









WHEREAS, on the 10<sup>th</sup> day of May, 2015, the Board of Trustees approved the Official Faculty Handbook of Troy University and

WHEREAS, this was an updated version of the 2012 Faculty Handbook and

WHEREAS, the Chancellor's Cabinet has both reviewed and approved the amended Faculty Handbook; and

WHEREAS, the Faculty Handbook is available for review on the Troy University website at [http://trojan.troy.edu/employees/faculty/faculty\\_handbook](http://trojan.troy.edu/employees/faculty/faculty_handbook).

BE IT THEREFORE RESOLVED that the Faculty Handbook of Troy University, 2012, is superseded by the Faculty Handbook of Troy University as amended to be effective August 1, 2015 by action of the Board of Trustees.

Mrs. Carter said that as an informal change to the Faculty Handbook was proposed to Board members.

#### 3.2.2.1 Unranked Faculty

*NOTE: Any highlighted/underlined material indicates proposed material which would be deleted.*

#### 3.2.2.1 Unranked Faculty

An unranked faculty member at Troy University who has been assigned one of the temporary academic titles: teaching assistant, lecturer, adjunct faculty, visiting professor, or affiliate professor, does not lead to or count toward tenure service in these positions.

Such an individual:

1. Meets or exceeds the criteria for the appropriate title.
2. Usually has less than a 10-year record of service.
3. Usually has less than 10 semester hours below.
4. Is selected in the manner set forth below.

#### 3.2.2.1 Graduate Teaching Assistant

Graduate teaching assistants are graduate students who have primary responsibility for the instruction of students in the classroom. They are selected by the faculty to assist in the instruction of students and to receive credit and/or for assigning final grades for such a course. They must have a master's degree in the teaching discipline and a minimum of 12 semester hours in the teaching discipline. They must be experienced in the teaching discipline and receive regular supervision and periodic evaluations.

The above duties include: engage in professional development studies, attending of conferences, grading papers, keeping records, and other duties as assigned.

Graduate teaching Assistants for whom English is a second language may be appointed only when a test of spoken English or other suitable test indicates that the applicant's proficiency in oral and written discourse indicates that the appointment is appropriate.

Graduate teaching assistants as well as all others who teach in non-credit courses must hold a minimum of a bachelor's degree in a discipline related to the teaching assignment and either classroom experience in a discipline related to the teaching assignment or graduate training in related education.

### 3.2.2.2 Lecturer

Lecturers are recommended by the department chair in consultation with the associate dean or dean and approved by the Senior Vice-Chancellor for Academic Affairs. This position does not lead to or count toward promotion to higher academic ranks (see Section 3.4), nor does service as a lecturer lead to or count toward tenure.

Selection of lecturers should be consistent with the academic standards of the University. A person who is assigned this title should meet or exceed the minimal requirements set forth in Section 3.2.1.4, Instructor. In lieu of these requirements, considerable experience in an appropriate technical, artistic, or professional field may be substituted.

Lecturers hold the rank of Lecturer.

All benefits for persons assigned this title must be mutually agreed upon in writing by the individual and the University.

Lecturers are expected to be available for a reasonable amount of time for each course taught to counsel and assist students. Lecturer's workload will include service to the University, as deemed appropriate by the lecturer's supervisor. Such services will usually include a combination of university and non-university academic advancement.

### 3.2.2.3 Senior Lecturer

Appointment as Senior Lecturer, in addition to the requirements of 3.2.2.2 above, will demonstrate a record of teaching and service that will be of exceptional value to the University. Documentation submitted to the Senior Vice-Chancellor for Academic Affairs to support such appointment will include the contributions made by the candidate to the University, the department, and the college. Professional development activities will demonstrate that the candidate has been active in the intellectual activities of his/her academic unit. A record of appropriate service to the department, college, university, or professional community is expected to be submitted at the appointment. No more than one person in a teaching discipline will be appointed Senior Lecturer.

### 3.2.2.4 Adjunct Faculty

Adjunct faculty members may be appointed on a semester/term basis. This title may also be assigned to those who hold administrative positions and agree to offer occasional courses that the department or college needs. Adjunct faculty members are issued on a semester/term basis. Adjunct faculty members are not eligible for promotion to or count toward tenure or promotion to the regular academic ranks. Adjunct faculty should consult with the associate dean and dean to determine the course load limit for their teaching.

Selection of adjunct faculty members should be consistent with the academic standards of the University. Adjunct faculty members should be appointed by the department chair in consultation with the associate dean and dean and approved by the Senior Vice Chancellor for Academic Affairs.

**Adjunct faculty members hold the responsibility for the management of courses taught.**

~~The rights and duties of an adjunct faculty member remain the same as those specified in Section 3.2.2.2, Lecturers.~~

Deans, associate deans and department chairs are responsible for the orientation, supervision and evaluation of all adjunct faculty. Deans, associate deans and department chairs are responsible for establishing a reasonable amount of time for each adjunct faculty member to provide instruction and counseling of students regarding course work and other course requirements. Moreover, these established times must be made known to the students at the beginning of each term.

### 3.2.2.5 Professor of Practice

**Appointment as Professor of Practice will be recommended by the department chair in consultation with the associate dean or dean and approved by the Senior Vice Chancellor for Academic Affairs on a non-tenure basis. This position does not lead to or count toward tenure.**

**Qualifications of candidates for a Professor of Practice appointment, while clearly demonstrating excellence in a particular field, are not required to conform to those of a member of the faculty. Candidates may not hold a terminal academic degree. Their accomplishments should include a list of distinguished publications. Candidates should demonstrate the ability to transfer experience into instruction through the use of their scholarship or previous teaching or mentoring.**

**Professors of Practice have substantial experience and are recognized nationally or internationally for their significant contributions to their field. Their area of expertise must clearly benefit the programs of the school or department in which they are teaching.**

**Professors of Practice hold the responsibility for the management of courses taught and are expected to be available for each course taught to counsel students regarding course work. Professors of practice are also expected to work with the department to contribute to the public corporate sector. All benefits for persons assigned this title must be mutually agreed upon in writing by the faculty and the University at the time of initial employment.**

**NOTE: ~~Highlighted in red in original minutes. Deleted in preparation for the final minutes. This text would be deleted.~~**













