

## **ACADEMIC AFFAIRS DRAFT: Instructional Academic Staff Proposal**

This proposal is designed to address and clarify three issues

- 1) Nomenclature and contract-types for various Instructional Academic Staff
- 2) Progression and review expectations for Instructional Academic Staff
- 3) The adoption of the “Teaching Professor” title series for some Instructional Academic Staff

### **Background**

The University of Wisconsin-Eau Claire relies less on Instructional Academic Staff than most of the ten other comprehensive institutions within the UW system.<sup>1</sup> Nonetheless, the proportion of IAS to faculty has increased in recent years, and, at the same time, we have experienced some confusion in IAS roles particularly because of the TTC process. This document is designed to help recognize and clarify the role IAS play on our campus. While student demand requires UWEC to continue to hire IAS, we maintain a commitment to the institution of tenure and to hiring teaching staff, whenever possible, into tenure-track positions.

### **ONE: Nomenclature and contract-types**

Currently the vast majority<sup>2</sup> of IAS working at UWEC are hired under the fixed-term, “No intent to renew” contract-type, with the title most commonly in the lecturer series. We are changing the contract-type to be named as and commonly referred to as “adjunct”: an IAS hired for a specific period of time, with no expectation that the contract will be extended. These contracts are typically for a semester and sometimes for an academic year: this is specified in the contract letter. IAS hired as adjuncts may be hired into the “Lecturer” or, occasionally, the “Clinical Professor” series, with their rank and title chosen as appropriate according to qualifications, discipline, and job type. Henceforth, we will no longer refer to these nonrenewable contracts as “No intent to renew.” Contract letters are already referring to these appointments as “adjunct.” Contracts for adjunct positions will continue to specify that the appointment is contingent on enrollment and not intended to be renewed.

Some IAS are hired into renewable One-year contracts in the Lecturer or Clinical Professor series. These contracts will continue.

In the past, some IAS were hired into renewable, multi-year contracts. IAS with those contracts currently will continue to have them (approximately 20 Instructional Academic Staff), but no new multi-year contracts will be issued.

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<sup>1</sup> From 2018-2020 average IAS percentage for UWEC as a percentage of total IAS and faculty employees is 38.27%, ranking 9<sup>th</sup> lowest out of 11 total UW comprehensive institutions for the given period. The average percentage for all comprehensive institutions over the same time period was 43.92%

<sup>2</sup> Approximately 75% of IAS are hired into fixed-term non-renewable appointments. The remainder are in renewable positions; most of these are one-year renewable appointments.

## **Proposed Revision to FASRP language on IAS contracts and reappointment.**

We propose that adjunct IAS who have five years in consecutive appointments in the same position, at a contract of 50 percent or more, will be offered one-year renewable contracts of at least 50 percent (which may be added to with non-renewable appointments)

Renewable IAS contracts carry the expectation of continuation, assuming an ongoing need for the position, security of funding source, and quality of employee's performance.

More than half of current IAS with non-renewable contracts have an appointment that is less than 50 percent. Most of these staff have been hired to teach specialized classes on an ongoing basis, (for example: specific musical instruments; instruction in clinical settings etc.)

Of those who do have a 50% or greater appointment, fewer than 25 IAS have been at UWEC on "NITR" contracts for 5 years or longer. **These IAS should be immediately reviewed and considered for renewable annual contracts.**

Notice periods for nonrenewal of renewable contracts remain unchanged (see more below). IAS who move from adjunct into renewable annual contracts begin accruing notice time with their new appointment.

The preceding would call for the following revision of FASRP language on reappointment of Fixed-Term IAS (FASRP, PART III, Article 5, Section D.e.1a) Academic Staff Personnel Policies and Procedures)

*If the university decides to appoint an adjunct, (formerly no-intent-to-renew) instructional and/or research academic staff member with a current appointment of 50 percent or more after ten semesters with a minimum 50 percent or more appointment each of those semesters as an instructional and/or research academic staff member, his or her employment commitment and contribution to the University shall be recognized by offering a one year, renewable contract ~~multiple year or rolling horizon contracts~~ whenever possible in light of the continuing need for the position, funding source, and quality of employee's performance. However, the contract should state that regardless of how many times the contract is renewed, tenure is not a consideration and that the individual waives any claim to tenure based on years of service. ~~Fixed term IAS with five years in consecutive appointments of 50 percent or more of service whose appointments do not provide at least two year terms shall be given the reasons in writing. Fixed term IAS with seven or more years of service whose appointments do not provide at least three year terms shall be given the reasons in writing.~~ (US 4/10)*

Contracts will be created annually or by semester for every adjunct fixed-term non-renewable appointment. If a contract represents a change in previous pattern of contract length (for example a change from a year to a semester) the instructor will be informed of this change by their Chair/Program Director. One-year renewable positions, like multi-year renewable positions, will not receive a contract letter each year unless the terms of the appointment have changed (for example, additional appointment/new duties added).

## **TWO: Performance Review and Progress in Rank**

Minimally, adjunct IAS (non-renewable) should be included in a Chair's annual salary review process: see FASRP (p.85) "For a staff member whose contract indicates there is no intent to renew/rehire, the department may conduct a more limited review as outlined in the Department Evaluation Plan."

Individual DEPs may include more specific review criteria for adjunct IAS, and adjunct IAS may request a review for professional development purposes.

Any review completed for IAS must review only contracted responsibilities: see FASRP (p.85) *“The performance review for instructional and/or research academic staff shall be based on contractual responsibilities. At the written request of the staff member, the evaluation may include professional growth and appropriate service to the department, the university, the profession, and the public, as well as contributions to equity, diversity and inclusivity.”*

### **Proposed Revision to FASRP language on IAS Performance Review: Renewable contracts**

IAS in renewable positions are typically reviewed by the DPC (process should be specified in the DEP).

Unless the DEP specifies otherwise, we propose a performance review schedule as follows for IAS in renewable positions:

- Annual DPC Review in years 1-6
- After the 6<sup>th</sup> year of service, DPC review occurs at least every 5 years. These reviews are in addition to the annual salary review by the Chair. A review for progress in rank may substitute for any of these reviews.<sup>3</sup> The DPC retains the right to conduct a review more frequently, with appropriate notice. Once an IAS attains the “highest” rank in their series, they will be reviewed by the DPC every 5 years.
- Current Policy in FASRP requires the following annual schedule for performance evaluations for renewable IAS FASRP (p.85). This is to allow appropriate notice time should the decision be not to renew the IAS member: *The department chair’s performance evaluation is to be forwarded to the dean prior to January 15 in the staff member’s first two years of service; prior to October 15 of the third through sixth years of service; and prior to February 15 for appointment to the seventh and subsequent years of service.*
- We recommend the removal of the language above, which is not especially user-friendly for DPCs or IAS, and instead ensure that Deans agree to DEP/PEP/CEP language that allows for the requisite notice of non-renewal depending on years of service. This is already stated in FASRP, (p.90).
  - At least 3 months before the end of the appointment in the first two years
  - At least 6 months before the end of the appointment in year three through six
  - At least 12 months before the end of the appointment thereafter

### **IAS and Progress in Rank**

While the official title through the TTC process for most IAS is “lecturer,” we will continue to use business titles: Associate Lecturer, Lecturer and Senior Lecturer, with procedures for promotion in rank consistent with FASRP as currently written.

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<sup>3</sup> This schedule is for guidance only, and will need to be adjusted for IAS who have and remain on multi-year contracts.

IAS in the “Clinical” or “Teaching Professor” lines (if the latter is adopted by campus—see below) can similarly progress in rank. This progress is already (in the case of clinical) or will need to be (in the case of teaching professor) consistent with FASRP and detailed in DEPs.

**THREE: Proposed Adoption of the “Teaching Professor” Line for IAS**

Through the TTC process new titles have become available for IAS at UW-system institutions. Individual campuses are able to choose whether to adopt these titles given their individual institutional structures and needs. These guidelines consider how UWEC might adopt additional TTC titles for teaching-focused IAS. The document establishes the parameters for adoption of these titles and seeks to begin the process of defining their usage. That process will proceed in consultation with shared governance and other stakeholders.

In what follows, text in green establishes the essential parameters of the positions and their adoption.

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While some adjuncts are in the Clinical line, the majority of adjunct instructors will retain the TTC title “Lecturer,” as follows:

Title	Salary Min.	TTC Job Desc.	TTC Job Responsibilities	Proposed UWEC usage
Lecturer	UW: 28,169  UWEC Min: Assoc Lecturer \$30,750  Lecturer: \$34,275  Sen. Lecturer: \$41,400	Facilitates classroom, online, and/or laboratory instruction and assists with instructional development and design for a single course or series of courses within an academic discipline to support the delivery of quality instruction. Provides for-credit instruction in formats such as classroom, online clinical and/or laboratory settings, including grading. Serves as an instructor of record.	<ul style="list-style-type: none"> <li>Facilitates classroom, online and/or laboratory instruction for one or more courses, including assessment of student performance</li> <li>Develops instructional design and curriculum relevant to a course of instruction</li> <li>Serves as an initial point of contact for students as it relates to specific course or series content and expectations</li> </ul>	Currently used for all adjunct positions and some renewable positions. This usage will continue and the same process for progress in rank.

The new “Teaching Professor” title is under consideration for use at UWEC for some IAS with the following **minimum** criteria for such positions. See the table below for TTC job description.

- They are non-tenure-track (and cannot become tenure-track)
- They are 0.5 or more FTE
- They are available only to IAS who are currently in renewable contracts; or for hiring new IAS into such positions
- Per FASRP, full-time teaching-load for all IAS will remain “generally 15 credits.” Any adjustments to that load must be made with the approval of the College Dean and Provost or Designee (FASRP Art.5 3.e)

Below are the titles as defined by TTC and some suggestions for their adoption at UWEC.

Title	Salary Min.	TTC Job Summary.	TTC Job Responsibilities	Proposed UWEC usage
Asst. Teaching Professor  [FASRP would need to include minimum requirements for each rank, Unit DEP would need to define criteria for progress in rank. Note, for example that UW La Crosse has chosen to define this across the board in terms of min. semesters of service/achievements in teaching/service/scholarship]	31,924	Designs and facilitates classroom, online, and/or laboratory instruction within an academic discipline to ensure quality delivery of instruction and integration of content within an academic work unit. Provides for-credit instruction in formats such as classroom, online and/or laboratory settings, including grading. Serves as an instructor of record.	<ul style="list-style-type: none"> <li>• Develops and designs curriculum and instructional material relevant to a course of instruction</li> <li>• Advises students on academic and career direction within a specific field of study</li> <li>• Facilitates classroom, online and/or laboratory instruction, including assessment of student performance</li> <li>• Supervises student employees involved in development or delivery of instruction</li> <li>• Collaborates with department faculty and staff to develop teaching strategies relevant to the discipline</li> <li>• Contributes to the development of teaching and learning scholarly work including publications and presentations</li> <li>• Contributes to the strategic development of curriculum and academic content through various mediums to ensure the integrity of the educational mission of the work unit</li> </ul>	<p>Expectation that Teaching Professor positions would include most of the TTC-defined job responsibilities</p> <p>In addition to teaching, Teaching Professor positions could include college-defined expectations of advising, scholarly work, and contributions to curriculum development within the unit, as applicable.</p>
Assoc. Teaching Professor	40,414			
Teaching Professor	48,815			

- If the Teaching Professor title is adopted on campus, **IAS in renewable** positions who believe their position aligns well with the summary/responsibilities outlined above will be able to request to move into the new title. HR and Academic Affairs will seek input on evaluating that request from Deans, Chairs, and Program directors.

Summary Table

IAS Contact Type	Official Titles Available	Working Title*	Appointment Letter Issued?	Notice Required	Review Expectations
<b>Adjunct (formerly NITR)</b>	Lecturer  -Clinical Series	-Lecturer series	Yes, for length of appt. (1 semester, 1 year)	End of contract stipulated in appointment letter—no further notice required	Minimally, Chair’s Annual salary review (or per DEP) +additional for promotion in rank
<b>One Year, Renewable</b>	-Lecturer  -Clinical Series -Teaching Professor Series (if adopted and as appropriate)	-Lecturer series	At initial appt. Then assumption that it continues unless notified (and unless duties change)	Year 1-2: 3mths Year 3-6: 6mths Year 7+: 12mths	Year 1-6 Annual 7+: Every 5 years  +additional for promotion in rank
<b>Multi Year Renewable (no new contracts offered in this format)</b>	-Lecturer  -Clinical Series -Teaching Professor Series (if adopted and as appropriate)	-Lecturer series	At initial appt. Then assumption that it continues unless notified (and unless duties change)	Year 1-2: 3mths Year 3-6: 6mths Year 7+: 12mths	Year 1-6 Annual 7+: Every 5 years  +additional for promotion in rank

\*Only the lecturer official title has a distinct working title in order to denote rank. Clinical and Teaching Professor positions have official titles that denote rank, they do not have distinct working titles.