



Belk College of Business Policies and Procedures for Special Faculty Appointments

1.0 Introduction

This document constitutes the Belk College of Business (BCOB) policies and procedures for full-time Special Faculty Appointments. These policies and procedures are intended to supplement “Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte” as outlined in University Policy 102.13 (hereinafter “TPRP”). Because laws and circumstances are always subject to change, the Senior Associate Dean’s Office or the Provost’s Office should be consulted if any questions arise in interpreting or applying these policies and procedures. In the event of a conflict between this document and the TPRP on any issue, the TPRP shall have precedence. All recommendations or decisions made pursuant to these policies and procedures shall be made formally and in writing.

2.0 Faculty Status of Lecturers, Senior Lecturers, Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors

2.1 Special Faculty Appointment

Section 3.2 of the TPRP defines the Professorial Ranks as those faculty members holding the ranks of Assistant Professor, Associate Professor, or Professor. Section 3.4 of the TPRP notes that any other faculty appointment is a Special Faculty Appointment. In the Belk College of Business, persons holding full-time Special Faculty Appointments will normally have the title of Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. Should the college or university elect to use a different title for a Special Faculty Appointment, however, the policies and procedures outlined in this document that apply to Lecturers will apply to those appointments as well.

As noted in section 3.4 of the TPRP, Special Faculty Appointments are for a specified term of service, and the specification of the length of appointment shall be deemed to constitute full and timely notice of non-reappointment when that term expires. Further, the university has no obligation to consider future appointments for persons with such Special Faculty Appointments. During the term of their employment, faculty members in Special Faculty Appointments are entitled to seek recourse for employment related problems and concerns under the UNC Charlotte “Procedures for Resolving Faculty Grievances (Arising from Section 607(3) of The Code of the University of North Carolina).”

2.2 Member of the University and Belk College Faculty

As defined in Section 1.5 of the TPRP, Lecturers, Senior Lecturers, Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors are considered to be members of the faculty of the University of North Carolina at Charlotte (hereinafter “UNC Charlotte”). Further, in Article II of the Belk College of Business Bylaws, Lecturers, Senior Lecturers, Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors are defined to be members of the Regular Faculty of the Belk College of Business.

3.0 Eligibility Guidelines for Initial Appointment of a Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor

This section provides eligibility guidelines for an initial appointment within the Belk College at the ranks of Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.

3.1 Lecturer

To be initially appointed to a position as Lecturer, candidates must present evidence of success in business, professional or academic practice, potential for or evidence of past effective teaching, and potential for a successful academic career. Individuals selected for this position will be expected to possess a Master’s degree or higher in an appropriate discipline from an appropriately accredited program and must meet either professional and/or academic qualifications as defined in the Belk College Policy on Qualified Faculty Status.

3.2 Senior Lecturer

To be initially appointed to a position as Senior Lecturer, candidates will normally have first served two terms as Lecturer. Candidates will possess a Master’s degree or higher in an appropriate discipline from an appropriately accredited program. Candidates must demonstrate excellence in teaching and commitment to student success, leadership in instruction and instructional innovation, and continued professional development in pedagogy or other area related to instruction. Candidates must meet either professional and/or academic qualifications as defined in the Belk College Policy on Qualified Faculty Status.

3.3 Clinical Assistant Professor

To be initially appointed to a position as Clinical Assistant Professor, candidates must possess an earned doctorate from an appropriately accredited university in an appropriate academic discipline. Candidates must demonstrate potential for effective teaching, service, and appropriate research accomplishments, potential for directing activities in mutually agreed upon realms of responsibility, and ability and willingness to participate in department, college, and university affairs as is appropriate. Candidates must also demonstrate that they meet either the professional or academic qualifications defined in the Belk College Policy on Qualified Faculty Status.

3.4 Clinical Associate Professor

To be initially appointed to a position as Clinical Associate Professor, candidates will normally have first served one term as Clinical Assistant Professor. Candidates must possess an earned doctorate from an appropriately accredited university in an appropriate academic discipline. Candidates will demonstrate effective teaching, service, and appropriate research accomplishments, ability and distinction in the mutually agreed upon realms of responsibility, ability to direct activities in the mutually agreed upon realms of responsibility, and ability and willingness to participate in department, college, and university affairs as is appropriate. Candidates must also demonstrate that they meet either the professional or academic qualifications defined in the Belk College Policy on Qualified Faculty Status.

3.5 Clinical Professor

To be initially appointed as Clinical Professor, candidates will normally have first served one term as Clinical Assistant Professor and one term as Clinical Associate Professor. Candidates must possess an earned doctorate from an appropriately accredited university in an appropriate academic discipline. Candidates will demonstrate excellence and leadership in teaching, service, and appropriate research accomplishments, distinguished achievement in the mutually agreed upon realms of responsibility, ability to direct activities in the mutually agreed upon realms of responsibility, and leadership in faculty governance at the unit, college, and university level as is appropriate. Candidates shall also demonstrate that they meet and maintain the appropriate academic qualification standard as defined in the Belk College Policy on Faculty Qualified Status.

4.0 Eligibility Guidelines for Reappointment as Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor

As noted in Section 3.4 of the TPRP, Special Faculty Appointments are for a specified term of service and the university is under no obligation to consider future appointments for persons with such Special Faculty Appointments. There is, however, no specific prohibition that would prevent a person holding such a Special Faculty Appointment from being appointed to additional fixed terms, if it is in the best interests of the college and university to make such an appointment to a subsequent contract.

The purpose of this section is to provide eligibility guidelines for appointment to subsequent contracts as Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. These guidelines are intended solely to state the minimum conditions the candidate must meet to be eligible for appointment to a subsequent contract; they do not obligate the Belk College or the university to consider or offer such an appointment.

4.1 Lecturer

To be considered for reappointment to a second or subsequent term as Lecturer, candidates must present evidence that they have demonstrated and will continue to demonstrate effective teaching, an appropriate level of service, and that they have maintained and will continue to maintain appropriate professional and/or academic qualifications as defined in the Belk College Policy on Qualified Faculty Status.

Normally, a Lecturer will be considered for an initial appointment as Senior Lecturer after two terms rather than being reappointed to a third or subsequent term as Lecturer. However, advancement through the ranks is optional and not a criterion for retention.

4.2 Senior Lecturer

To be considered for reappointment to a second or subsequent term as Senior Lecturer, candidates must present evidence that they have demonstrated and will continue to demonstrate excellence in teaching and commitment to student success, leadership in instruction and instructional innovation, continued professional development in pedagogy or other area related to instruction, and that they have maintained and will continue to maintain appropriate professional and/or academic qualifications as defined in the Belk College Policy on Qualified Faculty Status.

4.3 Clinical Assistant Professor

To be considered for reappointment as Clinical Assistant Professor, candidates must present evidence that they have demonstrated and will continue to demonstrate effective teaching, an appropriate level of service, appropriate research accomplishments, and that they will continue to meet and maintain the appropriate academic qualification standard as defined in the Belk College Policy on Qualified Faculty Status.

Normally, a Clinical Assistant Professor will be considered for an initial appointment as Clinical Associate Professor after one term rather than being appointed to a second or subsequent term as Clinical Assistant Professor. However, advancement through the ranks is optional and not a criterion for retention.

4.4 Clinical Associate Professor

To be considered for reappointment as Clinical Associate Professor, candidates must present evidence that they have demonstrated and will continue to demonstrate effective teaching and appropriate service, appropriate research accomplishments, ability and distinction in the mutually agreed upon realms of responsibility, ability to direct activities in the mutually agreed upon realms of responsibility, and ability and willingness to participate in department, college, and university affairs as is appropriate. Candidates must also demonstrate that they will continue to meet the appropriate qualification standard as defined in the Belk College Policy on Qualified Faculty Status.

Normally, a Clinical Associate Professor will be considered for an initial appointment as Clinical Professor after one term rather than being appointed to a second or subsequent term as Clinical Associate Professor. However, advancement through the ranks is optional and not a criterion for retention.

4.5 Clinical Professor

To be appointed to a second or subsequent term as Clinical Professor, candidates must present evidence that they have demonstrated and will continue to demonstrate a degree of excellence in teaching, service, and research accomplishments sufficient to establish an outstanding reputation among departmental colleagues. There shall be continuing evidence of relevant and effective

service to the Belk College, the university, the community and the profession. Candidates shall also demonstrate that they meet and maintain the appropriate academic qualification standard as defined in the Belk College Policy on Qualified Faculty Status.

5.0 Normal Appointment Terms

Normally an initial appointment as Lecturer will be for a period of two years. Subsequent appointments will normally be for a period of three years.

Senior Lecturers will normally be appointed to a term of five years. During the third or fourth year of their contract, Senior Lecturers may request to be evaluated for eligibility for a new five-year contract (i.e., a five-year rolling contract). Should the Belk College and the university decide to offer a new contract, it would supplant the original contract.

Clinical Assistant Professors will normally be appointed to a term of three years.

Clinical Associate Professors will normally be appointed to a term of three years.

Clinical Professors will normally be appointed to a term of five years. During the third or fourth year of their contract, Clinical Professors may request to be evaluated for eligibility for a new five-year contract (i.e., a five-year rolling contract). Should the Belk College and the university decide to offer a new contract, it would supplant the original contract.

6.0 Belk College Special Faculty Council

6.1 Duty

Upon request by the Dean or Senior Associate Dean, the Belk College Special Faculty Council (SFC) shall provide its professional opinion on matters related to Special Faculty appointments including annually determining whether candidates for reappointment to a subsequent contract as Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor meet the relevant eligibility criteria outlined in Section 4.0 of this document, determining whether a Lecturer meets the eligibility criteria outlined in section 3.0 for an initial appointment as Senior Lecturer, determining whether a Clinical Assistant Professor meets the eligibility criteria outlined in section 3.0 for an initial appointment as Clinical Associate Professor, determining whether a Clinical Associate Professor meets the eligibility criteria outlined in section 3.0 for an initial appointment as Clinical Professor, updating this document outlining procedures regarding Special Faculty appointments, and other duties as specified by the Dean or Senior Associate Dean.

6.2 Composition

The SFC shall be elected from the Special Faculty of the Belk College, as defined in Section 2.1 of this document. Faculty members are not eligible to serve as representative on the SFC during their initial appointment term or during the year in which they will be reviewed for reappointment by the SFC. The SFC shall consist of one elected representative from each Department and one

member elected at large from the Belk College. If a Department has fewer than two eligible Special Faculty members, members of the Regular Faculty (as defined in Article II of the Belk College of Business Faculty Bylaws) from that department are eligible to vote and to be elected to serve on the SFC for the term. The SFC shall elect its Chair at the beginning of the academic year.

6.3 Election

The Special Faculty in each department within the Belk College shall elect one eligible representative and one alternate to the SFC. The Special Faculty within the Belk College shall elect one at-large representative and an alternate from the members of the Belk College with Special Faculty appointments as defined in Section 2.1.

The election of the at-large representative and an alternate normally will be conducted at the April Belk College faculty meeting for a term beginning July 1 and extending until the following June 30. The Faculty President will provide a current list of Special Faculty within the College who are eligible to be elected (i.e., will not be in their initial appointment term; will not be a Departmental representative or alternate and will not be undergoing review for reappointment in the SFC term). The election of the at-large representative shall consist of at least two secret ballots. On the first (nominating) ballot, each full-time Special Faculty member of the Belk College may enter the names of two eligible Special Faculty members. The two leading candidates will be presented for election, again by secret ballot. The leading candidate on the second ballot will serve as at-large member on the SFC. The second candidate will serve as alternate at-large member.

6.4 Term

Departmental representatives shall serve a two-year term, with the representatives from Accounting, Finance, and Economics being elected in odd-numbered years and BISOM, Marketing and Management being elected in even-numbered years. The at-large representative shall serve a one-year term. In the event that any elected representative is unable to serve the remainder of his or her term, his or her alternate shall serve the remainder of the representative's term. If the alternate is not able to do so, the department (or Belk College in the case of the at-large representative) shall elect a representative to fill out the term.

6.5 Confidentiality

SFC members shall treat as confidential personnel information all documents submitted or created in connection with any review of candidates for appointment to a subsequent contract and the information contained therein, as well as information derived from any discussions that are part of the formal review process. Such confidential records and information shall not be disclosed to or discussed with any person except: (1) committee members and observers as provided in these policies; (2) those persons required or permitted to be consulted in accord with the requirements of department, college, or university policies; or (3) those persons permitted access to such documents by law. Violation of this section may expose any faculty member, including an administrator, to the imposition of serious sanctions, but only in accordance with the provisions of Section 8 of the TPRP.

7.0 Initial Appointment Procedures

Special Faculty Appointments differ from tenure-track or tenured appointments, and the process for both initial appointments and reappointments to subsequent contracts differs as well. The purpose of this section is to outline the process that the Belk College will use when evaluating candidates for initial appointments as Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor positions.

7.1 Lecturer and Clinical Assistant Professor Initial Appointments

As required by UNC Charlotte rules, initial appointments to Lecturer or Clinical Assistant Professor positions will normally be filled through an open search process. The process begins with the Dean allocating a position to the department. The Department Chair will appoint a recruiting committee consisting of at least three faculty members from the department conducting the search. The Department Chair will appoint the Chair of the Search Committee. The Search Committee will work with the Senior Associate Dean to develop the recruiting plan and position description.

The Search Committee, Department Chair, and the Senior Associate Dean or the Dean will interview finalists for the position. The Search Committee will forward to the Department Chair a list of recommended candidates. The Department Chair will then recommend to the Dean which candidate should be appointed to the position. The Dean will make the final determination which candidate, if any, is appointed.

7.2 Senior Lecturer and Clinical Associate Professor Initial Appointments

To be considered for Senior Lecturer positions, candidates normally will have served two terms as Lecturer. To be considered for Clinical Associate Professor positions, candidates normally will have served one term as Clinical Assistant Professor. The appointment process in these instances is outlined in section 7.2.1 below. In those rare cases where a candidate has not previously served as a Lecturer or Clinical Assistant Professor, the appointment process is outlined in 7.2.2 below.

7.2.1 Candidates who have previous service as Lecturer or Clinical Assistant Professor

The first step in the initial appointment process is for the Department Chair to confirm with the Dean's office that a position is available to be filled as a Senior Lecturer or Clinical Associate Professor (this will normally be the line that the candidate currently fills). If the position exists, the Department Chair will consult with the candidate to see if he or she wishes to be appointed to a new term as Senior Lecturer or Clinical Associate Professor. If so, the Department Chair will notify the Senior Associate Dean, and the candidate will create a dossier as outlined in Section 8.2. The Senior Associate Dean will ask the SFC to examine the candidate's record to determine if he or she meets the criteria for initial appointment as Senior Lecturer or Clinical Associate Professor as outlined in Section 3.2 or 3.4 respectively. If the SFC determines that the candidate meets those criteria, the Department Chair will then recommend in writing to the Dean whether the

candidate should be appointed Senior Lecturer or Clinical Associate Professor. The Dean will make the final decision.

7.2.2 Candidates who do not have previous service as Lecturer or Clinical Assistant Professor

In rare cases, the College may elect to extend an initial appointment as Senior Lecturer or Clinical Associate Professor to a candidate who has not previously served as Lecturer or Clinical Assistant Professor. In such circumstances, the position will be filled through an open search process. The process begins with the Dean allocating a position to the Department. The Department Chair will appoint a recruiting committee consisting of at least three faculty members from the department conducting the search. The Department Chair will appoint the Chair of the Search Committee. The Search Committee will work with the Senior Associate Dean to develop the recruiting plan and position description.

The Search Committee, Department Chair, and the Senior Associate Dean will interview finalists for the position. The Search Committee will forward to the Department Chair a list of recommended candidates. The Department Chair will then recommend to the Dean which candidate should be appointed to the position. The Dean will make the final decision.

7.3 Clinical Professor Initial Appointments

To be considered for Clinical Professor positions, candidates normally will have served one term in the Belk College as Clinical Assistant Professor and one term as Clinical Associate Professor. For candidates who have served as Clinical Assistant Professor and Clinical Associate Professor, the appointment process is outlined in section 7.3.1 below. In those rare cases where a candidate has not previously served as a Clinical Assistant Professor and Clinical Associate Professor, the appointment process follows section 7.3.2 below.

7.3.1 Candidates who have previous service as Clinical Assistant Professor and Clinical Associate Professor

The first step in the initial appointment process is for the Department Chair to confirm with the Dean's office that a position is available to be filled as a Clinical Professor (this will normally be the line that the candidate currently fills). If the position exists, the Department Chair will consult with the candidate to see if he or she wishes to be appointed to a new term as Clinical Professor. If so, the Department Chair will notify the Senior Associate Dean, and the candidate will create a dossier as outlined in Section 8.2. The Senior Associate Dean will ask the SFC to examine the candidate's record to determine if he or she meets the criteria for initial appointment as Clinical Professor as outlined in Section 3.5. If the SFC determines that the candidate meets those criteria, the Department Chair will then recommend in writing to the Dean whether the candidate should be appointed Clinical Professor. The Dean will make the final decision.

7.3.2 Candidates who do not have previous service as Clinical Assistant Professor and Clinical Associate Professor

In rare cases, the College may elect to extend an initial appointment as Clinical Professor to a candidate who has not previously served as Clinical Assistant Professor and Clinical Associate Professor. In such circumstances, the position will be filled through an open search process. The process begins with the Dean allocating a position to the Department. The Department Chair will appoint a recruiting committee consisting of at least three faculty members from the department conducting the search. The Department Chair will appoint the Chair of the Search Committee. The Search Committee will work with the Senior Associate Dean to develop the recruiting plan and position description.

The Search Committee, Department Chair, and the Senior Associate Dean will interview finalists for the position. The Search Committee will forward to the Department Chair a list of recommended candidates. The Department Chair will then recommend to the Dean which candidate should be appointed to the position. The Dean will make the final decision.

8.0 Reappointment Procedures

As noted in section 3.4 of the TPRP, Special Faculty Appointments are for a specified term of service. The specification of the length of appointment shall constitute full and timely notice of non-reappointment when that term expires. The university has no obligation to consider future appointments for persons with such Special Faculty appointments; however, the Dean may determine that it is in the best interest of the College to consider appointments for an additional term. The purpose of this section is to outline the procedures the College will use to consider candidates for reappointment.

8.1 Determine Availability and Interest

The process for consideration of appointment to a subsequent contract normally will begin no later than September 1 of the terminal year of the contract for Lecturers, Clinical Assistant Professors, and Clinical Associate Professors. Senior Lecturers and Clinical Professors may request to be considered for potential appointment to a subsequent contract by September 1 in year three or four of their contracts (i.e., five-year rolling contracts).

The first step in this process will be for the Department Chair to consult with the Dean to determine if the College will be able to continue the position. If the College will be able to continue the position, the Department Chair will consult with the candidate to determine if he or she desires to be appointed to an additional term. If so, the candidate will create a dossier as outlined in Section 8.2.

8.2 Dossier

The candidate will prepare a dossier that consists of the following items as separate folders:

1. A statement of the position title (Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor) for which appointment is sought, and the term of the candidate (initial, second, etc.) in the current appointment;
2. A complete and current CV;
3. All Department Chair annual evaluations received since the beginning of the current appointment;
4. Evidence that the candidate meets the relevant Faculty Qualification Status as defined in the Belk College Policy on Faculty Qualified Status;
5. All quantitative and qualitative teaching evaluations for the period of the current contract;
6. A list of all service activities for the college, university, community, and/or profession;
7. An optional personal statement in which candidates may provide any additional information they wish.

Normally candidates must submit their dossiers electronically to the repository designated by the Senior Associate Dean no later than September 28 of the last year of their current term.

8.3 SFC Analysis

The Senior Associate Dean will ask the SFC to examine the dossiers of candidates for reappointment in the Belk College to determine if they meet the criteria for appointment to a subsequent contract outlined in Section 4. The SFC will determine whether the candidate meets the relevant criteria and report this determination in writing to the Senior Associate Dean. If the SFC determines that a candidate does not meet the criteria and therefore is not eligible for appointment to a subsequent contract, the candidate may appeal the SFC determination in writing to the Senior Associate Dean. Such appeal must be made before the end of the tenth business day after receiving formal notification of the SFC determination from the Senior Associate Dean. The Senior Associate Dean will make the final determination of the candidate's eligibility for reappointment.

Normally the Senior Associate Dean will make candidate dossiers available to the SFC by October 1, and the SFC will make its determinations by October 31 each year.

8.4 Department Chair Recommendation

If the SFC determines that the candidate meets the criteria, the Department Chair will recommend in writing to the Dean whether the candidate should be appointed to a subsequent term and the Special Faculty rank for that appointment.

The Department Chair's recommendation will include his or her independent analysis as to whether the candidate meets the criteria for eligibility for appointment to a subsequent contract as well as his or her assessment of the candidate's past performance and potential for future performance in teaching, research, and service. The Department Chair shall make the candidate's

dossier available to all tenured faculty members and Clinical Professors in the department, and the Department Chair shall take into consideration input from the departmental faculty members regarding the candidate in his or her analysis.

Normally, the Senior Associate Dean will make the SFC determination available to the Department Chair by November 1 except in cases where an appeal has been made by a candidate. Normally the Department Chair will make his or her recommendation to the Dean by December 1.

8.5 Dean Determination

The final determination whether the candidate will be appointed to a subsequent contract rests with the Dean. Normally, the Dean will inform the candidate of his or her decision by January 15.

8.6 Timetable

In summary, the events in the annual reappointment process are due by the following dates. If the date falls on a weekend or holiday, the due date becomes the next business weekday.

September 1	Department Chairs initiate reappointment process
September 28	Candidates for reappointment submit dossiers
October 1	Senior Associate Dean makes dossiers available to the SFC
October 31	SFC submits its determinations regarding candidates' eligibility for reappointment to the Senior Associate Dean
November 1	Senior Associate Dean makes the SFC's determinations available to Department Chairs
December 1	Department Chairs submit their recommendations to the Dean
January 15	Dean informs candidates for reappointment of the decision.