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## **CHAPTER 2. RECRUITMENT, APPOINTMENT, AND CATEGORIES OF FACULTY**

This chapter defines categories of faculty and sets out DePaul University's policies for recruitment, appointment, and review of faculty members. It also addresses change of faculty affiliation or status and summer session appointments. As stated in Section 1.1 of this Handbook, the faculty as a whole is vested with primary governance responsibility for academic and scholarly activities and faculty personnel matters within the university. As a general rule, full-time faculty members (both tenure-line and term) are entitled to participate and vote in decisions made in the academic programs, departments, schools, and colleges with which they are affiliated. However, some matters including faculty hiring, tenure, promotion, and review are restricted exclusively to tenure-line faculty.

### **2.1 Recruitment Policies**

Academic deans, local academic unit officers, and academic program directors have responsibility for initiating the process for faculty appointments, with the exception of the position of dean.

Consultation with the tenure-line faculty of the local academic unit, as defined by the unit's written policies, is required for the appointment of all full-time faculty and local academic unit officers. Only in rare instances and for compelling reasons will an appointment be made over the expressed opposition of the local academic unit faculty. In such circumstance, the dean shall, in writing, inform the local academic unit of the specific reasons for overturning the judgment of the faculty.

Faculty involved in the search process are individually accountable for following the university's equal employment opportunity policies.

DePaul University provides equal employment opportunities to all employees and applicants for employment. As an Equal Opportunity Employer, DePaul does not discriminate or permit discrimination on the basis of race, color, religion, national origin, age, disability, sexual orientation, gender identity, military or veteran status, genetic information, marital status, parental status, ancestry, source of income, or any other classes protected by local, state, and federal law.

In order to provide for the most diverse and highest quality faculty, DePaul is committed to searches conducted in the broadest possible markets.

Entry-level hiring for tenure-line positions presumes a national search. A national search is defined by the practices of the disciplinary or interdisciplinary field and generally includes advertisements as customary in the discipline, recruitment at national conventions, and similar wide outreach.

In limited cases the requirements for a national search may be waived if a scholar of exceptional merit has already been identified as a target of opportunity hire, particularly if that scholar would enhance DePaul's diversity profile or bring difficult to find expertise to the University.

1 A local academic unit's written request to waive the search requirement for an academic appointment  
2 must be approved by its tenure-line faculty. The request must convince the dean and the provost that the  
3 candidate is fully qualified for the position. Evidence of the candidate's significant accomplishments and a  
4 rigorous review of the candidate's qualifications in teaching, research and other creative activities, and  
5 service are expected in the subsequent preparation of the appointment recommendation.  
6

## 7 **2.2 Initial Academic Appointments**

### 8 **2.2.1 General Criteria and Policies**

9  
10  
11 The faculty has a major responsibility for fulfilling the principal functions of the university: teaching,  
12 scholarship, research and other creative activities, and service. DePaul appoints its faculty on the basis of  
13 scholarly achievement and the promise of continuing academic growth, competencies directly related to  
14 the university's academic goals and programs, and acceptance of the principles as stated in the  
15 Employment Policies and Procedures section of this Handbook.  
16

17 The principal criteria for initial appointment and promotion in academic rank are: quality of teaching;  
18 scholarship, research or other creative activities; and service.  
19

20 General university criteria are subject to further specification standards adopted by colleges, schools and  
21 local academic units. Criteria, which are approved by and included in official documents of the academic  
22 units, are as binding on the members of those units as are the general university standards for which they  
23 provide explication. Should there be a difference between the two sets of criteria, those of the university  
24 shall prevail.  
25

26 Authority to appoint faculty rests with the university president. In practice, this authority is regularly  
27 delegated to the provost, who carefully reviews the terms of the proposed faculty contract before it is  
28 approved and issued. The review is to assure that the terms of the proposed faculty contract are  
29 compatible with university policies, accepted academic standards, and principles of equity with respect to  
30 other DePaul faculty members in comparable positions.  
31

32 The Office of the Provost has overall responsibility for monitoring academic appointments. This office  
33 establishes policies and procedures related to faculty employment that are compatible with the general  
34 university guidelines. These guidelines assume, however, that most of the initial responsibility for the  
35 selection process resides with academic deans, local academic officers, and directors of academic offices.  
36

37 Initial appointments are in contract form, each including:  
38

- 39 1. Salary
- 40 2. Length of contractual service
- 41 3. Academic rank
- 42 4. Tenure status
- 43 5. Affiliation with an academic unit, that is, a particular college/school, academic department, or  
44 academic program.

1 The offer letter to the faculty member includes specific terms, which are then incorporated into the formal  
2 contract. The initial contract may be for one, two, or three years on the recommendation of the academic  
3 dean and with the approval of the provost.

4  
5 If the initial contract comes with tenure, it must meet the criteria of section 2.2.2 below. An initial  
6 contract may not result from a Change of Status (2.6.2).

7  
8 Two or more members of the same family may be given faculty appointments, even in the same  
9 college/school or local academic unit. However, such an appointment will not be made in a situation in  
10 which one member of the family holds an administrative position that requires a judgment on the other  
11 member's qualifications for appointment and salary. Similarly, after the initial appointment, one member  
12 of a family is not eligible for an administrative appointment in a unit of the university that would require  
13 the above-mentioned judgments on the qualification of another member of the family.

### 14 15 **2.2.2 *Hiring With Tenure upon Initial Appointment***

16  
17 The granting of tenure upon initial appointment shall be at the discretion of the local academic unit  
18 officer, the dean, and the provost, after a rigorous peer review by the local academic unit's tenured  
19 faculty. The personnel committee of the unit (or equivalent) shall conduct an evaluation of the candidate  
20 applying the unit's tenure and promotion guidelines (which themselves must be consistent with the  
21 university criteria) and shall report to the tenured faculty prior to the vote. All initial appointments with  
22 tenure must include a vote of the local academic unit tenured faculty with a recommendation for or  
23 against tenure.

24  
25 The university hires a candidate with tenure upon initial appointment only if the individual satisfies one or  
26 more of the following criteria:

- 27  
28 1. Prior academic achievement comparable to incoming rank at DePaul;  
29 2. Extensive, relevant non-academic experience; or  
30 3. Appointment to provost, dean or local academic unit officer positions.

31  
32 Persons who are already full-time or part-time employees of DePaul University in any capacity (except  
33 "Visiting Faculty" as defined in Section 2.3.3) are not eligible for initial appointments with tenure under  
34 this section, but must instead be first appointed without tenure to the tenure-line faculty and subsequently  
35 evaluated under the tenure process outlined in Chapter 3 of this Faculty Handbook.

36  
37 Faculty hired with tenure at the rank of Associate Professor or Professor upon initial appointment must  
38 have appropriate qualifications and prior experience. Only a candidate with an exceptional record may be  
39 appointed with tenure under this section if the candidate has not previously been granted tenure at another  
40 institution.

41  
42 In order to appoint a new faculty member at the rank of full professor who has not previously held that  
43 rank at a recognized college or university, there must be an evaluation of the candidate's scholarly or  
44 creative record by the local academic unit's tenured faculty and a minimum of three outside experts who

1 have been sent the appropriate materials. Selection of reviewers and the appropriate materials to submit to  
2 the reviewers follows the external review procedure described in Chapter 3.

3  
4 In order to appoint with tenure a candidate whose experience is primarily nonacademic, the tenured  
5 faculty of the unit must include in the departmental vote and request for an appointment a written case for  
6 the strength of the candidate's non-academic experience.

7  
8 Individuals under consideration for appointment to provost, dean, or local academic unit officer positions  
9 can be appointed with tenure. These candidates must have demonstrated scholarly and academic  
10 credentials or extensive relevant experience. The administration initiates appointments with tenure to  
11 these positions. For dean or local academic unit officer positions, the provost, with a consultative vote of  
12 the tenured faculty on the issue of tenure within the appropriate unit, will make the initial appointment  
13 with tenure. When appointing a provost, the president, with a consultative vote of the tenured faculty on  
14 the issue of tenure within the appropriate unit, will make the initial appointment with tenure. When  
15 appointing a president, the Board of Trustees, with a consultative vote of the tenured faculty on the issue  
16 of tenure within the appropriate unit, will make the initial appointment with tenure. The university would  
17 normally provide an additional permanent position and funding to the local academic unit if and when the  
18 dean, provost or president returns to a faculty position.

## 19 20 **2.3 Full-Time Faculty Appointments**

21  
22 All full-time faculty fall into three categories: tenure-line faculty, term faculty and special appointments.

### 23 24 **2.3.1 *Tenure-line Faculty***

25  
26 Tenure-line appointments may be at the rank of instructor awaiting terminal degree conferral, assistant  
27 professor, associate professor, or full professor. All tenure-line appointments shall involve an evaluation  
28 of the candidate's qualification based on the approved policies and procedures of the local academic unit,  
29 as well as a vote of the tenure-line faculty of the unit, except under circumstances stipulated in Section  
30 2.2.2.

#### 31 32 **Instructor Awaiting Terminal Degree Conferral**

33  
34 Candidates who are hired into tenure-line positions but have not successfully completed all requirements  
35 for the terminal degree may be appointed to this rank with the stated expectation that, upon conferral of  
36 the degree, the faculty member will be appointed to a tenure-line position at the rank of assistant  
37 professor. Typically, the period of time as an instructor in this category would be one year, and only  
38 under rare and compelling circumstances should it exceed two years. Time in rank as instructor in this  
39 category may count towards tenure; the probationary period is determined by an agreement between the  
40 dean and the faculty member in the initial contract as assistant professor. The annual performance review  
41 process (Section 2.3.4) will be used to determine whether contract renewal for the next academic year is  
42 appropriate and desired. The tenure clock would start the September after the university receives  
43 confirmation of the candidate's terminal degree.

1 **Assistant Professor.** The doctorate or other terminal degree is required for this rank. Exceptions are  
2 made for candidates who have already attained recognition for scholarly or other relevant professional  
3 achievements and who give promise of continued academic development. The assistant professor should  
4 demonstrate a potential for becoming an effective teacher, for pursuing scholarship, research, and/or other  
5 creative activities, and for service.  
6

7 **Associate Professor.** In addition to the requirements for assistant professor, the candidate must  
8 demonstrate consistently effective teaching performance. The candidate should also show evidence of  
9 notable scholarship, research, and/or other creative activities, and service. For this rank, the candidate  
10 should show significant involvement in university activities at the local academic unit and beyond. This  
11 rank is reserved for those with recognized academic achievements.  
12

13 **Professor.** In addition to the requirements for associate professor, candidates must give evidence of  
14 continued scholarship, research, and/or other creative activities, the quality of which is recognized by  
15 their peers inside and outside the university. Candidates for this rank must also show a record of notable  
16 service contributions at the university level. Effective teaching remains mandatory for this rank. This rank  
17 is reserved for those with recognized academic achievements.  
18

### 19 **Tenure-line Joint Appointments** 20

21 A faculty member may receive a joint appointment or affiliation in two local academic units. For a joint  
22 appointment in two units, a candidate for initial appointment must be evaluated and recommended by the  
23 faculty of both local academic units. The criteria for determining eligibility for such a joint appointment  
24 are those for the usual initial appointment.  
25

### 26 **2.3.2 Term Faculty** 27

#### 28 **2.3.2.1 Definitions and Scope** 29

30 Term faculty positions are full-time, non-tenure-line, and do not lead to tenure.  
31

32 The university uses term faculty positions to:

- 33 • Retain a cadre of effective and committed teachers who can provide instructional continuity;
- 34 • Maintain flexibility in allocating resources for faculty positions;
- 35 • Bring in outstanding individuals who will enrich the learning experience through their  
36 professional qualifications and experiences from careers outside academia;
- 37 • Provide additional time for scholarly pursuits of tenure-line faculty;
- 38 • Deal with exigent circumstances, such as replacing faculty on leave, filling vacancies that occur  
39 too late to conduct an appropriate search for a tenure-line faculty appointment, filling a vacancy  
40 resulting from an unsuccessful search for a tenure-line faculty member, or staffing a new and  
41 developing program;
- 42 • Teach in and administer programs that deliver a high volume of service-level courses and/or  
43 require specialized skills or knowledge to run.  
44

1 The university does not use term faculty positions to:

- 2
- 3 • Permanently replace a tenure-line position;
- 4 • Avoid adding new tenure-line positions when merited; or
- 5 • Provide a safe harbor for faculty whose tenure status is in jeopardy. (Section 2.6.2)
- 6

7 The percentage of term faculty in a local academic unit should not be more than 30% of the full-time  
8 faculty in that unit. Units may exceed 30% if approved by majority votes of the unit's tenure-line faculty  
9 and by the Faculty Council. Such exemptions are typically granted to: (i) units with new or developing  
10 programs; (ii) units whose primary instructional programs involve clinical and similar professional  
11 activities not usually covered by tenure-line faculty, and (iii) units whose primary instructional  
12 obligations are not typically met by tenure-line faculty due to extraordinary responsibility for service-  
13 level courses.

14  
15 Term faculty may use the grievance and appeals processes set out in Chapter 5, except as delimited by  
16 Section 2.3.2.6.

### 17 18 **2.3.2.2 Term Faculty Ranks**

19  
20 Term faculty may be appointed at the ranks of Instructor, Professional Lecturer, and Senior Professional  
21 Lecturer.

22  
23 **Instructor:** A term faculty member without a terminal degree is usually hired at the rank of Instructor.  
24 Such faculty members are normally hired to satisfy short-term curricular needs and to provide support in  
25 staffing skills-oriented areas of the curriculum. The primary responsibility of instructors is teaching, and  
26 their duties usually do not involve service to the unit or other professional activities. Instructors may be  
27 called upon to carry out minor administrative functions to help support programmatic and teaching-  
28 related activities. The College of Law, in keeping with the general practice of law schools, may use the  
29 title Visiting Assistant Professor for individuals hired at the rank of Instructor.

30  
31 **Professional Lecturer:** This rank is reserved for term faculty who satisfy one or more of the following  
32 criteria:

- 33
- 34 • Hold a terminal degree in their instruction area;
- 35 • Have satisfactorily taught at the rank of instructor for three years; or
- 36 • Possess professional qualifications and achievements equivalent to a terminal degree in the  
37 relevant field.
- 38

39 The primary responsibility of professional lecturers is teaching, and their duties include service to the unit  
40 and other professional activities deemed appropriate by the unit and the dean. Professional Lecturers may  
41 be called upon to carry out minor administrative functions to help support programmatic and teaching-  
42 related activities. An academic unit may also appoint to this rank those who have equivalent professional  
43 experience upon initial hiring. After five years of satisfactory service and upon a formal review by the  
44 unit, professional lecturers are eligible for promotion to the rank of Senior Professional Lecturer.

1  
2 **Senior Professional Lecturer:** This rank recognizes the contributions of term faculty who have served at  
3 the rank of professional lecturer and have demonstrated superior performance as a teacher. Senior  
4 Professional Lecturers may be called upon to carry out minor administrative functions to help support  
5 programmatic and teaching-related activities. An academic unit may also appoint to this rank those who  
6 have equivalent professional experience upon initial hiring. After five years of satisfactory service and  
7 upon a formal review by the unit, professional lecturers are eligible for promotion to this rank.

8  
9 An academic unit may also appoint to this rank an individual who, upon initial appointment, has  
10 equivalent professional experience. Senior professional lecturers have the same duties as professional  
11 lecturers.

### 12 13 **2.3.2.3 Functional Titles**

14  
15 Colleges shall confer upon term faculty members functional titles to reflect their particular status or role  
16 within the unit. The terms “Assistant Professor,” “Associate Professor,” and “Professor” must only be  
17 used with a modifier. Such titles will not affect the person’s rank and should be set out explicitly in the  
18 faculty member’s contract. Functional titles should not be created on an ad hoc basis, but created and  
19 defined by each local academic unit, in consultation with term faculty within the unit, to reflect its  
20 programs and special needs. The titles shall be approved in writing by a simple majority of unit tenure-  
21 line faculty, the dean and the provost in turn, and should appear in local academic unit governing  
22 documents.

### 23 24 **2.3.2.4 Responsibilities and Participation in Governance**

25  
26 The primary responsibility of term faculty will be teaching and, as such, term faculty appointments  
27 generally carry higher teaching loads than tenure-line appointments. However, term faculty also have a  
28 responsibility for continued professional development, for which the units must provide appropriate  
29 support. Continued professional development is a criterion for evaluation of term faculty. Each unit’s  
30 definition of professional development, and criteria for evaluation of professional development must be in  
31 writing and made available to term faculty.

32  
33 Term faculty at the rank of professional lecturer or above may be involved in the typical service activities  
34 of faculty in the unit. These activities may include advising and the creation and supervision of the  
35 curriculum, based on the unit’s written policies. In general, term faculty have the right to participate in  
36 faculty governance except in matters related to hiring, retention, promotion, and tenure. As the annual  
37 performance review is a process that is separate and apart from hiring, retention, promotion and tenure,  
38 term faculty should not be excluded from participating with tenure-line colleagues in establishing their  
39 performance review guidelines. For term faculty who serve as program administrators, participation in  
40 faculty governance also includes hiring and reviewing adjunct faculty in their program and contributing to  
41 the review of term faculty in their program, as specified in their contract. The local academic unit officer  
42 should ensure a fair balance of the term faculty members’ teaching load, service and administrative  
43 responsibilities, as well as the unit’s expectations for continued professional development.

### 2.3.2.5 Hiring and Contract Duration

Term faculty members are initially hired on one- or two-year contracts.

An evaluation of the candidate's qualifications and input by faculty of the local academic unit, as specified in the unit's personnel policies, must precede the initial hiring of a term faculty member. In the absence of personnel policies regarding faculty input, hiring will require a vote of the unit's tenure-line faculty.

For initial appointment (and any subsequent reappointments), the duties of the term faculty member and evaluation criteria must be specified in writing and approved by the unit or its personnel committee.

Annual performance reviews to support recommendations regarding reappointment shall follow an informal review process, defined by the unit, except where a more extensive formal review, also defined by the unit, is required, i.e., for promotion in rank, consideration of long-term contracts, or non-reappointment of a senior professional lecturer. Local academic units shall articulate and clearly communicate to candidates where informal reviews or formal reviews are required.

Term faculty may be reappointed to one- or two-year terms as described in the following section. The specific peer review and evaluation process for each unit or college will be developed by the faculty and specified as part of the unit's personnel policies. There is no limit to the number of reappointments.

Upon the satisfactory completion of at least three years of service, a term faculty member will be eligible for, and may apply for, a longer-term contract ranging from three to five years, with specific length and duties determined based on the needs of the unit in consultation with unit faculty. The application will be reviewed according to Section 2.3.2.6. Term faculty who are appointed as program administrators or center directors and are eligible for long-term contracts should be offered long-term contracts.

Exceptions include, but are not limited to, enrollment concerns, temporary appointments, grant-supported positions, and newly established programs or centers. Long-term contracts may be renewed, with each renewal following the formal review process established by the local academic unit. If the candidate is reappointed without a long-term contract due to the candidate's performance, they may reapply after two additional consecutive years of service. If the candidate is reappointed without a long-term contract for any reason other than the candidate's performance, the candidate may reapply the following year.

### 2.3.2.6 Reappointment and Termination

Term faculty appointments carry no right of reappointment at the conclusion of a contract.

The dean or local academic unit officer shall give term faculty appropriate notice before a decision is made on reappointment. Term faculty may submit supporting materials for reappointment to the dean or the local academic unit officer, according to the unit's performance review process.

The dean or local academic unit officer shall give term faculty written notice of the decision for reappointment or non-reappointment by April 10. The faculty member may report failure to provide

1 timely notice of the decision to the next level academic officer. That notice shall be provided within ten  
2 business days of the report of failure to provide timely notice.

3  
4 Consideration of a long-term appointment for a term faculty member shall include an evaluation by the  
5 unit (based on the unit's written personnel policies), an opportunity for the candidate to submit supporting  
6 documentation, a vote of the unit's tenure-line faculty, and review by the dean and provost.

7  
8 Non-reappointment of an instructor or professional lecturer shall involve input by the faculty of the local  
9 academic unit as specified in the unit's personnel policies. In the absence of such personnel policies  
10 regarding faculty input or review, the decision rests with the local academic unit officer. Non-  
11 reappointment of senior professional lecturers requires a formal review process by the unit.

12  
13 Term faculty may not grieve the university decision's not to reappoint. Term faculty may appeal the  
14 university's decision not to reappoint only on the grounds of academic freedom violation or  
15 discriminatory practices prohibited by university policies or applicable federal, state, or local laws. Term  
16 faculty appeal procedures are detailed in Chapter 5.

### 17 18 **2.3.3 *Special Appointments***

19  
20 Special appointments may take the form of visiting faculty, research faculty (for example, post-doctoral  
21 fellows), and University Professors. These positions are so designated because the appointment has a  
22 definite time limitation or is an appointment whose continuation is directly connected to the faculty  
23 member's program.

24  
25 During the period of the visit, the university may consider appointing faculty holding a special  
26 appointment for a tenure-line faculty appointment. Consideration for appointment with tenure must  
27 follow procedures in Section 2.2.2. Consideration for appointment into a tenure-line but untenured  
28 position must follow procedures in Section 2.3.1. The university's requirement for an outside search must  
29 be met, unless waived under the waiver standards of Section 2.1.

### 30 31 **University Professor**

32  
33 The president may make special full-time university appointments. Such appointments are limited to (i)  
34 high-level administrative staff, the nature of whose responsibilities include supervision of academic  
35 policies or (ii) special honorific appointments in furtherance of the university's goals and mission. Special  
36 appointments are made by a formal contract which indicates the scope of responsibilities and limitations  
37 attached to the appointment.

38  
39 Faculty appointed as university professor are not affiliated with any academic unit and may not  
40 participate in the governance, service, or educational activities of the unit except with the expressed  
41 consent of the tenure line faculty of the unit.

## 1 **Visiting Faculty**

2  
3 Appointment as a visiting faculty member is reserved exclusively for faculty members who are employed  
4 by a home institution other than DePaul and retain that employment relationship during a full or part-time  
5 appointment at DePaul. The home institution of the visiting faculty member will ordinarily be another  
6 institution of higher education, but may be a foundation, a corporation or a government agency or other  
7 appropriate body. In rare cases, artists or scholars of national stature who do not have a home academic  
8 institution may be considered for visiting faculty positions.

9  
10 Visiting faculty members may have the titles Visiting Assistant Professor, Visiting Associate Professor,  
11 or Visiting Professor. The qualifications for each rank are the same as for initial appointment of tenure-  
12 line faculty. Visiting faculty may be offered contracts not to exceed two years, with approval of the  
13 tenure-line faculty of the relevant unit and of the dean and provost.

14  
15 The College of Law, in keeping with the general practice of law schools, may use the title Visiting  
16 Assistant Professor for individuals hired at the rank of Instructor.

## 17 **Research Faculty**

18  
19  
20 The university may grant a research faculty position to a person engaged primarily in scholarship or  
21 professional activities relevant to the work of the university. The local academic units recommend  
22 research faculty appointments and reappointments based on established policies and procedures of the  
23 unit, subject to the approval of the dean and the provost. These appointments may be at the rank of  
24 research assistant professor, research associate professor, or research professor, provided that the research  
25 faculty member possesses the educational and scholarship qualifications appropriate to the particular  
26 rank. The local academic unit will specify the nature and extent of the duties research faculty members in  
27 consultation with the director of the relevant center, institute, or group with which the research faculty  
28 member will be associated. The university will provide the description of duties in a letter of appointment.  
29 The research faculty should not expect employment beyond the contract period. These appointments carry  
30 no implication of, or credit towards, academic tenure.

31  
32 Research faculty will normally have sources outside the university to fund their salaries, such as external  
33 grants or funds provided through other institutions. Exceptions will require the provost's written approval  
34 upon recommendation of the local academic unit. Research faculty receive resources and access to  
35 university facilities as determined by the local academic unit officer or the director of the center, institute,  
36 or group with which they have affiliated.

### 37 **2.3.4 Annual Performance Review**

38  
39  
40 All tenure-line and term faculty are reviewed annually. The annual tenure-line process and term-line  
41 process each consist of a review and evaluation of performance during the preceding academic year based  
42 on the local academic unit's criteria and responsibilities. Criteria, responsibilities, and processes for  
43 tenure-line faculty are developed and approved by the local academic unit's tenure-line faculty. Criteria,  
44 responsibilities, and processes for term faculty are developed and approved by the local academic unit's

1 full-time faculty. Criteria, responsibilities, and processes must be described in the local academic unit's  
2 governance documents. The review may serve one or more of the following purposes:

- 3
- 4 1. to provide an opportunity for feedback on performance during the preceding year, to  
5 communicate expectations, and to develop goals for the coming year;
- 6 2. to determine salary recommendations;
- 7 3. in the instance of term faculty and instructor awaiting terminal degree conferral, to determine  
8 whether contract renewal for the next academic year is appropriate and desired.
- 9

10 Reviews of performance are written processes implemented by the local academic unit officer or dean.

11

12 Salary recommendations, while part of the annual review process, may use criteria and considerations  
13 somewhat different from decisions on contract renewal or promotion and tenure. Salary decisions are  
14 made in accordance with university budget guidelines and usually are made at a different time during the  
15 academic calendar year. Salary decisions may result in a merit increase when budgets allow. Salary  
16 decisions may include increases for such things as equity and market adjustments. The academic dean of  
17 the respective college or school makes salary recommendations to the provost.

18

19 A faculty member with a formal faculty appointment in more than one academic unit shall be evaluated  
20 by the home unit and shall be evaluated independently by the second unit if it so chooses or if requested  
21 to do so by either the candidate or by the home unit.

## 22

### 23 **2.4 Adjunct Faculty Appointments**

24

25 An adjunct faculty appointment allows an individual to contribute to the instructional program of a local  
26 academic unit, center, or institute. Adjunct faculty are appointed on a course-by-course basis. Adjunct  
27 faculty shall receive quarterly or yearly appointment letters that list anticipated course assignments. The  
28 appointments are part-time and do not lead to tenure.

#### 29

#### 30 **2.4.1 General Principles**

31

32 The dean of a college appoints adjunct faculty to teach specified courses, according to the needs of the  
33 local academic unit. The college's policies related to adjunct faculty must be in writing and must address,  
34 at a minimum, the college's adjunct faculty hiring and rehiring processes and guidelines for adjunct  
35 faculty review. These policies must comply with university-level adjunct faculty policies and the Faculty  
36 Handbook and must be made available to current adjunct faculty. The university is not obligated to  
37 reappoint adjunct faculty. Adjunct faculty may use the grievance process set out in Chapter 5.

#### 38

#### 39 **2.4.1.1 Adjunct Faculty Participation in Governance**

40

41 Local academic units and colleges may permit adjunct faculty to participate in department and college  
42 meetings, serve on department and college committees, and serve on representative bodies in a manner  
43 consistent with University policy, in the interest of equity and fair representation. Local academic units  
44 and colleges must articulate guidelines for when and how adjunct faculty can participate in and contribute

1 to the local academic unit outside of teaching (e.g., necessary qualifications, time-in-service requirements,  
2 number of adjunct positions per committee). Such guidelines shall provide equal voting rights for adjunct  
3 faculty in regard to matters before the committees on which they serve. Local academic units and  
4 colleges may permit adjunct faculty to contribute to decision-making on matters related to their areas of  
5 expertise, including curriculum development, curriculum revision, academic policy, but not to decisions  
6 regarding hiring, tenure, and promotion.

7  
8 There is no expectation of service from adjunct faculty. Adjunct faculty shall not be penalized for  
9 declining service opportunities that are not a requirement of their employment as defined in either their  
10 employment agreement or other written agreement with the university.

11  
12 Any service commitments must be reflected in the employment agreement or another written agreement  
13 between the university and the adjunct faculty member. Service commitments not included in the initial  
14 employment agreement should receive additional compensation, but the absence of compensation must  
15 not be used to deny adjunct faculty opportunities to serve. The terms of the compensation will be in  
16 writing.

17  
18 All teaching and work-related obligations (e.g., training requirements) must also be reflected in the initial  
19 employment agreement or another written agreement between the university and the adjunct faculty  
20 member. Work-related obligations must be compensated.

#### 21 22 **2.4.1.2 Functional Titles**

23  
24 Local academic units shall confer upon adjunct faculty members functional titles to reflect their particular  
25 role within the unit. The term “Professor” may be used but only with a modifier that distinguishes it from  
26 the traditional tenure-line titles of “Assistant Professor,” “Associate Professor,” and “Professor.” Such  
27 titles will not affect the person’s rank and should be set out explicitly in the adjunct faculty member’s  
28 letter of appointment. Functional titles should not be created on an ad hoc basis, but collectively for an  
29 entire academic unit. Functional titles should be created and defined by each local academic unit, in  
30 consultation with adjunct faculty within the unit, to reflect its programs and specific needs. The titles  
31 shall be approved in writing by the simple majority of unit tenure-line faculty, the dean, and the provost in  
32 turn, and should appear in local academic unit governing documents.

#### 33 34 **2.4.2 Retired Faculty**

35  
36 A retired faculty member may be offered a limited faculty assignment with adjunct status.  
37 The usual reasons for offering such an assignment are:

- 38  
39
- 40 1. the need of the college or local academic unit for the specific and unusual competencies of the  
41 retired faculty member and;
  - 42 2. quality of teaching or other academic endeavors, with reference to current developments in the  
43 field.

1 The decision to offer a limited assignment to a retired faculty member rests principally with the academic  
2 dean, following local academic unit consultation. The dean shall submit their written decision to the  
3 provost for final approval.  
4

### 5 **2.4.3 Professors Emeriti and Emeritae**

6

7 The university may bestow the title of Professor Emeritus or Professor Emerita upon retirement. Those  
8 eligible for emeritus status are tenured faculty members who have contributed substantially to the  
9 university's mission and who have ordinarily served at least seven years as a faculty member. Exceptions  
10 to these criteria must be approved by the provost.  
11

12 Prior to the individual's retirement, the tenured members of the local academic unit may recommend the  
13 retiring faculty member for the honorary status of Professor Emeritus or Professor Emerita by sending a  
14 letter to the dean describing the person's contributions. The dean forwards their recommendation to the  
15 provost who, in turn, makes a recommendation to the president, who then makes the final appointment.  
16

## 17 **2.5 Other Instruction-Related Positions**

18

### 19 **2.5.1 Academic Support Appointments**

20

21 Members of the staff whose duties include teaching are not members of the full-time faculty.  
22

### 23 **2.5.2 Graduate Assistants and Fellows**

24

25 Graduate assistants and graduate teaching fellows are appointed by the appropriate dean on the  
26 recommendation of the local academic unit officer. They do not possess faculty status.  
27 The appointment of a graduate assistant or graduate teaching fellow is subject to the approval by the dean.  
28

## 29 **2.6 Change of Affiliation or Status**

30

### 31 **2.6.1 Change of Affiliation**

32

33 With the written agreement of the faculty member, the faculty member's affiliation may be changed to a  
34 different local academic unit. The contract will reflect the new affiliation.  
35

36 Transfer of affiliation may be initiated by the faculty member, by the dean, or by the local academic unit  
37 officer to which the transfer is proposed. Eligibility is determined by the same criteria used for an initial  
38 faculty appointment.  
39

40 The faculty member will normally retain the same rank following the transfer. In special situations, the  
41 faculty and local academic unit officer in the accepting unit may require the faculty member to accept a  
42 lower rank. In no instance may a faculty member receive a promotion through a change of affiliation.  
43

1 A tenured faculty member transferring to another unit retains tenure. An untenured faculty member must  
2 complete the same number of probationary years as remained in the former unit. The number of years of  
3 probationary service may be extended upon agreement with the faculty member.

4  
5 A member of a local academic unit may request an additional affiliation, resulting in a joint appointment.  
6 In such cases, the faculty, the dean, and the local academic unit officer in which the second appointment  
7 is to be made are responsible for evaluating and recommending the joint appointment. Joint appointments  
8 require the qualifications necessary for appointment at the tenure status and rank according to each unit's  
9 standards.

## 10 11 **2.6.2 Change of Status**

12  
13 Any change in rank or tenure is a change of status. All changes of status must follow established  
14 procedures. A change of status does not confer tenure, unless the process meets the tenure procedures in  
15 this Handbook.

16  
17 A change of status occurs if a tenure-line faculty member is not renewed. Such a faculty member is not  
18 eligible for a full-time faculty position for a period of five years. Faculty members denied tenure shall  
19 never be eligible for any faculty appointment.

20  
21 A change of status also occurs if a full-time or part-time faculty member who is not a tenure-line faculty  
22 member seeks to become a tenure-line faculty member. The change of status from non-tenure-line to  
23 tenure-line requires evidence of a national search or a request from the local academic unit's faculty for a  
24 waiver from a national search. A waiver request must come from a majority of the local academic unit's  
25 tenure-line faculty and be approved by the dean and the provost. The change of status from non-tenure-  
26 line to tenure-line also requires participation of the local academic unit's tenure-line faculty, including at  
27 least a majority vote of that faculty as determined by procedures laid out in the local academic unit  
28 guidelines and the Faculty Handbook.

## 29 30 **2.7 Summer Session Appointments**

31  
32 The dean, after consultation with the local academic unit officers, and considering the resources and  
33 needs of the college, decides which courses, workshops or other programs will be offered in the summer  
34 sessions and which faculty members will conduct them. Faculty members with a ten-month contract may  
35 accept or decline courses offered to them during the summer. The university does not guarantee summer  
36 session appointments.

37  
38 University policy regarding summer course assignments consists of the following principles:

- 39
- 40 1. Two courses running concurrently constitute a full load; the dean's explicit approval is required  
41 for any overload assignment.
  - 42 2. Faculty members receiving full summer compensation from an external grant may not be  
43 assigned summer courses unless such instruction is among the terms of the grant. Faculty  
44 members receiving partial summer compensation from an external grant may have a partial

1 summer course assignment, provided that the combined compensation does not exceed the  
2 amount they could receive for a full summer course load.

- 3 3. Within the bounds established by principles #1 and #2, assignments should be made on an  
4 equitable basis.

5  
6 Within the standards set by general university policy, each college develops its own policy for  
7 determining the programs to be offered over the summer and for making summer session appointments.

8  
9 For summer students enrolled for semester credit (4.5 quarter hours), faculty are expected to assign  
10 additional work commensurate with the additional credit.

11  
12 Full-time faculty members with ten-month contracts receive additional salary for teaching in the summer.  
13 The rate of summer compensation is subject to periodic review involving the participation of faculty  
14 members. Teaching in a summer session may be part of the normal assignment of faculty members who  
15 have a 12-month contract, in which case no additional salary is paid. Adjunct faculty members who teach  
16 in a summer session will receive the same compensation as for a course offered during the academic year.

## 17 18 **2.8 Orientation of Faculty**

19  
20 The Office of Academic Affairs offers a yearlong series of orientations for new full-time faculty,  
21 including an introductory orientation at the beginning of each academic year. The Office of Human  
22 Resources also offers frequent workshops describing personnel policies, benefits, and general employee  
23 information. Colleges and academic units may offer additional academic orientation.

24  
25 Local academic units, colleges, and university offices are encouraged to provide comprehensive  
26 orientation and ongoing development support for their term and adjunct faculty in order to welcome and  
27 acculturate them to the DePaul community.

## 28 29 **2.9 Annual Reporting**

30  
31 The provost will annually report to Faculty Council on the composition of the faculty including tenure-  
32 line, term, and adjunct faculty; percentages of tenure-line, term, and adjunct faculty appointments by  
33 academic units and colleges; current titles in use; and any other pertinent information concerning faculty  
34 appointments. Academic deans shall report the same information to their respective faculties annually.