

Guidelines for Hiring and Advancing Instructional Faculty

February 24, 2015

The contributions made by ASU's instructional faculty members – lecturers, clinical professors, instructors, and faculty associates – are important and valuable to the entire university community. These faculty members help provide continuity to our academic programs, meet critical needs when vacancies arise, and enable our students to succeed.

In acknowledgement of these contributions, ASU is implementing an institution-wide vision for instructional faculty members to provide a transparent approach to the expectations placed upon them, the pay they receive, and the career opportunities available to them. As always, teaching excellence is the primary focus for any instructional faculty appointment; that emphasis will not change. The recruitment and performance review processes for instructional faculty members will intensify attention to evidence of effective teaching.

1. Titles, ranks, and roles for instructional faculty members

All instructional faculty appointments are made based on institutional needs and the availability of funds. To promote transparency and fairness across ASU, the titles to be used will only be those provided in the various categories found in Academic Affairs Manual (ACD) policy ACD 505-02. Some of those categories include ranks connoting greater levels of attainment in outstanding teaching performance and greater ability to take on curriculum development roles. Careful use of those titles is important in delineating the roles of the individuals employed in the instructional faculty categories.

The first two categories of instructional faculty appointments – “Principal Lecturer, Senior Lecturer, Lecturer” and “Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor” – are the “ranked” instructional faculty appointments, which provide the possibility of long-term careers at ASU based on continued excellent performance, the needs of the institution, and the availability of funding. These ranked instructional faculty appointments must have an FTE greater than 0.50 FTE, and are described in ACD 505-02:

Principal Lecturer, Senior Lecturer, Lecturer: Lecturers are fixed-term faculty members with responsibilities that may include teaching service responsibilities, supervising supplemental kinds of student learning, professional development, and/or administrative duties related to teaching. A senior lecturer generally holds a doctorate degree (or appropriate terminal degree) and has a minimum of five years of college-level teaching experience or equivalent qualifications and experience. A principal lecturer generally holds a doctorate degree (or appropriate terminal degree) and has a minimum of seven years of college-level teaching experience or equivalent qualifications and experience.

Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor: Clinical faculty are fixed-term faculty members who are qualified by training, experience, or education to direct or participate in specialized university functions, including teaching, student internships, training, or other practice components of degree programs. Responsibilities of clinical faculty may encompass any area of professional practice and/or technical expertise and may include professional development.

Appointments in both these categories primarily provide high-quality instruction, but also may devote some portion of their work to curriculum development and programmatic responsibilities.

Two additional categories of instructional faculty appointment will be reserved for those whose sole responsibilities are in delivering excellent teaching. They are distinguished from Lecturers and Clinical faculty in that they do not have program-development responsibilities. For such an instructional faculty appointment with FTE equal to or greater than 0.50 FTE, the title used should be Instructor. The Instructor title is described in ACD 505-02:

Instructor: ... [an] annual, fixed-term appointment. Instructor may include appointments to positions with teaching assignments and limited service and/or professional development responsibilities. ...

Note that, since instructors are not expected to have service responsibilities, a typical teaching load for an instructor should represent the maximum normal teaching assignment per term in the unit. Instructor appointments may be renewed for subsequent terms of appointment, but will not be eligible for multi-year appointments.

For an instructional faculty appointment with FTE less than or equal 0.40 FTE, the title used should be Faculty Associate. The Faculty Associate title is described in ACD 505-02:

Faculty Associates: Faculty associates are appointed on semester or annual, fixed-term appointments, are not eligible for promotion, and are not members of the Academic Assembly. Individuals in this rank are qualified by training and experience to teach university-level courses.

The Faculty Associate category is used when a short-term course need (i.e., unexpected vacancy, unforeseen enrollment growth, etc.) arises, so such an appointment is unlikely to lead to a career at ASU. Further, as with an Instructor appointment, the sole assignment for Faculty Associates will be course instruction; Faculty Associates should not receive service assignments.

2. Multiple-year and rolling multiple-year contracts

Those in the ranked instructional faculty categories who have developed substantial experience at ASU with excellent teaching may be eligible for multiple-year or rolling multiple-year appointments of up to three years. The offer or renewal of a multiple-year appointment is subject to approval by the Provost, the availability of funds, and the needs of the institution.

An initial appointment for a ranked instructional faculty member is usually at the entry rank (lecturer or clinical assistant professor), and usually is a year-to-year appointment. A person promoted to (or hired into) the senior lecturer or clinical associate professor title is eligible for a multiple-year appointment of up to three years, but may only receive a multiple-year contract if such a contract is requested by the dean and approved by the Provost. A person promoted to (or hired into) the highest rank in an instructional faculty category (principal lecturer or clinical professor) is eligible for a rolling multiple-year appointment, but may only receive a rolling multiple-year contract if such a contract is requested by the dean and approved by the Provost.

3. Salaries for instructional faculty appointments

To ensure fairness across the institution, the Provost is implementing salary minimums for these various categories and ranks of instructional faculty appointments. The most current version of those minimums (to be fully in effect by August 16, 2016) appears at the end of this document. Additionally, a dean may choose to set minimums for the college or for individual academic units within the college above those set by the Provost for any or all of these categories and ranks.

4. Promotions for ranked instructional faculty members

As a person in a ranked appointment attains greater levels of experience and superior performance, and continues to provide excellence in instruction and mentoring, that person may be eligible for promotion to a higher rank. Each unit and college will develop specific criteria for promotion of ranked instructional faculty members based on the guidance provided for this new approach for instructional faculty. The process used for evaluating applications for promotion of instructional faculty will be the existing process established by the Provost's office, consistent with the expectations provided for in ACD 506-05.

Promotions must be linked to excellence. The promotion criteria should specify appropriate evidence for demonstrating excellence in teaching. Criteria for promotion should include an expectation of a minimum of five years experience for promotion from the entry rank (lecturer or clinical assistant professor) to the next rank (senior lecturer or clinical associate professor). A minimum of at least seven additional years is expected for promotion to the highest rank (from senior lecturer to principal lecturer or clinical associate professor to clinical professor) and should also be stated in the unit and college criteria.

Promotion in rank for a person becomes effective during the following academic/fiscal year. Any promotion, regardless of length of appointment, also will be contingent upon the offer of a contract in the following academic year.

Promotion from an entry instructional faculty rank (lecturer or clinical assistant professor) will result EITHER in a salary increase of \$3,000 per academic year (or fiscal year, if the appointment is for a fiscal year) OR an increase to the salary minimum for the new rank (senior lecturer or clinical associate professor), whichever is higher. A promotion to the highest rank (principal lecturer or clinical professor) will result EITHER in a salary increase of \$5,000 per academic year (or fiscal year, if the appointment is for a fiscal year) OR an increase to the salary minimum for the highest rank, whichever is higher.

5. Searches for instructional faculty members

Instructional faculty positions are highly sought after because many scholars enjoy and value working with ASU's diverse and talented student body. Fairness requires that these instructional faculty positions be filled by those who will deliver the very best instruction possible for our students and who also represent the diversity of our state and society. This value of fairness, then, in turn requires that these positions be filled through open and advertised searches.

For Instructor and Faculty Associate positions, local searches should be used to identify the most qualified applicant.

For ranked instructional faculty appointments, a position at the entry rank may be filled through either a local or national search. An appointment to a ranked instructional faculty appointment at a rank higher than the entry rank must be made through a national search.

MINIMUM SALARY LEVELS FOR FULL-TIME CONTRACT FACULTY MEMBERS

To be in place by August 16, 2016

These minimums assume the person appointed holds the terminal degree in the discipline and is employed full-time (1.00 FTE) at the title and rank indicated.

Minimum full-time academic year salary levels	
Title	Minimum salary for full-time
Faculty Associate	
Faculty Associate	\$1,100 per credit hour*
Instructor	
Instructor	\$36,000 per AY**
Lecturer categories	
Lecturer	\$40,000 per AY
Senior Lecturer	\$50,000 per AY
Principal Lecturer	\$60,000 per AY
Clinical faculty categories	
Clinical Assistant Professor	\$45,000 per FY
Clinical Associate Professor	\$60,000 per FY
Clinical Professor	\$70,000 per FY
Research faculty categories	
Assistant Research Professor	\$45,000 per FY
Associate Research Professor	\$60,000 per FY
Research Professor	\$70,000 per FY

* Faculty Associate appointments are limited to 0.40 FTE or less.

** Instructor appointments are limited to appointments with 0.50 or greater FTE.

February 23, 2015