

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Faculty Appointments

EFFECTIVE DATE: September 28, 2021; Revised April 13, 2023

Purpose and Scope

The purpose of this policy is to establish the criteria and process regarding faculty appointments at Southwest Tennessee Community College (“Southwest” or “the College”). The following faculty appointments may be made at Southwest: temporary emergency hire, term, tenure-track, and tenure appointments.

Policy/Procedures

I. Types of Appointments

- A. **Temporary (Emergency Hire) Appointments** are non-tenurable appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period. Temporary appointments may be terminated according to the terms of the contract of employment or appointment. Temporary appointments should ordinarily only be used to replace regular faculty on leave of absence, to employ faculty pursuant to grants, or for projects funded in whole or in part by non-appropriated funds. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where a permanent and continued need for the position has not been established, provided that such appointments normally should not exceed three (3) academic years. Faculty in temporary appointments are appointed in rank but are not eligible for promotion in rank. Temporary appointments may not be converted to term, tenure-track, or tenure appointments.

Appointments of faculty members supported more than 50% by grant funds, or other soft money sources, may be approved by the President for periods in excess of three (3) academic years.

Temporary instructional faculty at instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review. All extensions of temporary appointments for periods in excess of three (3) academic years require the approval of the Chancellor.

- B. **Term Appointments** are non-tenurable appointments in a traditional rank (e.g., instructor, assistant professor) for a fixed period of no more than one (1) year. These may be renewed with no presumed maximum number of reappointments.

Faculty should be placed on term appointments only when one (1) or more of the following employment conditions is present: 1) as a means for addressing staffing needs when a

projected need is more than temporary but less than long term; 2) to staff programs projected to phase out in a fixed period; or 3) when the size of a staffing cohort is projected to extend beyond the normal period for a temporary appointment but is not of sufficient length to warrant a tenure-track or tenured appointment.

Since it is not intended that term appointments be used to meet long-term staffing needs, a faculty member should not remain in a term appointment for more than six (6) years. If it is determined that a position is warranted beyond the maximum six-year period, a new tenure-track position should be sought to replace it. The holder of the term appointment may apply and be considered for the tenure-track appointment, and the College may award up to three (3) years credit for prior service. Other term appointment holders may also apply for the new position and receive service credit. The amount of credit awarded is left to the discretion of the President and is determined based upon the recommendation of the Vice President of Academic Affairs.

Exceptions to the six-year maximum may be granted annually if it is: 1) requested by the affected faculty member and the affected faculty's supervisor; 2) recommended by the appropriate Division Dean and the Vice President of Academic Affairs; and 3) approved by the President. Faculty in term appointments are eligible for promotion.

- C. **Tenure-track Appointments** are appointments for full-time faculty with academic rank and may be for the academic or fiscal year. Tenure-track appointments are for faculty who are employed in a probationary period of employment preliminary to consideration for tenure. Tenure-track appointments: 1) shall not include any right to permanent or continuous employment; 2) shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment; and 3) shall be subject to annual renewal by the College.

A tenure-track appointment may not be converted to a term appointment as a means for continuing employment of tenure-track faculty when a negative tenure decision has been made.

- D. **Tenure Appointments** are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy. Tenure appointments include the assurance of continued employment for the academic or fiscal year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as provided in the Tennessee Board of Regent's ("TBR") policy. Such appointments do not include assurance of continued employment at any specified salary or position or employment during summer sessions or inter-sessions.

II. Conversion of Appointments

- A. A temporary appointment may not be converted to a tenure-track appointment.
- B. The conversion of a term appointment to a tenure-track appointment is allowed. The holder of the term appointment converted to a tenure-track appointment may be awarded up to three (3) years credit for prior service. Any credit for prior service must be confirmed in writing at the time of the appointment.

III. Conversion Process

Faculty members who have been in a term position for six (6) years (using August 31st as the effective date of the sixth year) may request to be considered for conversion from a term appointment to a tenure-track appointment. The request must be submitted in writing to their Department Chair by September 30th of that year. The Department Chair will then contact Human Resources to confirm eligibility. Once this is confirmed the Department Chair will make a recommendation to the Dean for or against conversion. The Division Dean will, after reviewing Department Chair recommendations and considering various factors, including but not limited to, analyses of current enrollment, enrollment growth, stable enrollment in the discipline, percentage of tenure/tenure-track appointments to term appointments within the division, and projection of long-term staffing needs, submit their recommendations to the Vice President of Academic Affairs.

If faculty members request that their positions not be converted, the request will be considered equivalent to a request to continue on a term contract for an additional year. An exception to the six-year maximum period for term appointments is allowed, however, as stated in this policy and in Tennessee Board of Regent's [policy 5.02.07.00](#), the faculty member's supervisor must agree with the request, the request must be recommended by the appropriate Division Dean and the Vice President of Academic Affairs, and the request must be approved by the President.

If the faculty member requests their position be converted but it is not recommended to do so, then the faculty member will be notified of that decision and the faculty will remain in a term contract.

For faculty members who wish to pursue/request their position be converted and it is recommended to do so, the faculty member should consider the following factors: **(1) as the holder of the term position, they may apply for the converted position and may**

be awarded up to three (3) years credit for prior service in residence toward tenure- any credit for prior service must be agreed to in writing upon appointment to the new position, it cannot be done after the fact; (2) holders of other term positions may also apply for the new position and receive service credit; and (3) the position will be subject to TBR and College policies and procedures relative to screening practices associated with filling open tenure-track positions.

The Vice President of Academic Affairs will review all recommendations from Division Deans and submit recommendations to the President for consideration. If it is the recommendation that a position not be converted, the position will remain eligible for conversion consideration annually. For those positions recommended for conversion, the amount of credit to be awarded will also be recommended. The award of prior service toward tenure for positions approved for conversion will be made by the President and will be included in the contract for the tenure-track appointment.

Source of Policy: <u>Human Resources</u>	Responsible Administrators: <u>AVP of HR; VP of Academic Affairs</u>
	TBR Policy Reference: <u>5.02.07.00</u>
Related Policy: <u>5:02:03:01/38</u>	TBR Guideline Reference: _____
Approved: _____ President	Date: <u>April 13, 2023</u>