and an appropriate teaching title must be assigned.

   d. Full-time visiting faculty may have the title of Visiting Lecturer, Visiting Senior Lecturer, Visiting Academic Specialist, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor.

2. Full-time tenured and tenure-track faculty must comprise no less than 80% of the total number of full-time faculty appointments in the Jacobs School of Music. The number of full-time tenure-ineligible faculty, including all lecturer/senior lecturer and academic specialists, and full-time visiting faculty, including post-doctoral fellows, should be no more than 20% of the total number of full-time faculty. This restriction does not apply to the number of tenure-ineligible faculty who may be appointed at less than 1.0 FTE, nor to full-time visiting faculty.
who are replacements for faculty on leave.

3. The dean shall carefully consider the balance between full-time tenure-eligible and tenure-ineligible positions in individual departments.

4. Consistent with the dean’s assessment of balance as described in 3 above, individual departments shall have the prerogative of determining those full-time positions eligible for lecturer/senior lecturer or academic specialist appointments, and those positions should be advertised as such.

5. Search and screen procedures for engaging full-time faculty at the rank of lecturer/senior lecturer or academic specialist shall be the same as for tenure-track faculty. At the time of the search, positions will be designated as “renewable, tenure-ineligible.” Appointments at less than 1.0 FTE, or visiting appointments, may be made without a search, unless it is known that the appointed faculty member is being considered for a full-time or permanent position in the near future.

6. Reclassification of position
   a. A change from a full-time lecturer/senior lecturer appointment to a tenure-probationary appointment at the request of the faculty member holding the position can, in some cases, be treated as a promotion. If approved by the campus, the advertisement and search requirements for such a tenure-probationary appointment may be waived, provided that (i) the initial appointment was made on the basis of a national search, (ii) the process of promotion follows the guidelines and requirements applicable to tenured and tenure-track positions, and (iii) the promotion is approved by the school's Promotion and Tenure Committee. Waivers such as this will be judged on a case-by-case basis, since they represent exceptions to usual policy.
   b. The person holding an appointment as academic specialist may not request a change from a full-time academic specialist appointment to either a tenure-probationary appointment or to a lecturer/senior lecturer appointment.
   c. A position may not be reclassified from tenure-track to tenure-ineligible or vice versa unless the position is vacant and is re-advertised, except under the circumstances described in 6a above.
   d. Faculty holding full-time visiting appointments may be changed to a full-time lecturer/senior lecturer appointment or to a tenure-probationary or tenured position if the appointment is made on the basis of a national search.

7. Appointment
   a. Full-time lecturers and academic specialists shall begin with a probationary period of not less than three and not more than six years. Senior lecturers may begin with a
probationary period or may be appointed initially to a long-term rolling three-year contract.

b. Lecturers may be considered for promotion to senior lecturer at any time after three years as a full-time faculty member. During the sixth year a lecturer must be considered for promotion to senior lecturer on a long-term rolling three-year contract.

c. Senior lecturers appointed with a probationary period and academic specialists may be considered for appointment to a long-term rolling three-year contract at any time after three years as a full-time faculty member, but there is no promotion above these ranks. Consideration for a long-term contract must occur by the sixth year of appointment.

d. Visiting faculty may be appointed for any length of time up to two years, except in special circumstances approved by the Vice Provost for Faculty and Academic Affairs.

8. Reappointment and promotion for tenure-ineligible positions

a. Reappointment decisions for lecturers/senior lecturers during the probationary period will be based on the departmental evaluation of the duties assigned to them (primarily teaching responsibilities). The dean will consult with the department and with members of the Administrative Committee before making a final decision.

b. Reappointment decisions for academic specialists during the probationary period will be based on the evaluation by the academic supervisor. Any teaching undertaken by the academic specialist shall be evaluated by the chair and faculty of the relevant department. The dean will consult with the academic supervisor and with members of the Administrative Committee before making a final decision.

c. Promotion from lecturer to senior lecturer and appointment to a long-term rolling three-year contract for all tenure-ineligible faculty will follow Jacobs School of Music procedures equivalent to those followed for tenure-probationary faculty. Promotion and long-term reappointment decisions, however, will be final within the School and will not involve committees and administrators outside the Jacobs School of Music. These decisions will be based on the following:

i. Evaluation by the department or academic supervisor, based on material submitted by the candidate (including teaching evaluations if appropriate) and letters from relevant people outside the department

ii. Evaluation by the Jacobs School of Music Promotion and Tenure Committee, based on the candidate’s dossier and the recommendation of the department or academic supervisor

iii. Decision by the dean.
In order to earn the right to a long-term contract, tenure-ineligible faculty must demonstrate excellence only in those responsibilities that have been assigned to them (teaching and/or service) and not in the area of research/creative activity.

d. Reappointment and promotion decisions will follow the schedule for tenure-track faculty; normally these decisions will be made during the next-to-last year of the relevant period of appointment. In the event of non-reappointment, faculty in their first year must be given notice not later than February 1. During the second year of service, notice must be given not later than November 15. During the third and subsequent years, at least twelve months’ notice must be provided. Candidates in the sixth year of the probationary period who do not receive reappointment to long-term contracts will not be eligible for reappointment.

9. Non-reappointment for tenure-ineligible positions

a. During the probationary period (prior to consideration for a long-term contract), an assessment of less than Very Good in the fulfillment of a tenure-ineligible faculty member’s duties, while not automatically resulting in non-reappointment, may be the basis of a non-reappointment decision. Non-reappointment may also occur because of closure or permanent downsizing of the program in which the faculty member serves, because of financial exigency, or because of professional incompetence or serious misconduct on the part of the faculty member. A non-reappointment decision will be determined by the dean in consultation with the department and/or academic supervisor, as appropriate.

b. After the probationary period, dismissal of a tenure-ineligible faculty member on a long-term contract may occur because of closure or permanent downsizing of the program in which the faculty member serves, because of financial exigency, or because of professional incompetence or serious misconduct of the faculty member. A decision to dismiss a faculty member will be determined by the dean in consultation with the department and/or academic supervisor, as appropriate; the School Promotion and Tenure Committee; and the School Administrative Committee.

10. Given that full-time lecturer/senior lecturer appointees are not responsible for research/creative activity, it is expected that their teaching loads will be heavier than tenure-track faculty in comparable areas. The expected teaching load for each appointment will be determined by the Jacobs School of Music administration in consultation with the department concerned, but cannot exceed the campus maximum of the equivalent of a total of six courses during the fall and spring semesters.

11. Because teaching is the major focus of their positions, lecturers/senior lecturers with full-time appointments are encouraged to participate in campus, regional, and national activities related to teaching, such as the campus Scholarship of Teaching and Learning (SOTL) program.
12. Voting rights and committee assignments

a. Lecturers/senior lecturers shall be ineligible to vote on the hiring, reappointment, tenure, or promotion of tenure-eligible faculty. The question of voting rights on other issues shall be determined by the individual department, provided that the voting participation of all tenure-ineligible faculty in the department is structured in such a way that reserves at least 60% of voting weight to tenure-track faculty.

b. Lecturers/senior lecturers shall be ineligible to represent their departments on the School of Music Council and are not eligible for academic administrative appointments at and above the department chair level. The service of lecturers/senior lecturers on other Jacobs School of Music committees will be at the discretion of the department, the administrative committee, and the School of Music Council, where appropriate.

c. Academic specialists shall be ineligible to vote on the hiring, reappointment, tenure, or promotion of tenure-eligible faculty, and on the hiring, reappointment and promotion of tenure-ineligible faculty. Because their teaching is intended to be occasional in nature, academic specialists shall not hold voting rights within any Jacobs School of Music department, and shall be ineligible to represent an academic department on any policy-making committee or similar body in the Jacobs School of Music. Academic specialists are not eligible for academic administrative appointments at and above the department chair level.

d. Lecturers/senior lecturers and academic specialists will ordinarily not be appointed to doctoral advisory or research committees, but their departments or supervisors may petition the dean to allow exceptions. The Director of Graduate Studies will work with the department or supervisor to determine the role of tenure-ineligible faculty in these committees and in doctoral hearings and recitals. Tenure-ineligible faculty are not members of the Graduate Faculty except as special exceptions, approved through the Graduate School.

13. Visiting and adjunct appointees do not have voting rights in faculty governance at the University or School level. They will not be appointed to doctoral advisory or research committees nor to any policy-making committee in the School. The services of visiting and adjunct faculty on other Jacobs School of Music committees, including various types of departmental exam committees (auditions, recital hearings, proficiency exams, etc.) will be at the discretion of the department with the approval of the dean.

14. The Instructional Policy Committee and the Budgetary Advisory Committee of the Jacobs School of Music shall undertake reviews of the distribution and effectiveness of full-time tenure-ineligible ranks within the School and will report their findings to the School of Music Council. These reviews should take place at least every three years.

15. Benefits. Insurance, retirement, family leave and medical leave benefits for tenure-ineligible faculty are determined by the University. Lecturers, senior lecturers, and academic specialists are not eligible for sabbatical leaves or paid professional learning leaves in the Jacobs
School of Music.

16. All other policies not specified in this document shall automatically follow existing Jacobs School of Music and University policies.

Approved by School of Music Council
February 10, 2011