



**NON-TENURE TRACK FACULTY
PROFESSIONAL DEVELOPMENT**

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CREATING THE NEXT

INTRODUCTIONS



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You?

EMPLOYEE DEFINITIONS

- 
1. Academic Faculty
 2. Research Faculty
 3. Staff

Adopted as of July 1, 2014 after going through the full governance process.

NON-TENURE TRACK FACULTY



Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited lifespan or which are funded, fully or partially, through non-System sources.

There shall be no maximum time limitation for service in positions in this category, if a competitive search process was followed.

POLICIES RE: NON-TENURE TRACK FACULTY

Georgia Tech Faculty Handbook

- Section 3.2 deals with Non-Tenure Track Faculty
- http://www.policylibrary.gatech.edu/faculty_handbook

USG Board of Regents Policy

- Section 8.3 deals with Non-Tenure Track Faculty
- [http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.8 non-tenure track personnel](http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.8_non-tenure_track_personnel)

CATEGORIES FOR NON-TENURE TRACK FACULTY



Professors of the Practice

Academic Professionals

Lecturers

Instructors

Librarians and Archivists (not discussed today)

Research Faculty (not discussed today)

PROFESSORS OF THE PRACTICE

- Have substantial bases of experience, normally at least a decade, and a national/international reputation for excellence.
- Have rich and extensive backgrounds in fields and disciplines related to the discipline.
- Will serve as liaisons between industry or government and the Institute in identifying opportunities that support the public interest and societal needs.
- May be expected to generate \$\$ to support and enhance the Institute programs.
- May participate in teaching, research, and/or service.

Only one level of appointment.

REAPPOINTMENT AND NON-REAPPOINTMENT

- Reappointments of Professors of the Practice are made annually.
- Notice of non-reappointment must be made in a timely manner consistent with Board of Regents policy, using the three-, six-, and nine-month notification schedule depending upon length of service in the position.

WHAT IS AN ACADEMIC PROFESSIONAL?


Academic Professional applies to a variety of academic assignments that call for academic background similar to that of a faculty member with professorial rank, but which are distinctly different from these positions.

Examples include managing instructional laboratories, assuming academic program management or administrative roles not suited for expectations applied to Tenure-Track Faculty members

GUIDELINES FOR ACADEMIC PROFESSIONALS

- Appropriate terminal degree required.
- The Academic Professional position will not have teaching and research responsibilities that comprise 50% or more of the total assignment.
- The position is not a tenure-track position.
- Not eligible for probationary credit toward tenure.

GENERAL CATEGORIES FOR ACADEMIC PROFESSIONALS

- 
- Training and Instructional Support (includes teaching)
 - Technical Assistance
 - Specialized Management

REAPPOINTMENT AND NON-REAPPOINTMENT

- Reappointments of Academic Professionals are made annually.
- Notice of non-reappointment must be made in a timely manner consistent with Board of Regents policy, using the three-, six-, and nine-month notification schedule depending upon length of service in the position.

JOB TITLES/RANKS

- Associate Academic Professional
- Academic Professional
- Senior Academic Professional
- Principal Academic Professional (approved, October 18, 2016 Faculty meeting)

PATHS FOR PROMOTION

Academic Professional Associate

- Entry Level, ABD

Academic Professional

- Three years at Associate or other experience*
- External Peer Review

Senior Academic Professional

- Five Years at “plain” level*
- Up to three years prior credit for related experience
- External Peer Review
- Superior Performance

Principal Academic Professional

- Six years at Senior level*
- Up to three years prior credit for related experience
- External Peer Review
- Superior Performance
- Demonstrated Impact in discipline and/or administrative function

*Time in rank does not guarantee promotion.

MINIMUM EXPECTATIONS FOR PROMOTION

The candidate does not need to demonstrate noteworthy achievement in all five (5) of the following areas, but must do so in number one (effective administration) and two of the others.

1. effectively carrying out assigned administrative duties within unit;
2. superior teaching, if applicable;
3. outstanding service to the Institute, and/or community
4. outstanding research, scholarship, creative activity, or academic achievement, as defined by role; and
5. professional growth and development.

WORKING TITLES FOR ACADEMIC PROFESSIONALS

- 
- Assistant/Associate Vice Provost
 - Assistant Dean
 - Director
 - Undergraduate/Graduate Program Coordinator
 - Manager
 - Academic Advisor
 - And many more...

LECTURE AND SENIOR LECTURER

- To carry out special instructional functions such as basic skills instruction, the Institute may appoint instructional staff members to the position of Lecturer.
- Lecturers are not eligible for the award of tenure.
- Reappointment of a lecturer who has completed six (6) consecutive years of service to the Institute will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the Institute.
- Teaching must comprise a majority of the duties.

PATHS OF PROMOTION

- 
- Lecturer
 - Senior Lecturer

REAPPOINTMENT AND NON-REAPPOINTMENT

Lecturers and Senior Lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

- For Lecturers with less than three (3) years of full-time service, the Institute shall provide non-reappointment notice as early as possible, but no specific notice is required.
- For Lecturers with three (3) or more years but less than six (6) years of full-time service, the Institute must provide non-reappointment notice at least thirty (30) calendar days prior to the first day of classes in the semester.
- For Senior Lecturers or Lecturers with six (6) years or more of full-time service, the Institute must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the first day of classes in the semester.

Lecturers or Senior Lecturers with six (6) or more years of full-time service and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with the procedures in this *Handbook*. For additional appeal procedures see Section VIII of the *Bylaws of the Board of Regents*.

HELPFUL RESOURCES

[Faculty Handbook, Section 3.2.2](#)

[May 26, 2017 Memo on the Implementation of the Promotion Process](#)

[December 10, 2016 Memo on NTT Process](#)

[Template For External Review Request Letter \(academic professionals\)](#)

[Template for External Review Request Letter \(lecturers\)](#)

[Non-Tenure Track Promotion/3rd Year Review Coversheet](#)

[Waiver of Right to Access Confidential Information](#)

[Statement of Completeness](#)

[CIOS Scores Table.](#)

[CIOS Normative Data from 2001-Present](#)

[External Reviewer List](#)

[Guidance on the Promotion and Tenure Process](#) (note: this is for tenure-track faculty, but it may be helpful. A NTT Faculty document is forthcoming)

QUESTIONS?

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