

2017

2.1 Definitions of Faculty Status

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook>

Recommended Citation

Saint Mary's College of California (2017) "2.1 Definitions of Faculty Status," *Faculty Handbook*: Vol. 2017 , Article 14.
Available at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook/vol2017/iss1/14>

This Main Text is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Faculty Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact digitalcommons@stmarys-ca.edu.

2.1 DEFINITIONS OF FACULTY STATUS

Specification of the conditions for appointment for each of the faculty categories below is contained in Section 2.2 Types of Appointments.

2.1.1 RANKED (TENURE-TRACK) FACULTY

Ranked faculty appear on the Rank and Tenure Roster. They are full-time employees of the College unless otherwise specified in their appointment; their appointments are probationary (tenure track) or tenured to the College and not to a program, department or School; they hold the academic ranks of Assistant Professor, Associate Professor and Full Professor. Assignment is made to the department or program in which the faculty member teaches the majority of his/her courses. With the exception of Exceptional Candidate appointments, faculty will hold the terminal degree (see sections 2.1.1.1 Terminal Degrees and 2.1.1.2 Exceptional Candidate Appointments (For Such a Rank)).

The salaries of full-time ranked faculty whose duties are primarily instructional are contained in the full-time salary scale (see section 2.15.2 Salary Scales for Ranked and Adjunct Faculty).

Assistant Professor: Appointment to the rank of Assistant Professor requires that the candidate possess the terminal degree, show clear promise of effective service and teaching effectiveness, be judged competent to teach advanced or upper division courses, and give evidence of continued scholarly achievement.

Associate Professor: Appointment to the rank of Associate Professor normally requires that the candidate have demonstrated his/her effectiveness as a teacher, that he/she show clear promise of high scholarly achievement, and that he/she have demonstrated effective service. Possession of the qualifications enumerated above for the rank of Assistant Professor is assumed. The rank of Associate Professor may or may not accompany tenure.

Full Professor: Appointment to the rank of Full Professor is made in recognition of consistent evidence of high teaching effectiveness, high scholarly achievement, (the latter to be substantiated by a sound reputation among academic colleagues outside the College), and a high degree of effective service. Possession of the qualifications enumerated above for Assistant and Associate is assumed.

2.1.1.1 Terminal Degrees

A doctorate is normally considered to be a terminal degree. Any department wishing to propose another degree as terminal in a specialized field (e.g., the M.F.A. in Creative Writing) should make its case as clearly and fully as possible before the hiring process begins for any position that may be affected. The Undergraduate Educational Policies Committee (or the Graduate and Professional Studies Educational Policies Committee, if more appropriate) shall initially review such proposed non-doctoral terminal degree designation, and shall review all such designations every six years thereafter. Upon such a review they shall recommend approval or disapproval to the Academic Senate. Upon the approval by the Senate, non-doctoral terminal degrees are subject to final approval by the Provost. Any person hired as having the appropriate terminal degree and who has continued in the same position shall be considered to have permanent approval even if at some later date another degree is designated as terminal for that position. Such initial and permanent approval will appear in that faculty member's contract.

2.1.1.2 Exceptional Candidate Appointments (For Such a Rank)

When the proposed faculty member does not have the terminal degree, but shows clear promise of superior performance as a teacher, has scholarly achievement and service commensurate with the proposed rank, the Provost will seek a recommendation from the Rank and Tenure Committee for a finding of exception to requirement of the doctorate or an acceptable alternative degree to appoint at the rank of Assistant, Associate or Full Professor. A finding of exception by the President upon recommendation of the Provost is unalterable.

2.1.2 NON-TENURE-TRACK FACULTY

DEFINITIONS OF NON-TENURE TRACK FACULTY ARE IN THE CBA.

2.1.3 EMERITUS/EMERITA

Professor Emeritus/Emerita is an honorary title conferred on a retiring faculty member who has served the College with special distinction.

1. Eligibility. Criteria for eligibility:
 - a. minimum of ten years of full-time service;
 - b. attainment of rank of Associate Professor;
 - c. supporting letters from colleagues.
2. Recommendations. Criteria upon which they should be based:
 - a. teaching effectiveness;
 - b. scholarship or artistic expertise;
 - c. effective student advising, where applicable;
 - d. cooperation with colleagues in advancing the academic aims of the College.
3. Privileges. A Professor Emeritus/Emerita:
 - a. will remain on the Rank and Tenure roster;
 - b. will receive faculty ballots;
 - c. may participate in formal academic ceremonies;
 - d. may have his/her name listed in the College Catalog with the designation;
 - e. will have access to available administrative support;
 - f. will retain his/her College email account;
 - g. will be eligible for limited Library borrowing privileges, including Link+ and Interlibrary Loan, and will have remote access to Library databases and electronic books.
 - h. are eligible for membership in the Alliotto Recreation Center.
4. Procedure for promotion to Professor Emeritus/Emerita:
 - a. The candidate will be proposed in writing for Emeritus/Emerita status by the candidate's department or by a senior faculty member to the Dean of the School.
 - b. The Dean of the School will solicit letters of support from colleagues and the candidate's department.
 - c. The collected letters will be submitted to the Dean, who will forward them with his/her recommendation to the Rank and Tenure Committee.
 - d. Recommendation from the Rank and Tenure Committee will be forwarded by the chair to the Provost for his/her approval. In the event that the Provost does not agree with the recommendation, the Provost will forward the Committee's recommendation, along with his/her own recommendation to the President. The President makes the determination whether to grant the Professor Emeritus/Emerita Award.

- e. The Professor Emeritus/Emerita Award is presented to the recipient in an appropriate ceremony acceptable to the recipient.

2.1.4 ADMINISTRATORS WITH FACULTY RETREAT RIGHTS

Certain administrative positions make the holder responsible for the character and quality of a major academic unit within the College. Because such positions involve responsibility for curriculum and for academic quality, review of faculty, and expectations of leadership over issues that affect the academic enterprise of the College as a whole, they are inherently academic in nature. These positions are the Provost, the Vice Provost for Undergraduate Academics, the Vice Provost for Graduate and Professional Studies, and each Dean of a School. These positions are normally filled via national searches resulting in multi-year appointments, and exceptions to this standard made in consultation with the Academic Senate. When an individual is appointed to one of these positions on a regular basis, that is, other than as Acting or Interim Dean, he/she will also be appointed as a ranked faculty member associated with a department either on tenure track or tenured. Although there is no such status as administrative tenure, he/she has faculty retreat rights, that is, the right to assume the position of a full-time faculty member of the College upon leaving the administrative position.

Assignment to a department will be made by the Provost (by the President in the case of the appointment of the Provost) in consultation with the department involved. For appointments at the ranks of Associate Professor and Full Professor, the Rank and Tenure Committee will be consulted prior to the appointment about the rank and the tenurability of the appointee, as specified in Section 2.3.1 Selection/Appointment of Ranked Faculty.

An administrator as defined in this section, who is also a ranked faculty member, agrees to the provisions of this *Faculty Handbook* which are applicable to his/her faculty ranks.

A ranked faculty member who assumes an administrative position at the College that does not carry ranked faculty status nonetheless continues to be a ranked faculty member; however, ranked faculty status is not thereby transferred to the administrative position.

The President may decide to allow an existing or new administrative position to carry ranked faculty status. A proposal to incorporate ranked faculty status into a new or existing administrative position must originate in the Academic Senate and be approved by the Provost before being considered by the President. If an administrative position is converted to an administrative position with ranked faculty status, the incumbent at the time of conversion, if not already tenured as a faculty member, may be granted tenure and/or retreat rights at the discretion of the President (under the procedures described above for the granting of tenure and retreat rights to individuals assuming an administrative position with ranked faculty status). Any teaching under this provision must follow the procedures for approval and notification listed in Section 2.1.5 (Temporary Appointment of Administrator to Rank Only).

2.1.5 TEMPORARY APPOINTMENT OF ADMINISTRATOR TO RANK ONLY

An administrator in a non-academic position may be appointed temporarily to an academic rank and departmental affiliation by the President if all of the following conditions are satisfied:

1. All the criteria for that rank must be met by the individual and reviewed by the Provost, the chair of the department and the Dean of the School with which the individual will be affiliated. The Provost will make a recommendation of the appropriate rank to the President.

If the rank proposed is Associate Professor or Full Professor, the Provost will also consult the Rank and Tenure Committee prior to advising the President.

2. Any teaching in the department or program designated or in any other area is only by invitation of that department or program and requires the consent of the appropriate Dean, the approval of the administrative person's supervisor, and proper notification to the Provost. Continued teaching is subject to departmental need and a regular review of the individual's teaching effectiveness. Teaching under this provision does not imply or confer academic salary nor any rights toward sabbatical or tenure.
3. Under this provision the position does not carry ranked faculty status and does not confer retreat rights on the individual.

The term of appointment is one academic year and may be extended by the President in writing after the first year for a period not to exceed the period of employment as an administrator.