A. Tracks and Titles

1. Tenure Track Faculty

Tenure track faculty may hold probationary or tenured contracts.

a) Academic Faculty

Faculty who have significant responsibilities in the following areas – (1) research/scholarship or creative activity, (2) teaching, and (3) academic service. In some units, tenure-track “academic faculty” may also play a significant role in the important missions of clinical service/practice and/or community outreach (e.g. extension). Importantly, a faculty member in the tenure track is expected to establish and maintain a record of productivity and achievement in scholarship and/or creative activity. Faculty in this track are also expected to meet the expectations of their college and department regarding the quantity and quality of their teaching, academic service, and (if applicable) clinical service/practice. As with all tracks, a tenure track
faculty member must always be assessed in accordance with their appointment (e.g. expectations relative to scholarship and/or creative activity must be concordant with the percentage of the faculty member’s appointment assigned to these areas).

Appointments are as assistant professor, associate professor, or professor.

A terminal degree is normally required. Alternative credentials must be approved by the provost or chancellor. A faculty member hired as an assistant professor who arrives without having completed their terminal degree will normally be given a maximum of one year to finish their degree and a title from the lecturer or instructor designation.

b) Library Faculty
Faculty whose primary responsibilities center on library services for the university community, research, scholarship and service.

Appointments are as Librarian 2, Librarian 3 or Librarian 4.

A terminal degree is normally required. Alternative credentials must be approved by the provost or for campuses with a chancellor, the vice chancellor for academic affairs. A faculty member hired as an assistant professor who arrives without having completed their terminal degree will normally be given a maximum of one year to finish their degree and a title from the lecturer or instructor designation.

c) Extension Faculty
Extension faculty are responsible for extending the research and knowledge bases of Washington State University to communities of place and practice across the state. Extension faculty are expected to establish and maintain a record of productivity and achievement in research, scholarship and/or creative activity.

Appointments are as assistant professor, associate professor, or professor.

A terminal degree is normally required. Alternative credentials must be approved by the provost or chancellor. A faculty member hired as an assistant professor who arrives without having completed their terminal degree will normally be given a maximum of one year to finish their degree and a title from the lecturer or instructor designation.
DISCUSSION: This eliminates several titles currently held by extension faculty. Is this OK?

2. Career Track Faculty

Career track faculty may hold continuous, one (1) to five (5) year fixed term (with or without a rolling horizon), or contingent contracts. The responsibilities for career track faculty should fall into one of the following designations.

a) Academic Faculty

(1) Clinical sub-track

Faculty whose primary responsibilities are clinical practice and/or the supervision and clinic-based instruction of professional students, interns, residents, and/or fellows. Many, but not all, will also have significant expectations in one or more of the following areas: (a) scholarship or creative activity, (b) teaching, (c) outreach, (d) educational leadership/scholarship of teaching and learning, (e) administration, or (f) academic service. For example, these faculty may also play a role in the pre-clinical/pre-clerkship phases of the professional curriculum and/or perform clinical research. Promotion in this sub-track is based on significant achievement and/or a national/international recognition for excellence in clinical practice, teaching, educational leadership, and/or scholarship. As with all tracks, a career track, clinical sub-track faculty member must always be assessed in accordance with their appointment (e.g. expectations relative to scholarship and/or creative activity must be concordant with the percentage of the faculty member’s percent appointment assigned to these missions).

Appointments are as clinical assistant professor, clinical associate professor, or clinical professor.

A terminal degree is normally required. Alternative credentials must be approved by the provost or for campuses with a chancellor, the vice chancellor for academic affairs. A faculty member hired as a clinical assistant professor who arrives without having completed their terminal degree will normally be given a maximum of one year to finish their degree and a title from the lecturer or instructor designation.

DISCUSSION:

What should the degree requirements be and who should approve alternative credentials?
What about working titles – namely can/should the “clinical” title be dropped in directories, signatures, etc? Does “______ professor, career track” work better?

(2) Research Faculty Sub-track

Faculty in non-tenure track research appointments who may serve as principal or co-principal investigators on grants or contracts administered by the University. Typically, the institution has made a commitment of office and research space. Start-up funds and salary may be provided. However, departments and colleges may expect these faculty members to provide all or significant portions of their own salary through extramural funding. The terms for start-up, space, and salary will generally be negotiated during the hiring process, although those terms can be renegotiated by the institution and/or the faculty member. In general, these faculty will have no significant teaching or service expectations unless those responsibilities are negotiated and commensurate funding support is provided. Promotion in this sub-track will be based on traditional measures of scholarship – publication, creative activity, extramural funding, and national/international reputation.

Appointments are as research assistant professor, research associate professor, or research professor.

A terminal degree is normally required. Alternative credentials must be approved by the provost or for campuses with a chancellor, the vice chancellor for academic affairs. A faculty member hired as an assistant professor who arrives without having completed their terminal degree should be given a maximum of one year to finish their degree and a title from the lecturer or instructor designation.

**DISCUSSION:**

What should the degree requirements be and who should approve alternative credentials?

What about working titles – namely can/should the "research" title be dropped in directories, signatures, etc? Does “______ professor, career track” work better?

(3) Scholar sub-track

Faculty who have significant responsibilities in at least 2 of the following areas (a) teaching and/or student advising (b) scholarship or creative activity, (c) outreach, (d) practice, (e) educational leadership or scholarship of education, (f) administration, or (g) academic service. Most (but not all) faculty in this sub-track will have a significant teaching and/or
student advising responsibility. However, carrying a large teaching and/or advising load and receiving good student ratings is not sufficient for promotion in this sub-track. Applicants for promotion are expected to demonstrate a scholarly approach to teaching, evidence of teaching effectiveness, and achievement/recognition in one or more of the additional areas (e.g. scholarship, educational leadership, outreach, etc.).

Appointments are as scholarly assistant professor, scholarly associate professor, or scholarly professor.

A terminal degree is normally required. Alternative credentials must be approved by the provost or for campuses with a chancellor, the vice chancellor for academic affairs. A faculty member hired as an assistant professor who arrives without having completed their terminal degree will normally be given a maximum of one year to finish their degree and a title from the lecturer or instructor designation.

DISCUSSION:

Can we find a better adjective for this track than “scholarly”?

What should the degree requirements be and who should approve alternative credentials?

What about working titles – namely can/should the “scholarly (or alternative)” title be dropped in directories, signatures, etc? Does “_____ professor, career track” work better

(4) Instructor sub-track

Most commonly faculty whose primary responsibility is teaching and/or student advising. Faculty with the instructor title will often have large teaching commitments, according to their appointment and contract. (In some colleges, teaching may involve teaching in a clinical setting.) Promotion criteria will be determined by the department and college but should include evidence of teaching effectiveness and innovation.

The instructor title may also be applied to faculty who have a more balanced set of responsibilities (i.e. teaching, research/scholarship or creative activity, administration, practice, outreach or service.

Appointments are as instructor I, instructor II, and instructor III.
DRAFT Faculty Tracks

The equivalent of a master’s degree or higher is normally required. Alternative credentials must be approved by the provost or for campuses with a chancellor, the vice chancellor for academic affairs.

DISCUSSION:

Can we come up with better titles than instructor I, II, III? For example, does instructor, senior instructor, master instructor sound more respectful?

What should the degree requirements be and who should approve alternative credentials?

b)  Library Faculty

Faculty whose primary responsibilities center on library services for the university community, research, scholarship and service. The duties of career line library faculty may be more specialized than that of tenure track faculty.

Appointments are as librarian 2.

A terminal degree is normally required. Alternative credentials must be approved by the provost or for campuses with a chancellor, the vice chancellor for academic affairs.

c)  Extension Faculty

Extension faculty are responsible for extending the research and knowledge bases of Washington State University to communities of place and practice across the state.

Appointments are as research/clinical/scholarly assistant professor, research/clinical/scholarly associate professor, or research/clinical/scholarly professor.

A terminal degree is normally required. Alternative credentials must be approved by the provost or for campuses with a chancellor, the vice chancellor for academic affairs. A faculty member hired as an assistant professor who arrives without having completed their terminal degree should be given a maximum of one year to finish their degree and a title from the lecturer or instructor designation.
DISCUSSION:

What should the degree requirements be and who should approve alternative credentials?

How do we transition the promotion tract?

3. Short Term Faculty

Short term faculty may hold one semester to three (3) year fixed term or contingent contracts. The responsibilities and titles for short term faculty fall into one of the following designations:

a) Instructor: (no longer a short term faculty title – use lecturer)
   The title instructor is used for short-term teaching contracts. The title Instructor implies the appointment is non-permanent. An instructor’s primary responsibility is teaching, including in a clinical setting, as defined by the supervising dean. These appointments can be renewed indefinitely at the discretion of the University.

b) Lecturer:
   The title lecturer is used for short-term teaching contracts. The title lecturer implies the appointment is non-permanent or part time. A lecturer’s primary responsibility is teaching, including in a clinical setting. These appointments can be renewed indefinitely at the discretion of the University.

b) Senior Instructor
   See above instructor definition. Only under extraordinary circumstances will a person be considered for promotion to senior instructor prior to the end of his or her fifth year of service as an instructor, with the promotion, if granted, awarded at the end of the sixth (6) year. Expectations for such appointments must be defined by the college and approved by the Office of the Provost. Appointments are for one to five years.

b) Visiting Faculty
   Fixed term appointees who are faculty members or professionals from another institution for purposes of teaching, collaboration or research. They are normally expected to return to their own institutions at the expiration of the appointment and are appointed as visiting faculty. Whenever a department plans to employ or host a foreign professor, researcher, or scholar, it is important to contact the Office of International Programs regarding arrangements for the appropriate immigration status.
c) **Adjunct Faculty**
Adjunct faculty are individuals who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjunct faculty provide various types of service/teaching within individual colleges according to established criteria and may serve on graduate committees. They are appointed as adjunct faculty.

f) **Adjoint Faculty**
Adjoint faculty are individuals who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjoint faculty provide various types of research, scholarship and/or creative activity within individual colleges according to established criteria and may serve on and co-chair graduate committees. They are appointed as adjoint faculty.

g) **Affiliate Faculty**
Affiliate faculty are comparable to an adjunct appointment except that the person is already a WSU employee (faculty, administrative professional) and has been invited to serve in a faculty role in a program other than the one paying their salary. They are appointed as affiliate faculty.

h) **Research Support Faculty**
Faculty in short term appointments that support the research being conducted at the University. Appointments may also include teaching, administration, outreach or service. Titles include research associate.

**DISCUSSION:**

What titles do we need here? There are currently several titles in addition to research associate, but very few faculty hold any of these other titles.

i) **Postdoctoral Research Associates**
Postdoctoral research associates are persons who have earned a doctorate and are employed temporarily to support research.

**REMARK:** We are working on moving post-docs out of the faculty designation – we need a place to move them to though.
B. TABLE - PROPOSED TRACKS AND TITLES

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<tr>
<th>TRACK</th>
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<th>CAREER</th>
<th>TENURE</th>
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<td>Three levels per title</td>
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<td>Probationary, tenured</td>
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<tr>
<td>Contract</td>
<td>Short term and contingent</td>
<td>Continuous, fixed term up to 5 years, contingent</td>
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C. TRANSITIONING AND MOVING BETWEEN TRACKS

1. Initial Transition
   a) Instructors
   Faculty who currently hold the rank of instructor will normally be transitioned into a career track instructor I or II position or a short term track lecturer position, as appropriate. Faculty transitioned from instructor to instructor II should receive a 10% raise as this is viewed as a promotion. The amount of time served under the previous title that should count towards time served in the new title and should be negotiated and put in writing at the time of the transition.

   b) Senior Instructors
   Faculty who currently hold the rank of senior instructor will normally be transitioned into a career track instructor II or III position or a scholarly associate professor or scholarly professor position, as appropriate. Faculty transitioned from senior instructor to instructor III receive a 10% raise, as this is viewed as a promotion. Senior instructors moving to the scholarly track should receive raises commensurate with new or newly acknowledged duties. The amount of time served under the
previous title that should count towards time served in the new title should be negotiated and put in writing at the time of the transition.

c) Clinical Faculty
Faculty who currently hold the rank of clinical assistant professor, clinical associate professor or clinical professor, but do not have clinics, should normally retain their assigned level (assistant professor, associate professor, professor), but may transition to a scholarly or research classification as appropriate. The amount of time served under the previous classification should count as time served in the new classification. Clinical faculty whose duties are predominantly teaching may request (but should not be forced) to move to the instructor I, II, or III category, where the job description more closely matches the workload of the faculty member, however they should maintain their current salary as their duties will remain the same.

DISCUSSION:
Have we missed anyone here?
Who besides the faculty member is involved in negotiating the new contracts: unit faculty, chair, director, dean, VCAA, provost, HR?
How do we handle the promotion track?

2. Future Transitions

a) Changing Titles Within the Career Track
The career track is designed to allow a great deal of flexibility for faculty and the University to grow and change. As the credentials and responsibilities of a faculty member change, a different title within the career track may more accurately reflect her/his current job description. Time served in the current title that will count towards time served in the new title needs to be put in writing at the time of transition.

b) Moving from the Short Term Track to the Career Track
Faculty initially hired into short term positions may be moved into an appropriate career track position and title. Time served in the current title that will count towards time served in the new title needs to be put in writing at the time of transition.

DISCUSSION:
Who requests and is involved in the negotiation (faculty member and chair/unit director/site director), who else has a say (unit faculty, dean, provost, vice chancellor?)
c) Moving from Tenure Track into the Career Track
Faculty members originally hired into a tenure track position may request transfer into a career track position. Transfer requires the support of the chair/director and a majority vote of the unit faculty at or above the rank and track requested. Provost approval is also required.

DISCUSSION:
Have we missed anything that needs to be stated here?

d) Moving into the Tenure Track
Faculty working at WSU have the opportunity to apply for any tenure track positions that are advertised and should be treated in the same manner as faculty outside of the institution.