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EAST TENNESSEE STATE  
UNIVERSITY

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## Faculty Appointment and Designations Policy

## **Policy Name:**

### **Faculty Appointment and Designations Policy**

## **Policy Purpose**

The policy specifies the types of Faculty at East Tennessee State University and the designations under which Faculty are appointed.

## **Applicability**

This policy is applicable to ETSU Faculty, department chairs, and deans.

## **Responsible Official, Office, and Interpretation**

The Office of the Provost is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Provost. The Provost in conjunction with the Office of University Counsel has the final authority to interpret this policy.

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## **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

### Affiliate Faculty

Volunteer Faculty who are not on a Regular or Renewable Term appointment and are not eligible for tenure.

### Contract

Employment document used for hiring and renewals.

### Emeritus/Emerita/Emerit Faculty

Faculty, chairs, deans who have been awarded emeritus status as described in ETSU's [Faculty Emeritus Policy](#).

### Faculty

Members of the personnel of each academic unit who carry out one or more of the following primary functions of the university: academic instruction/librarianship; research, scholarly, and/or creative activities; service to the department, college, university, profession and/or community; clinical or Professional Practice. Faculty members commit to continue their professional development and active involvement in the primary function(s) of their appointment.

### Offer Letter

Employment document provided at initial hire. Includes terms of employment.

### Professional Practice

Practitioners who bring high level skills, expertise, and leadership from private or public sectors. Professional Practice appointments are primarily aimed at teaching and/or serving as a liaison between an academic unit and the relevant professional sectors.

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### Reduction-In-Force

The termination of employment of Faculty or staff resulting from a budgetary crisis reflected in a declared state of financial exigency.

### Regular Appointment

Appointments are for employees with salaries and benefits budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated on percentage of effort).

### Renewable Term Appointment

Renewable Term appointments are for employees with salaries and benefits that are budgeted on a recurring basis for a specified period, not to exceed three (3) years and these appointments can be renewed. These positions carry benefits in accordance with the percentage of employment.

### Renewable Term Faculty

Regular, full-time or part-time Faculty on a Renewable Term appointment who are not eligible for tenure, but are eligible for promotion.

### Temporary Appointment

Appointments of employees who are initially appointed or expected to serve for less than one year. These appointments can be renewed with approval and subject to applicable state laws. Some temporary employees are eligible for benefits according to the ACA benefits.

### Temporary Faculty

Full-time or part-time Faculty with a Temporary appointment who may or may not hold rank, depending upon accreditation requirements of the hiring college.

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### Tenured Faculty

Regular, full-time Faculty who have been awarded tenure by the ETSU Board of Trustees pursuant to the ETSU's [Tenure Policy](#) and [Faculty Ranks and Promotion Policy](#).

### Tenure-track Probationary

Regular, full-time Faculty appointments who hold an academic rank with a contract that specifically states the appointment is tenure-track.

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### Policy

East Tennessee State University is committed to recruiting, retaining, and developing Faculty members who are highly accomplished in teaching and/or scholarship, including research and creative activities, who are also committed to serving the university, their college, department, region, and profession. Accordingly, all Tenured and Tenure-track Probationary Faculty members are expected to be actively involved in research and creative activities that align with the mission of the institution, engage students in effective ways, and advance academic disciplines.

ETSU Faculty, regardless of title, rank, appointment term, and funding source, are subject to all ETSU policies.

#### 1. Types of Faculty Appointments.

##### 1.1. Affiliate Faculty.

Volunteer Faculty who are not on a Regular or Renewable Term appointment and are not eligible for tenure. Affiliate Faculty may hold rank. Descriptive terms (e.g., Affiliate Associate Professor of Surgery) may or may not be used with the rank and specified in the Offer Letter. A terminal degree is required, although highly qualified individuals with professional experience may be considered for appointments. The primary function of Affiliate Faculty is teaching or clinical practice/supervision. These appointments may be for 9-months or 12-months.

##### 1.2. Renewable Term Faculty.

Regular, full-time or part-time Faculty on a Renewable Term Appointment who are not eligible for tenure, but are eligible for promotion. Renewable Term Faculty hold rank. Descriptive terms such as Teaching, Research, Clinical, or Professional Practice (e.g., Teaching Assistant Professor; Clinical Associate Professor; Research Assistant Professor; Professor of Practice) may or may not be used with the rank specified in the Offer Letter. A terminal degree may not be required; however, disciplinary accreditation and/or departmental needs may necessitate a terminal degree or a demonstration of professional experience commensurate with the duties of the appointment. The primary function of a Renewable Term Faculty falls into one or more of the following areas: teaching/librarianship, research, clinical

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practice/supervision, and/or Professional Practice. Percentage effort is guided by ETSU's Faculty Workload Policy, department and college mission, approved by the department chair and the dean, and described in the yearly Faculty Activity Plan. These appointments may be 9-month or 12-month. Renewable Term appointments can be made for a minimum of 1 year and a maximum of 3 years, and Contracts can be renewed based performance reviews and on department and/or college need. Such appointments do not include assurance of continued employment at any specified salary or position or employment during summer or winter sessions.

#### **1.3. Temporary Faculty.**

Full-time or part-time Faculty with a Temporary Appointment who may or may not hold rank, depending upon accreditation requirements of the hiring college. Temporary Faculty are not eligible for tenure or promotion. A terminal degree is not required for appointment; however, disciplinary accreditation and/or departmental needs may necessitate a terminal degree or a demonstration of professional experience commensurate with the duties of the appointment.

Optional descriptive terms may or may not be used (e.g., Visiting Professor, Artist-In-Residence, Adjunct [subject area] Faculty). Temporary Faculty may be funded through normal budget lines or through external funding (i.e., grants and contracts). These positions are hired based on department or college needs. These positions may or may not fall outside of the traditional semester cycle. The exclusive function of Temporary Faculty is for teaching or research/creative activities. Temporary employees may be eligible for Affordable Care Act (ACA) benefits, but do not receive university benefits such as paid leave, paid holidays, or Center for Physical Activity (CPA) access. Such appointments do not include assurance of continued employment at any specified salary, position, or employment.

Types of Temporary Faculty include:

##### **1.3.1. Adjunct.**

Adjunct Faculty members teach based on instructional demand each semester. They do not hold rank and are not eligible for tenure. The exclusive function of adjunct Faculty is teaching. Descriptive terms (e.g., Adjunct Marketing Faculty) may or may not be used. Such appointments do not include assurance of continued employment at any specified salary, position, or employment.

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The Liaison Committee on Medical Education (LCME) uses a different definition of adjunct. The College of Medicine will use LCME definition.

### **1.3.2. In-Residence**

A category of Temporary, part-time or full-time Faculty without a Renewable Term appointment who do not hold rank and are not eligible for tenure. Descriptive terms should be used (e.g., Artist In-Residence, Scientist In-Residence) as specified in the Offer Letter. In-Residence Faculty may be funded through normal budget lines or external funding (e.g., grants or contracts). These positions may fall outside of the traditional semester cycle. The exclusive function of In-Residence Faculty is teaching and/or research/creative activities. Such appointments do not include assurance of continued employment at any specified salary, position, or term.

### **1.3.3. Visiting**

Full-time or part-time Faculty with a Temporary or Renewable Term Appointment who do not hold rank and are not eligible for tenure or promotion. Optional descriptive terms may or may not be used (e.g., Visiting Professor of Linguistics, Visiting Research Scientist) as specified in the Offer Letter. Visiting Faculty may be funded through normal budget lines or through external funding (i.e., grants or contracts). These positions may fall outside of the traditional semester dates. The exclusive function of the Visiting Faculty is teaching and/or research/creative activities. Such appointments do not include assurance of continued employment at any specified salary, position, or employment.

### **1.4. Tenured Faculty.**

Full-time, Regular Appointment Faculty who have been awarded tenure by the ETSU Board of Trustees pursuant to the ETSU's [Tenure Policy](#) and [Faculty Ranks and Promotion Policy](#). Tenured Faculty engage in teaching/librarianship, research, and service with percent effort in each area guided by ETSU's Faculty Workload Policy, department and college mission, and as approved by the department chair and the dean. These appointments may be 9-month or 12-month. Tenured appointments include the continued assurance of the appointment for an indefinite period, subject



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to relinquishment, termination of tenure, curricular reasons, continued availability of funding, financial exigency, or adequate cause. For Faculty on 9-month appointments, such appointments do not include assurance of continued employment at any specified salary, position, or employment during summer or winter sessions.

#### **1.5. Tenure-track Probationary.**

Full-time, Regular Appointment Faculty Appointments who hold an academic rank with a contract that specifically states the appointment is tenure-track. Tenure-track Probationary Faculty engage in teaching/librarianship, research, and service with percent effort in each area guided by ETSU's Faculty Workload Policy, the department and college mission, and as approved by the department chair and the dean each year on the Faculty Activity Plan. These appointments may be 9-month or 12-month. A terminal degree is required, although highly qualified individuals with relevant professional experience may be considered for tenure-track probationary appointments with the approval of the Provost and President. Faculty have a probationary period prior to consideration for tenure as outlined in ETSU's [Tenure Policy](#) and [Faculty Ranks and Promotion Policy](#). Tenure-track Probationary appointments do not include the right to permanent continuous employment and shall be subject to annual renewal by the institution. Such appointments do not include assurance of continued employment at any specified salary, position, or employment during summer or winter sessions.

#### **2. Criteria for Rank for Renewable Term, Tenure-Track Probationary, and Tenured Faculty.**

The general criteria for the appointment or promotion to the rank of Assistant Professor, Associate Professor, and Professor by a Faculty member who has an eligible appointment of either Renewable Term, Tenure-track Probationary, or is Tenured as described below.

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### 2.1. Assistant Professor.

Faculty members who are hired at the rank of Assistant Professor must provide documented evidence of the potential of high-quality professional productivity in teaching and/or research, scholarly, or creative activities, and/or clinical or Professional Practice, and willingness to serve the university, college, department, and profession in ways that are consonant with the goals of the university and of the academic unit to which the Faculty member belongs. They must hold a terminal degree or the highest degree appropriate to the field or, where appropriate, the equivalent based on professional experience consistent with accreditation standards as allowed by ETSU's [Certification of SACSCOC Faculty Qualifications Policy](#). Assistant Professors eligible for tenure must apply for tenure and may apply for promotion pursuant to the timelines established in the Tenure and [Faculty Ranks and Promotion Policy](#).

### 2.2. Associate Professor.

Faculty members promoted to or hired at the rank of Associate Professor must hold a terminal degree or the highest degree appropriate to the field or, where appropriate, the equivalent based on professional experience consistent with accreditation standards as allowed by ETSU's [Certification of SACSCOC Faculty Qualifications Policy](#). They must provide evidence that they meet or exceed the criteria established in ETSU's [Promotion Policy](#) for the rank for Associate Professor. Associate Professors hired without and eligible for tenure must apply for tenure and may apply for promotion pursuant to the timelines established in the [Tenure Policy](#) and [Faculty Ranks and Promotion Policy](#).

Faculty promoted to Associate Professor are expected to maintain professional productivity in teaching/librarianship and/or research, scholarly, or creative activities and service to the university, college, department, and profession commensurate with the Faculty Activity Plan.

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### 2.3. Professor.

Faculty members promoted to or hired at the rank of Professor must hold a terminal degree or the highest degree appropriate to the field or, where appropriate, the equivalent based on professional experience consistent with accreditation standards as allowed by ETSU's [Certification of SACSCOC Faculty Qualifications Policy](#). They must provide evidence that they meet or exceed the criteria established in ETSU's [Faculty Ranks and Promotion Policy](#) for the rank for Professor. Professors eligible for and hired without tenure must apply for tenure and may apply for promotion pursuant to the timeline established in the [Tenure Policy](#).

Faculty promoted to Professor are expected to maintain professional productivity in teaching/librarianship and/or research, scholarly, or creative activities and service to the university, college, department, and profession commensurate with the Faculty Activity Plan.

### 3. Appointments.

Faculty are members of the academic community who are either classified as employees of ETSU or volunteers. Faculty appointments are made in a department, or in its absence, a school, college, or ETSU Libraries, through which a Faculty member has a primary academic affiliation. It is in these units that a tenured Faculty member holds tenure in the university, and it is from the department chair of the primary unit that recommendations for appointment, promotion, tenure, termination, and other actions concerning a Faculty member, including annual review are initiated. In school- or program-wide appointments, the dean or designee is directly responsible for the Faculty of the unit. Faculty are appointed based on the definitions in this policy and budgeted line, except for those positions that may be externally funded.

#### 3.1. Tenure-Track Probationary and Tenured Appointments.

Offers for Tenure-track Probationary or Tenured positions will occur after a hiring search has been completed following ETSU's [Policy for Advertising and Hiring Employees](#). The Offer Letter will have an employment start date that serves as the point when the tenure clock starts. When a Faculty member transitions from a non-tenured appointment to a Tenure-Track appointment, the Faculty member's

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appointment date is reset for the purposes of tenure to align with the move to the Tenure-Track appointment, unless otherwise restricted in the Offer Letter. Offer Letters issued after the effective date of this policy for any non-tenure earning Faculty appointment cannot include a provision of “convertible to Tenure-track or Tenured appointment.”

### **3.2. Non-tenure Earning Faculty Appointments.**

The search process for Non-tenure earning appointments is governed by ETSU's [Policy for Advertising and Hiring Employees](#). The appointment may be conferred on a/an Affiliate, Renewable Term Faculty, or Temporary Faculty appointment. The Faculty member's responsibilities have an expectation that may focus on teaching/librarianship, research, clinical practice/supervision, Professional Practice, and/or service. Non-tenure earning full-time Faculty may serve on college, departmental, and university committees.

Some non-tenure earning Faculty are eligible for appointment and promotion in rank as defined in the position type. Consideration of rank must align with procedures set forth within this policy as well as the university's [Faculty Ranks and Promotion Policy](#).

### **4. Faculty in Administrative/Executive Appointments.**

Individuals who hold assistant or associate dean positions and who are in budgeted Faculty lines are classified as Faculty.

Individuals in administrative/executive positions (deans and above) may hold Faculty rank, but are not classified as Faculty since their budgeted lines are administrative or executive.

### **5. Voting Eligibility.**

Renewable Term, Tenure-track Probationary, and Tenured Faculty have voting rights within their department and college as outlined in department and college Bylaws. Eligibility for voting on tenure and/or promotion will be governed by the [Tenure Policy](#) and [Faculty Ranks and Promotion Policy](#).

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### **6. Graduate Faculty.**

Faculty who teach graduate courses, and/or supervise graduate students, and/or serve on graduate capstone, thesis, or dissertation committees must be approved as members of ETSU's Graduate Faculty pursuant to the [requirements and timeline](#) adopted by Graduate Council.

### **7. Emeriti Faculty.**

Faculty who retire from ETSU may be eligible for Emerita/Emeritus/Emerit status pursuant to ETSU's [Emeritus Policy for Faculty, Chairs, and Deans](#).

### **8. University School Faculty.**

University School Faculty have a unique role as both members of the ETSU Faculty and members of a Local Educational Agency. Faculty appointments to ETSU's University School will follow applicable state law and University School policies.

### **9. Accommodations for Less Than Full-Time Status.**

In some circumstances, Colleges may need to hire new Regular Appointment Faculty to be less than full-time or change existing Regular Appointment Faculty to be less than full-time. The Dean makes a written recommendation with justification to the Provost. The Provost reviews and approves or not approve these accommodations. The decision of the Provost is final.

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### 10. Financial Exigency.

If ETSU's Board of Trustees declares financial exigency, the President has authority to determine Reduction-in-force as described in the [Financial Exigency Policy](#).

### 11. Exceptions.

The Provost (or designee) has authority to make exceptions to the policy under exceptional circumstances.

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## **Procedures**

N/A

## **Applicable Forms and Websites**

[Certification of SACSCOC Faculty Qualifications Policy](#)

[Emeritus Policy for Faculty, Chairs, and Deans](#)

[Faculty Ranks and Promotion Policy](#)

[Tenure Policy](#)

## **Authority and Revisions**

**Authority:** TCA § 49-8-203, et seq.

**Previous Policy:** Definitions of Faculty and Types of Appointments

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.