

23 November 1998

MEMORANDUM

TO: Members, University Senate

FROM: University Senate Council

RE: AGENDA ITEM: University Senate Meeting, Monday, 14 December 1998, 3:00 p.m. W.T. Young Library Auditorium. For Discussion and Action: Ad Hoc Committee on Faculty Title Series

Background:

In December 1997 the Senate Council ad hoc Committee on Faculty Titles Series (Co-Chaired by Professors Ann B. Amerson, Pharmacy, and Antoinette Powell, Agriculture) submitted its Final Report for consideration by the University Senate Council. The ad hoc Committee on Faculty Titles Series was charged with "a comprehensive review of the title series system, to identify strengths and weaknesses, and develop recommendations to simplify, clarify, improve the structure, and ultimately invigorate the spirit of the system." The committee began its work by gathering information about series at other institutions and the historical development of the Faculty Titles Series at the University of Kentucky. After reviewing the background information, the committee decided to focus its attention on the Special Title Series, Research Title Series, and the Clinical Titles Series. The Committee was later given responsibility to review the proposed Lecturer Series. To accomplish this, the committee divided into two task forces, Special Title Series and Non-Tenure Track series.

The Senate Council has since then held extensive discussions, including two sessions with the Committee Co-Chairs regarding the recommendations in the report. The Council voted on November 16, 1998, to recommend approval by the full Senate of the following revisions to the current *Administrative Regulations* for the Special Title Series.

| Proposal: [Delete strikeouts; add bold sections]

Administrative Regulations [AR II 1.0-1; p. VII-1 and ff.]

A. Introduction

~~The University System requires the services of professionally competent individuals to meet teaching and service responsibilities in selected areas or positions in which assignments do not necessarily include research or creative work. To meet these responsibilities effectively and to be competitive in attracting and retaining needed professional personnel, a special title series has been established as defined below.~~

The University has established a Special Title Series to address needs of some departments for specialized functions in teaching, research/creative activity, and/or other services. An individual appointed in this series will be evaluated in teaching, professional status and activity, and University and public service, and scholarly and/or creative productivity. The level of scholarly and/or creative productivity which may be less than the faculty in the regular title series, should be reflective of the individual's distribution of effort and the type of position responsibilities required. This series is intended to provide flexibility for departments to meet responsibilities effectively and to be competitive in attracting and retaining needed professional personnel.

Rationale: The Task Force recommended, and the Senate Council concurs, that Ernest L. Boyer's expanded scope of scholarship -- discovery, integrating application and teaching -- be considered in determining the kind of activity expected. The Task Force and the Council also felt that there should be some expectation for creative or scholarly activity.

B. Definition

~~The academic ranks and titles in the special title series parallel those in the regular title series (i.e. instructor*, assistant professor*, associate professor* and professor*). Examples of more specific special titles are Associate Professor of Applied Music and Assistant Professor of Medicine. Examples of more specific special titles are Associate Professor of Applied Music* and Assistant Professor of Medicine*. The asterisk, as a superscript immediately following a title, designates that the rank and title are associated with a position in the special title series.~~ Each position will be defined by a job description that indicates the distribution of effort in the respective categories and outlines the appointment and promotion criteria for the person in the position.

Rationale: As with Regular Title appointments, individuals in the Special Title Series deserve to know as clearly as possible from the outset what is expected of them in order to attain tenure and promotion.

C. Establishment of Positions and Criteria

~~In recommending the establishment of one or more new special title positions and related criteria for appointment and promotion,~~ To establish a special title series position(s), the initiating educational unit shall prepare supporting material which will demonstrate the need for such positions, outline the position responsibilities, and propose criteria for appointment and

promotion to each of the four ranks in the special title series. Where the applicable criteria for appointment and promotion have been approved previously for the same type of special title positions, a statement of this action shall be included in the supporting material along with the proposed job description. After review and approval, the dean of the college shall forward the educational unit's recommendation and supporting material to the appropriate chancellor.

The chancellor shall, if such have not been previously approved, refer ~~the pertinent criteria for appointment and promotion~~ the job description to the appropriate Area Committee for evaluation, suggestions on desirable and/or necessary revision, and approval. The Area Committee reviews the job description for consistency between the criteria for appointment and promotion and the described responsibilities and their distribution. After approval of the appointment and promotion criteria by an Area Committee, the chancellor shall approve or disapprove the educational unit's recommendation for the establishment of new special title positions.

Rationale: This change makes it clear that the job description is the appropriate reference for ascertaining the expectations for appointment and promotion associated with that specific position. It also assigns the Area Committee the responsibility of making sure that there is consistency between the criteria associated with the position. The Area Committee is the appropriate body for carrying out this responsibility because it is the committee that makes a recommendation to the chancellor regarding creation of new special title positions and the committee that makes recommendations regarding promotion and/or tenure for individuals who are appointed to these positions.

D. Guidelines and Procedures for Appointment, Promotion and Granting of Tenure

Before an individual can be appointed or promoted to a position in the special title series, the position must have been approved by the appropriate chancellor. The individual responsible for hiring should assure that the job description is reviewed with the new faculty member at the time of hiring.

The special title series is not intended to serve as a means for appointing and promoting, in the regular disciplines, individuals who are unable to qualify for appointment or promotion because of demonstrated lack of research competence.

The procedures for handling recommendations for appointment, promotion and granting of tenure in the special title series are the same as those for processing similar recommendations related to the regular title series (refer or Sections II, III, IV, XIII, and XIV). However, the pertinent special criteria for appointment and promotion in special title position shall be taken into consideration. A referral to and a recommendation from the Dean of the Graduate School shall not be required, however, unless the individual is or may be involved in research and/or a graduate program.

In developing the criteria for appointment or promotion, the following general criteria should be taken into consideration.

1. Assistant Professor

In order to qualify for appointment as assistant professor in the special title series, the candidate shall hold the ~~terminal~~ degree appropriate to the field of assignment and, where required, certification or eligibility for certification in the field. Further, the candidate shall possess the essential instructional, organizational, professional and/or other skills required by the job description with the potential for future growth and development.

2. Associate Professor

In addition to meeting the criteria for assistant professor, appointment or promotion to the rank of associate professor shall be based on:

a. Demonstration of continuing growth and improvement in achieving excellence in teaching

b. Significant contribution of service to both the College and University.

c. Evidence of professional development on a state and regional basis as indicated by factors such as leadership, participation in professional organizations, requests to serve as consultant, advisor, or expert participant and/or recognition for outstanding service in the field of specialization.

d. Demonstration of scholarly and /or creative activity through publications, presentations, development of innovative instructional materials and/or other activities as defined by the job description and commensurate with the allocated distribution of effort.

3. Professor

Appointment or promotion to the rank of professor is based, in addition to meeting the criteria for the rank of associate professor, on continued broad professional growth and distinguished achievements by the individual in the particular field of assignment. The following criteria are considered:

a. Excellence as a mature teacher and/or supervisor of students

b. Increased contributions of service to the College, University and Community

c. Outstanding leadership and service to the profession as evidence by national and perhaps, international recognition

d. Continued growth in scholarly activity and /or creative productivity as defined by the job description.

Rationale: the changes effectively incorporate Ernest L. Boyer's expanded scope of scholarship, as described in his chapter in Scholarship Reconsidered: Priorities on the Professoriate. Princeton, NJ: The Carnegie Foundation for the Advancement of Teaching, pp. 15-25. They also reflect national trends in higher education toward expanding the boundaries and definitions of scholarship to include a broad range of creative activities. The changes also reinforce the high expectations for teaching, service and professional development.

E. Conditions of Employment

Employment in a special title position implies does not normally imply a specific responsibility to engage in research to develop scholarly research and/or creative activity commensurate with the job description. Consequently, appointment or promotion to the rank of associate professor or professor in the special title series does not automatically qualify an individual for membership in the Graduate Faculty. In all other respects, the conditions and benefits of employment related to appointments in the special title series are the same as those related to appointments in the regular title series.

Rationale: This change reflects the Task Force's recommendation that there be some expectation for creative or scholarly activity, which will vary with the position, as specified in the job description. It also reflects Boyer's expanded scope of scholarship.

The Senate Council also recommends approval by the full Senate of the following recommendations regarding the Faculty title Series:

1. That the present categories in the Faculty Title Series be retained.
2. That two generic title series be created as umbrellas for all the current title series. The Committee recommends that the following umbrella terms be used. *Tenure Track Faculty Lines* to include the current Regular Title Faculty Series, Special Title Faculty Series, Librarians Title Series, and Extension Title Series. *Contractual Faculty Lines* to include Clinical Titles Series, Research Title Series, Lecturer, and Adjunct Faculty Titles Series.
3. The Special Title Series be retained as currently defined in the ARs. (as recommended in the Leigh Report) with a revision of the definition. It is the feeling of the Task Force that for any tenure track position there should be some expectation for creative or scholarly activity. (The Committee recommends that Boyer's expanded scope of scholarship—discovery, integration, application and teaching—be considered in determining the kind of activity expected.) The level of expectation and the kind of

activity must be clearly stated in the job description that is approved by the appropriate Area Committee.

Note: At its meeting on November 16, 1998, the Senate Council voted to submit the following recommendations from the Task Force report to the full Senate for discussion only. The Senate Council will consider the feedback from the discussion in determining which recommendations to forward later to the full Senate for action.

Boldface indicates suggested wording added by the Council. Strikeovers indicate wording the Council recommends deleting. All items and changes are for discussion only.

For Discussion Only:

- 1) In view of the proposal for the Lecturer Title Series we propose all title series in which tenure is not granted as part of the promotion process (research, clinical, lecturer) be referred to as contractual title series. **The definition of contractual faculty does not include visiting faculty.**

Rationale: We feel the term nontenure denotes a secondary status.

- 2) After six years at the rank of Assistant Professor (6 successive one year term contracts or single and/or multi-year term contracts totaling 6 years) a faculty member in a contractual title series must be considered for promotion to the rank of Associate Professor and if promoted all subsequent appointments will be on 3 to 5 year revolving contracts. If the individual is not promoted a one-year terminal contract will be offered. The same process will be used to consider promotion as is currently used for tenure and promotion.

Rationale: Any faculty member who is employed by the University of Kentucky for greater than six years must be a valuable asset to the University and appointment beyond the sixth year should be on a 3 to 5 year revolving contract as a reward for being successful. This will provide a moderate amount of job security to the individual and would facilitate productivity and growth. Continual one-year contracts encourage faculty to keep an eye on the job market.

- 3) Contractual faculty must be notified at least one year in advance if their contracts will not be renewed the following year.

Rationale: All faculty need the time to find suitable employment. 12 months is not an unusual amount of time needed to find another academic position.

- 4) All faculty in the contractual title series ~~should be provided all of the same rights as faculty in tenure tracks within respective Colleges. These rights include~~ are eligibility eligible for all committees except committees deciding tenure decisions for special and regular title

series and shall be eligible ~~as well as eligibility~~ for voting in all elections and the opportunity to participate in all other decision-making processes within the University.

Rationale: This has to be done or a second class status results because we are not providing all faculty the opportunity to participate in the governance of the University. Times have changed, and a much larger percentage of the faculty are in one of the contractual title series than in the past.

- 5) The number of faculty within the contractual series (research and clinical and lecturer) will not exceed 50% of the total number of faculty in any one department.

Rationale: In order to maintain the integrity of the tenure process and to ensure academic continuity, we must not allow any department within the University to systematically eliminate positions in tenure tracks.

US Agenda Item: Amerson-Powell 12.14.98

**Part I: Recommendations on the Special Title Series
Applies to Full-Time Appointments [SC 10.26.98]**

Background

When the Special Title Series (STS) was established in 1965, it was emphasized in Dr. Oswald's memorandum to the Faculty that this titles series was a limited one. "It was recognized that some departments have specialized teaching needs not accurately reflected in the criteria established for the professorial ranks and that a limited number of special titles or position would have to be created to provide these needs." (Memorandum dated April 28, 1965 from John W. Oswald to Member[sic] of the Faculty)

In 1986, A committee for Review of Special Titles Series, Chaired by Donald Leigh was convened to make recommendations on this series (as well as the Extension Title Series). The current Special Title Series Task Force reviewed this report but could not confirm whether the recommendations of this group were considered or implemented. A copy of the report is found in Appendix I.

Based on information that the current committee has collected (see Table 1), the use of the STS faculty ranges from 17-57% of all tenured positions in the Medical Sector Colleges. On the Lexington campus (Table 2), the percentage of STS faculty compared to all tenure tracks ranges from 3.7% in Arts and Sciences to 47% in Fine Arts. The overall percentage of STS faculty in the Medical Sector is 35%, compared to 10% for the Lexington Campus. Likewise, our findings show that the use of non-tenured faculty lines is much greater in the Medical Sector than on the Lexington Campus.

TABLE 1

MEDICAL CENTER CAMPUS

College	Allied Health	Dentistry	Medicine	Nursing	Pharmacy
Total full time positions	70	59	609	54	77
STS positions	36	24	102	31	22
%STS	51%	41%	17%	57%	29%

Tenure track positions	49	46	437	42	47
% STS	73%	52%	23%	74%	47%

**Table 2
LEXINGTON CAMPUS**

College	AG	Arch	A & S	B & E	Com/in	Edu	Eng	FA	HES	SW
Total full time positions	259	23	380	80	36	90	121	79	41	21
STS positions	14	3	14	4	10	13	2	37	11	6
% STS	5.4%	13%	3.7%	5%	28%	14%	1.7%	47%	27%	29%
	Ext title is 34%									
Tenure Track positions	245	22	377	79	As above	89	118	As above	As above	As above
% STS	5.7%	13.6%	3.7%	5.1%		14.6%	1.7%			

The College of Law has no Special title series positions listed in the data received.

Recommendations

- ~~3. The Task Force reaffirms Recommendation no. 2 in the Leigh Report that STS should be reserved for positions having special functions and not merely for faculty who have a large teaching effort in a program where otherwise the faculty would be in regular title series.~~
- ~~4. Creation of an STS position be denied if that position fits into an existing Faculty Title Series.~~
- ~~5. Criteria approved for one STS position may be applied to another on the condition that the criteria for both are the same.~~
- ~~6. Revision of the Administrative Regulations regarding the STS appointment, promotion, and tenure to further clarify the intent of the series, expectations for appointment and promotion,~~

~~and to specify both creative productivity and criteria for promotions. Some recommended changes for the current Administrative Regulations can be found in Appendix II. (Recommended additions are underlined and recommended deletions are crossed through.)~~

- ~~7. Inclusion of a statement in the regulations that will ensure review of the approved job description by the individual who is hired into the position (prior to hiring) and inclusion of the job description in all promotion evaluation materials. Significant changes that occur in an individual's responsibilities/expectations prior to consideration for promotion should be appropriately documented.~~
- ~~8. The Task Force recommends that when STS faculty are evaluated for promotion and/or tenure, the evaluation committees should include members who are the same titles series as the candidate. [SC: 10.19.98]~~

**Part II: Report on the Contractual Title Series
Applies To Full Time Appointments (SC 10.26.98)**

Introduction

In light of the renewed emphasis on research productivity underpinning the quest to be a top 20 research institution, this subcommittee finds it surprising that major assets in reaching that goal, the research title faculty, are facing less job security and in some instances unfair treatment as a result of their non-tenure status. This is a concern since in some colleges the research title series faculty bring more funding to the University than regular title series faculty (e.g. in the College of Medicine sponsored research activity is two to three times greater for research title series faculty than for regular title series faculty). Likewise, clinical title faculty fulfill important roles within the University that ultimately will help us reach that goal, and the proposed lecturer title series will do so as well. In his recent Dean's Letter, Emery Wilson notes that "[a] faculty member must be provided the time and resources to excel if the individual and the College are to be successful." Wilson states that the College of Medicine will improve not through adding more faculty, but through nurturing the talents of our current faculty. In that vein, we propose the following, which we envision will foster the development of ALL faculty, and ultimately help our institution move up in the national ranking of U.S. research institutions.