

# **1 FACULTY CLASSIFICATION AND RANKS**

## **1.1 CLASSIFICATIONS**

All persons hired for a role that specifically requires teaching contact with students or professional library responsibilities and which does not command an hourly wage will be classified as regular faculty, lecturers and adjunct faculty, administrative faculty, or emeritus/emerita faculty.

### **1.1.1 REGULAR FACULTY**

Regular faculty designates those persons whose major assignment is the teaching of regular courses as listed in the university catalog or the performance of professional librarian responsibilities. To qualify for this designation a person must:

1. a. teach on a full-time Track I, II, or III contract with at least twelve credits each year (or the equivalent) or hold a full-time professional librarian appointment, or  
b. teach on a part-time Track II or III contract (five to nineteen credits including any non-teaching responsibilities). These individuals are eligible for promotion but are not eligible for tenure, or  
c. teach as a visiting faculty member. These individuals are appointed by the provost, in consultation with the dean and department chair, for a one year appointment, which can be renewed, and
2. be paid according to the published faculty salary schedule.

All such individuals are given an academic rank and are voting members of the Faculty Assembly and are eligible to serve on faculty committees.

### **1.1.2 LECTURERS AND ADJUNCT FACULTY**

Occasionally in some departments and frequently in others, the need arises for more teachers than those who are appointed to regular faculty positions. Such departments may meet their teaching need with the appointment of persons to part-time positions. These positions arise because of one or more of the following: inability of departments to fill all of their allotted tenure-track or non-tenure-track positions, reassigned time granted to regular faculty to accomplish assigned duties other than teaching, leaves of absence, illness, specialty courses, unbalanced enrollments in fall versus spring, and the like.

Lecturers and adjunct faculty designates those persons who are appointed to teach specific courses for which they are academically qualified, but who do not bear other responsibilities of regular faculty as specified in Section 6 (advising, scholarship, or faculty governance), unless contractually specified. To qualify for this designation a person must:

1. a. be paid on a per-credit basis according to established adjunct or lecturer remuneration rates, or  
b. teach courses in addition to one's primary employment in other areas of the university (e.g., student development, chapel, administration);
2. be supportive of the mission and goals of the university and be adjudged by reasonable process to be academically qualified to function as a collegiate educator.

Lecturers and adjunct faculty are welcome at faculty meetings, but do not have voting privileges. These persons are not eligible for regular faculty rank or tenure.

### **1.1.3 ADMINISTRATIVE FACULTY**

The president, provost, the associate provost, deans, and the vice president for student life have faculty status as administrative faculty by virtue of these positions.

Other individuals can be designated as administrative faculty if their assignment involves (a) a mix of teaching, coaching, or professional librarian responsibilities and 50 percent or more administrative duties relating to a major academic area or function, or (b) 100 percent administrative duties with responsibility over a major academic area or function. The decision on whether to assign an individual whose assignment meets these criteria to regular faculty status or administrative faculty status is normally made at the time of appointment by the provost in consultation with the president and others as appropriate, based on the following additional factors:

- The percentage of duties considered administrative in nature;
- The best interest, on balance, of both the institution as a whole and the academic area or function concerned, when considering the rights and responsibilities attending each type of status;
- The ability and commitment of the individual to satisfy the requirements for faculty rank, promotions, tenure, etc., alongside the demands of his or her administrative duties;
- The need to dissociate salary from the faculty compensation system.

An individual who has had regular faculty status within his or her current assignment shall not be required to relinquish it.

A regular faculty member who moves into a position designated as administrative faculty thereby relinquishes regular faculty status, but does not relinquish any rights secured by tenure to return to regular faculty status, unless waived as a condition of the administrative appointment.

Administrative faculty are not awarded rank by virtue of this status or by virtue of their administrative positions. Courtesy rank may be awarded based on previously attained academic rank. Administrative faculty are not subject to or eligible for the faculty evaluation processes outlined in Section 7.

Administrative faculty share the following faculty rights, privileges, and responsibilities:

- Voice and vote in Faculty Assembly
- The right to serve on faculty committees and task forces other than those excluded below, and any others in which their administrative status is apt to present a conflict of interest
- The right to apply for faculty development funds as they apply to classroom and research projects but not to their administrative duties.

Administrative faculty do not share the following rights, privileges, and responsibilities of regular faculty:

- Faculty ranks (other than courtesy rank as defined above)
- Eligibility for promotion
- Tenure
- Sabbaticals and study leaves (except as may be provided under policies for administrative personnel that are outside the scope of this Handbook).

- Eligibility to be elected or appointed to any of these committees: Faculty Promotion and Tenure, Faculty Review, Faculty Affairs, Faculty Economic Welfare, Faculty Executive.

#### **1.1.4 EMERITI FACULTY**

Emeritus or emerita faculty designates faculty members who have retired from full-time professional activity and have received this title by action of the board of trustees. They are afforded voice and vote in the Faculty Assembly. If such persons elect to continue to teach formal courses, they are remunerated as adjunct or as part-time faculty. In special circumstances the emeriti faculty may return to full-time teaching as a lecturer or as visiting professor.

#### **1.1.5 SPECIAL FACULTY STATUS**

Faculty status may be granted to certain professional employees of the university by the president of the university upon the recommendation of the provost. The awarding of this status shall be noted in the employment contract of the individual and gives the individual the right to the use of academic titles. It does not confer any other faculty privileges otherwise defined in this Handbook.

### **1.2 ASSIGNMENT OF FACULTY RANK**

Assignment of faculty rank depends on the faculty member's qualifications, achievement, and the track assignment at the time of appointment.

Regular faculty members on a Track I or II assignment are appointed to a rank as instructor, assistant professor, associate professor, or professor. Regular faculty members on a Track III assignment are appointed to a rank as coach I, coach II, senior coach, or master coach. The initial placement is made by the administration at the time of employment and is based on educational level and previous experience, as defined in the guidelines set forth in this Faculty Handbook. If the initial appointment is to be to a rank above assistant professor, coach II, or if transferable experience is a component of the appointment, the provost will review the appointment with the dean and department chair, and with the chair of the Faculty Promotion and Tenure Committee or his/her designee, who may request that the committee be permitted to submit a recommendation regarding such an appointment (Section 3.3.3).

#### **1.2.1 ASSIGNMENT OF RANK FOR TRACK I AND TRACK II FACULTY**

Four rank designations apply to regular faculty members at Whitworth University on Tracks I and II:

Instructor  
Assistant Professor  
Associate Professor  
Professor

The following criteria represent the expectations in degrees and experience both for assigning rank at the time of appointment and for determining eligibility to apply for promotion (as in the case of promotion, evaluative factors outlined in Section 7.5 will contribute to decisions about assigned rank at the time of appointment). The doctorate is the most desirable academic qualification for employment. In disciplines where the doctorate is not common, other terminal qualification may be recognized for

hiring, promotion, and tenure (See Appendix D for exceptions to the terminal degree requirements for teaching faculty by discipline). In disciplines where professional or vocational experience is highly beneficial to the University, an individual who has achieved certain other attainments may be eligible for employment and/or promotion without terminal degree qualifications. Distinctive professional achievement, experience, or related education other than terminal degree qualification may be evaluated in considering qualifications of faculty members for appointment—such as art works, artistic performances, musical compositions, dramatic productions, scientific research, significant leadership, or similar efforts—when these factors exceed ordinary expectations.

Faculty hired at Whitworth are expected to be capable of meeting the standards for faculty retention specified in Section 7.3.1.

#### **1.2.1.1 INSTRUCTOR**

Minimum qualifications: a master's degree.

#### **1.2.1.2 ASSISTANT PROFESSOR**

Minimum qualifications:

A. An earned doctorate.

OR

B. Doctoral qualification by a specialized accrediting agency or terminal degree appropriate to the discipline (Appendix D).

#### **1.2.1.3 ASSOCIATE PROFESSOR**

Minimum qualifications:

A. An earned doctorate, doctoral qualification by a specialized accrediting agency, or a terminal degree appropriate to the discipline (Appendix D).

AND

B. Six years of teaching experience at the rank of assistant professor on a full-time basis at an accredited four-year college or university. However, candidates who receive a rating of “1” during their pre-tenure (in the case of Track I faculty—see 7.3.3.3) or first quadrennial review (in the case of Track II or III faculty—see 7.3.4.4) shall be eligible for promotion with five years of teaching experience at the rank of assistant professor.

The FPTC may choose to recommend outstanding candidates with only four years of teaching experience for promotion to associate professor during the pre-tenure review for extraordinary performance. Faculty may not apply for the rank of associate professor during the pre-tenure review process, but the committee may choose to recommend promotion at its discretion if it finds that the candidate has met the standards from promotion to associate professor (Section 7.5.4). Such a recommendation is a mark of special distinction to be granted only in very rare cases with the concomitant approval of the provost, the president, and the board of trustees.

#### **1.2.1.4 PROFESSOR**

Minimum qualifications:

A. An earned doctorate, doctoral qualification by a specialized accrediting agency, or a terminal degree appropriate to the discipline (Appendix D).

AND

B. Five years of teaching experience at the rank of associate professor.

### **1.2.2 ASSIGNMENT OF FACULTY RANK FOR TRACK III FACULTY**

Four rank designations apply to regular faculty members at Whitworth University on Track III:

Coach I

Coach II

Senior Coach

Master Coach

The following criteria represent the expectations in degrees and experience both for assigning rank at the time of appointment and for determining eligibility to apply for promotion (as in the case of promotion, evaluative factors outlined in Section 7.5 will contribute to decisions about assigned rank at the time of appointment). Because Whitworth University is an academic institution the master's degree is a desirable academic qualification for employment. For Track III faculty, other qualifications may be recognized for hiring and promotion (professional playing experience or soccer licensing levels, for instance). Distinctive professional achievement, experience, or related education other than advanced degree qualification may be evaluated in considering qualifications of faculty members for Track III appointment—such as professional playing or coaching experience, Olympic Development work—when these factors exceed ordinary expectations.

Faculty hired at Whitworth are expected to be capable of meeting the standards for faculty retention specified in Section 7.3.1.

#### **1.2.2.1 COACH I**

Minimum qualifications: bachelor's degree

#### **1.2.2.3 COACH II**

Minimum qualifications: master's degree

#### **1.2.2.4 SENIOR COACH**

Minimum qualifications:

A. Master's degree

AND

B. Five years of coaching experience at the rank of coach II (or equivalent) on a full-time basis at an accredited four-year college or university.

#### **1.2.2.5 MASTER COACH**

Minimum qualifications:

A. Master's degree

AND

B. Must be currently serving as a head coach of a Whitworth intercollegiate athletics team.

AND

C. Five years of coaching experience at the rank of senior coach (or equivalent) on a full-time basis at an accredited four-year college or university.

### **1.3 TYPES OF FACULTY APPOINTMENTS**

#### **1.3.1 REGULAR FACULTY**

All appointments are made through contracts or letters of appointment. Each full-time, regular faculty appointment is identified as a tenure track (Track I), a non-tenure track (Track II), or a coaching contract assignment (Track III).

##### **1.3.1.1 TRACK I – TENURE TRACK**

Track I is designated for full-time faculty members who by reason of their education and experience anticipate full qualification for tenure consideration and who seek long-term regular appointments. Until tenure has been granted, appointments are made for single academic years. By March 1 of the first year, the faculty member will be notified in writing if a contract will not be offered for the following academic year. During the second year such a notice is provided by December 31, and in subsequent years until tenure is granted, such notice is given by September 1. After two years of service, a Track I faculty member is entitled to twelve months' notice of the non-renewal of an appointment. Not later than at the end of the sixth contract year, written notice is given as to whether tenure will be granted. Evaluations are made by the Faculty Promotion and Tenure Committee as detailed in Section 7.

##### **1.3.1.2 TRACK II – NON-TENURE TRACK**

Track II is designated for the appointment of faculty members whose appointment is not the result of a national search or who have a part-time contract, but unlike lecturers retain the duties of scholarship, advising, and governance, or whose position is not defined as Track I or Track III. Track II appointments are made on a yearly basis. Salaries and benefits are as described in Section 4. Track II faculty members receive first, second, and fourth year evaluations as defined in Section 7 and every fifth year thereafter once two successful quadrennial reviews are completed.

### **1.3.1.3 TRACK III — COACHING FACULTY**

Coaching faculty designates those persons whose primary assignment is the coaching of athletics teams sponsored by the university. Track III coaches must be hired as a result of a national search and retain the duties of scholarship, advising, and service in addition to their coaching responsibilities. Part-time teaching may also be a part of a Track III appointment, but this requirement will be specified in a faculty member's appointment letter. Track III appointments are made on a yearly basis. To qualify for this track a person must:

1. Be assigned as a coach for a university sponsored athletics team on a full or part-time basis.
2. Be paid according to the published faculty salary schedule.

### **1.3.1.4 TRANSFERRING TO TRACK I FROM TRACK II**

If a Track II position is changed to Track I, it must be filled through a national search, unless the current position holder was appointed as a result of a national search. The requirement of a national search may be waived, by action of the provost in agreement with Faculty Executive, for a faculty member who has served in a Track II appointment for a minimum of seven full-time years or equivalent and is deemed to have a record of distinguished service.

Transfer of an appointment to Track I does not ensure tenure, but initiates the process toward tenure review. A faculty member who has been transferred to Track I (whether as the result of a national search or under the waiver provision) may be reviewed for pre-tenure in the first year on Track I if otherwise eligible, and for tenure no sooner than in the third year on Track I.

### **1.3.1.5 VISITING FACULTY**

In consultation with the dean and department chair, the provost may appoint appropriately qualified scholars to departmental teaching responsibilities as visiting faculty. Visiting faculty are assigned a rank appropriate to their qualifications. Such appointments will normally last for no more than four years.

## **1.3.2 TYPES OF LECTURER AND ADJUNCT FACULTY APPOINTMENTS**

### **1.3.2.1 ADJUNCT, SENIOR ADJUNCT, AND DISTINGUISHED ADJUNCT APPOINTMENTS**

Adjunct instructors, senior adjunct instructors, and distinguished adjunct instructors are appointed on a course-by-course basis, may not teach more than twelve credits per academic year (Fall Term, Jan Term, and Spring Term) for Whitworth University and are not eligible for benefits. Summer Term teaching is excluded from this credit load limitation. Recruitment and appointment procedures for adjuncts are addressed in Sections 3.4 and 3.6. Criteria and process for promotion to senior adjunct and distinguished adjunct are outlined in Section 7.8.1.

### **1.3.2.2 LECTURERS AND SENIOR LECTURERS**

Lecturers and senior lecturers carry a teaching load of between 13 and 21 credits during the academic year (Fall term, Jan Term, and Spring Term), carry no advising, scholarship, or governance responsibilities, and are eligible for salary and some selected benefits on a pro-rated basis. Benefits for lecturers and senior lecturers are described in a document entitled "Summary Guide to Employee Benefits for Lecturers" which is available in academic affairs or the human resources office. Lecturer

and senior lecturer appointments may be renewable at the discretion of the university, but they are not continuing appointments.

Lecturers may carry a teaching load of between 13 and 21 credits per academic year (this may include credit load or other forms of compensation for lab supervision, practicum oversight, etc.). This type of appointment should be used only in cases where neither an adjunct appointment nor a regular faculty appointment can adequately take account of the individual's qualifications, needs of the university, or special conditions of employment; in cases where a department is known to have a long-term need for an additional faculty position, every effort should be made to fill that need with a regular faculty appointment as soon as feasible. Recruitment and appointment procedures for lecturers are addressed in Sections 3.4 and 3.6. Compensation is addressed in Section 4.3. Criteria for promotion to senior lecturer are outlined in Section 7.8.2.

### **1.3.3 ENDOWED POSITIONS**

Occupants of named or endowed chairs and professorships have full rights as faculty members and are covered by all provisions of the Faculty Handbook. They shall follow the procedures for the particular track to which they are assigned at hire or creation of the chair position.

### **1.3.4 EXCEPTIONAL APPOINTMENTS**

The requirements for each rank are not meant to exclude consideration for the truly exceptional individual whose professional contributions are so significant that strict adherence to formal requirements is clearly inappropriate.

### **1.3.5 FACULTY EMERITUS STATUS**

In recognition of meritorious service to the University, on recommendation of the dean to Faculty Promotion and Tenure Committee, then to the provost, to the president, and subject to approval of the board of trustees, a faculty member upon retirement from active teaching may be designated emeritus. Nominees for emeritus status shall normally have served at least 10 years at Whitworth University and have attained the rank of associate professor or professor.