

PROPOSED FACULTY MANUAL AMENDMENTS (SPRING 2024) FINAL TEXT

Additional Time for Appeal of Nonrenewal of Contracts

ITEM #1 – NO NEW EDITS

NONRENEWAL OF CONTRACTS: Sec. III.I.5. (p.37) → Timeline Changes

EXPLANATION:

Provost Lewis asked the *Manual* Committee to revise the appeal timeline for contract nonrenewal of TT (i.e., pre-tenured) and NTT faculty. He has found the current window of 30 days too short to reasonably allow for all the following to occur: (a) faculty member receives a nonrenewal notice; (b) faculty member contacts the Provost to request a review; (c) Provost responds to the faculty member’s request; and, as applicable, (d) faculty member files a complaint with the Faculty Senate. The proposed amendment provides the faculty member and the Provost each with 30 days to take an initial action following the date of a nonrenewal notification. It also makes explicit the timeline for any subsequent action(s).

2023 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p>The decision to renew the contracts of adjunct faculty, visiting faculty, and artists-in-residence rests with the Department Chairperson or comparable administrator, and Dean or comparable administrator. Such decisions are final and not subject to appeal.</p> <p>An untenured faculty member on the tenure track or a non-tenure-track faculty member who has been informed that his/her their contract will not be renewed, and who wishes to contest the decision, should first discuss the decision with the Department Chairperson or comparable administrator and then with the appropriate Dean or comparable administrator within 30 days of the date of the nonrenewal letter. In addition, the faculty member may request review by the Provost within 30 days of the date of the nonrenewal letter. Upon request of the faculty member, the Provost will review the decision to determine that it was not illegally discriminatory or otherwise in violation of the University’s commitment to nondiscrimination as described in the opening section of this <i>Manual</i>, was not in violation of academic freedom as described in Sec. III.H.1, and was made after seeking the advice and</p>	<p>The decision to renew the contracts of adjunct faculty, visiting faculty, and artists-in-residence rests with the Department Chairperson or comparable administrator, and Dean or comparable administrator. Such decisions are final and not subject to appeal.</p> <p>An untenured faculty member on the tenure track or a non-tenure-track faculty member who has been informed that their contract will not be renewed, and who wishes to contest the decision, should first discuss the decision with the Department Chairperson or comparable administrator and then with the appropriate Dean or comparable administrator within 30 days of the date of the nonrenewal letter. In addition, the faculty member may request review by the Provost within 30 days of the date of the nonrenewal letter. Upon request of the faculty member, the Provost will review the decision to determine that it was not illegally discriminatory or otherwise in violation of the University’s commitment to nondiscrimination as described in the opening section of this <i>Manual</i>, was not in violation of academic freedom as described in Sec. III.H.1, and was made after seeking the advice and counsel of other faculty members, as</p>

counsel of other faculty members, as appropriate. **The Provost's decision is due within 60 days of the date of the nonrenewal letter.** If, following these administrative reviews, the faculty member still believes that ~~s/he~~ **they** ~~has~~ **have** been improperly discriminated against or that ~~his/her~~ **their** academic freedom has been violated, the faculty member may file a written complaint.

When an untenured faculty member on the tenure track or a non-tenure-track faculty member alleges that nonrenewal of ~~his/her~~ **their** contract is discriminatory as described in the paragraph above, ~~s/he~~ **they** should first follow the process set forth in the paragraph above. The faculty member may then file a written complaint with the University's Director of Institutional Equity and Diversity **within 90 days of the date of nonrenewal letter.** Decisions reached through the review process initiated through this office are **due within 120 days of the date of the nonrenewal letter, are** final, and not subject to appeal.

When an untenured faculty member on the tenure track or a non-tenure-track faculty member alleges that nonrenewal of ~~his/her~~ **their** contract is in violation of academic freedom as described in Sec. III.H.1, ~~s/he~~ should first follow the process set forth in the second paragraph of this section. The faculty member may then file a written complaint with the ~~Professional Relations Committee of the Faculty Senate President~~ **within 90 days of the date of the nonrenewal letter,** with a copy being given to the appropriate Dean or comparable administrator and the Provost. An individual who fails to file such a complaint within ~~thirty (30)~~ **90** calendar days of receiving ~~his/her~~ **their** letter of non-renewal forfeits the right to appeal. **The PRC is composed of faculty members. If the complaint is filed outside the scope of the academic calendar, the PRC will commence review of the complaint on September 1 pursuant to the Faculty Manual guidelines.**

appropriate. The Provost's decision is due within 60 days of the date of the nonrenewal letter. If, following these administrative reviews, the faculty member still believes that they have been improperly discriminated against or that their academic freedom has been violated, the faculty member may file a written complaint.

When an untenured faculty member on the tenure track or a non-tenure-track faculty member alleges that nonrenewal of their contract is discriminatory as described in the paragraph above, they should first follow the process set forth in the paragraph above. The faculty member may then file a written complaint with the University's Director of Institutional Equity and Diversity within 90 days of the date of nonrenewal letter. Decisions reached through the review process initiated through this office are due within 120 days of the date of the nonrenewal letter, are final, and not subject to appeal.

When an untenured faculty member on the tenure track or a non-tenure-track faculty member alleges that nonrenewal of their contract is in violation of academic freedom as described in Sec. III.H.1, ~~s/he~~ should first follow the process set forth in the second paragraph of this section. The faculty member may then file a written complaint with the Faculty Senate President within 90 days of the date of the nonrenewal letter, with a copy being given to the appropriate Dean or comparable administrator and the Provost. An individual who fails to file such a complaint within 90 calendar days of receiving their letter of non-renewal forfeits the right to appeal. The PRC is composed of faculty members. If the complaint is filed outside the scope of the academic calendar, the PRC will commence review of the complaint on September 1 pursuant to the *Faculty Manual* guidelines.

When a timely appeal is filed, the Professional Relations Committee reviews the case, interviews the principals involved, determines, normally within fifteen (15) working days, whether...

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Empowering Language for NTT Longer Term Contracts

ITEM #2 – NO NEW EDITS

NON-TENURE TRACK FACULTY: Sec. III.D.2. (p. 13) → Add Provision Empowering Long-Term Contracts (First Paragraph, Sentence 1)

EXPLANATION:

The current *Manual* does not prohibit multiyear appointments for NTT faculty, but also doesn't explicitly state they may be permissible. The proposed amendment explicitly permits them.

2023 FACULTY MANUAL

Non-tenure-track faculty members are individuals who are not eligible for tenure, although some may ~~have~~ receive renewable multiyear appointments. Non-tenure-track faculty members function on a full-time basis...

PROPOSED AMENDED TEXT

Non-tenure-track faculty members are individuals who are not eligible for tenure, although some may receive renewable multiyear appointments. Non-tenure-track faculty members function on a full-time basis...

Clarification: When and How Faculty May Apply to Switch Tracks

ITEM #3 – NEWLY PROPOSED EDITS IN RED

TENURE-TRACK AND TENURED FACULTY: Sec. III.D.1. (p.13) → Track Switching (Add new paragraph)

EXPLANATION:

Addresses (1) process by which TT faculty request to move to the NTT; and (2) prohibits TT faculty who moved to the NTT from switching back to the TT. The proposed amendment aligns with the analogous text in the NTT section of the *Manual* (see ITEM #4 below).

NEWLY PROPOSED EDIT: Added text stating that the Provost may grant an exception to this *Manual* provision.

2023 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p>A full-time faculty member who has tenure but who requests and receives the status of a part-time faculty member of the University automatically relinquishes tenure, unless there is a prior, explicit agreement in writing among the faculty member, the appropriate Dean or comparable administrator, and the Provost that tenure is retained. Part-time status due to medical reasons is covered by Sec. III.H.12.b.</p> <p>A tenure-track faculty member may apply to the appropriate search committee for an available non-tenure track position, unless that person held a previous appointment as a non-tenure track faculty member at Saint Louis University. If the move to the non-tenure track is successful, they are not eligible to return to the tenure track unless the Provost grants a specific exception to this provision. The committee will investigate the qualifications of the faculty member and will solicit opinions from those it deems appropriate. Favorable recommendations will be handled as in Sec. III.B.1 for new appointments.</p> <p>Tenured faculty serving under the University's <i>Faculty Phased-Retirement Policy</i>, available on the website of the Office of the Provost, retain the rights and privileges of full-time tenured status during the phased-retirement period.</p>	<p>A full-time faculty member who has tenure but who requests and receives the status of a part-time faculty member of the University automatically relinquishes tenure, unless there is a prior, explicit agreement in writing among the faculty member, the appropriate Dean or comparable administrator, and the Provost that tenure is retained. Part-time status due to medical reasons is covered by Sec. III.H.12.b.</p> <p>A tenure-track faculty member may apply to the appropriate search committee for an available non-tenure track position, unless that person held a previous appointment as a non-tenure track faculty member at Saint Louis University. If the move to the non-tenure track is successful, they are not eligible to return to the tenure track unless the Provost grants a specific exception to this provision. The committee will investigate the qualifications of the faculty member and will solicit opinions from those it deems appropriate. Favorable recommendations will be handled as in Sec. III.B.1 for new appointments.</p> <p>Tenured faculty serving under the University's <i>Faculty Phased-Retirement Policy</i>, available on the website of the Office of the Provost, retain the rights and privileges of full-time tenured status during the phased-retirement period.</p>

ITEM #4 – NEWLY PROPOSED EDITS IN RED

NON-TENURE TRACK FACULTY: Sec. III.D.1. (p.13) → Track Switching (Added clarifying text)

EXPLANATION:

Prohibits NTT faculty who moved to the TT from switching back to the NTT. The proposed amendment aligns with the analogous text in the TT section of the *Manual* (see ITEM #3 above).

NEWLY PROPOSED EDIT: : Retained alignment with ITEM #3 by adding text stating that the Provost may grant an exception to this *Manual* provision.

2023 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p>A non-tenure-track faculty member may apply to the appropriate search committee for an available tenure-track position, unless that person held a previous appointment as a tenure track faculty member at Saint Louis University. If the move to the tenure track is successful, they are not eligible to return to the non-tenure track unless the Provost grants a specific exception to this provision. The committee will investigate the qualifications of the faculty member and will solicit opinions from those it deems appropriate. Favorable recommendations will be handled as in Sec. III.B.1 for new appointments.</p>	<p>A non-tenure-track faculty member may apply to the appropriate search committee for an available tenure-track position, unless that person held a previous appointment as a tenure track faculty member at Saint Louis University. If the move to the tenure track is successful, they are not eligible to return to the non-tenure track unless the Provost grants a specific exception to this provision. The committee will investigate the qualifications of the faculty member and will solicit opinions from those it deems appropriate. Favorable recommendations will be handled as in Sec. III.B.1 for new appointments.</p>

Date Adjustments Within the *Faculty Manual* to Reflect Current Processes

ITEM #5 – NO NEW EDITS

TENURE-TRACK AND FULL-TIME NON-TENURE TRACK FACULTY: Sec. III.E.4. (p.18) → UCART Review Completion Date (Top paragraph) AND Provost P&T Notification Date (First Full Paragraph 2, Sentence 2)

EXPLANATION:

Date change provides UCART with realistic timeline for completing its work, which includes preparation of summary reports to the Provost for each application. Added text makes clear that communication of the Provost’s decisions will not occur on May 1.

2023 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p>...faculty member has received prior notice, or explicitly specified as a Department, School, or College criterion. The Committee will normally complete its consideration of applications for advancement and tenure by March 15 April 15.</p> <p>The recommendations of the University Committee on Academic Rank and Tenure are forwarded to the Provost, along with all supporting materials. The final decisions rest with the Provost, who normally completes the consideration of applications for</p>	<p>faculty member has received prior notice, or explicitly specified as a Department, School, or College criterion. The Committee will normally complete its consideration of applications for advancement and tenure by April 15.</p> <p>The recommendations of the University Committee on Academic Rank and Tenure are forwarded to the Provost, along with all supporting materials. The final decisions rest with the Provost, who normally completes the consideration of applications for</p>

advancement and tenure by May 1, **with communications of the Provost's decisions to follow at a later date.** When the Provost...

advancement and tenure by May 1, with communications of the Provost's decisions to follow at later date. When the Provost...

ITEM #6 – NO NEW EDITS

REGULAR APPOINTMENTS: Sec. III.B.1. (p.9) → Continued Employment Letter/MOA Date (Paragraph 3, Sentence 1)

EXPLANATION:

Change “normal” date for tendering of contracts/letters to June 15 to reflect the Workday and other administrative tasks required for the issuance of these documents.

2023 FACULTY MANUAL

Whereas the initial employment of a faculty member is by a contract signed by the faculty member and the Provost or designee, continued employment is by letter of appointment or memorandum of agreement, normally tendered by ~~May 1~~ **June 15**, indicating the rank and salary for the following academic year.

PROPOSED AMENDED TEXT

Whereas the initial employment of a faculty member is by a contract signed by the faculty member and the Provost or designee, continued employment is by letter of appointment or memorandum of agreement, normally tendered by June 15, indicating the rank and salary for the following academic year.

Increase Ability for NTT Instructors to Move into Assistant Professor Rank

ITEM #7 – NEWLY PROPOSED EDITS IN RED

GENERAL NORMS...ASSISTANT PROFESSOR: Sec. III.F.2.b. (p.19) → Flexibility for Promotion from NTT Instructor to NTT Assistant Professor

EXPLANATION:

This provision unnecessarily limits (“to rare and unusual circumstances”) the possibility of promotion of NTT faculty from instructor to assistant professor. The proposed amendment makes the path to promotion more reasonable for NTT faculty at Instructor rank.

NEWLY PROPOSED EDIT: Removed the “in rare and unusual circumstances” qualification as it is both vague and contrary to the amendment’s purpose.

2023 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p>Possession of the doctorate, or of the terminal degree ordinarily required for teaching and research in the faculty member's discipline. An exception may be made to this requirement, in rare and unusual circumstances, if all any of the following are demonstrated: the practical impossibility for the faculty member in question to obtain the doctorate or terminal degree; exceptional value in the educational program of the University; and a record of distinguished and recognized service in one of the professions.</p>	<p>Possession of the doctorate, or of the terminal degree ordinarily required for teaching and research in the faculty member's discipline. An exception may be made to this requirement if any of the following are demonstrated: the practical impossibility for the faculty member in question to obtain the doctorate or terminal degree; exceptional value in the educational program of the University; and a record of distinguished and recognized service in one of the professions.</p>

Clarification: Use of Terms Joint and Secondary Appointment/Rank

ITEM #8 – NO NEW EDITS

SECONDARY AND JOINT APPOINTMENTS: Sec. III.B.2. (p.10) → Elimination of Rank (Paragraph 3, and Condition (ii))

EXPLANATION:

- (1) Secondary appointments are for three years, renewable; rank doesn't make sense. Effective July 1, 2024, rank will be dropped from existing secondary appointments and not applied to future secondary appointments.
- (2) There are currently only two joint appointments in the entire University. Effective July 1, 2024, rank will be dropped from the non-primary unit of existing joint appointments and not applied to the non-primary unit of future joint appointments.

2023 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p>The titles of record for faculty members with a secondary or joint appointments will include each rank and academic unit name, unless, in specific cases, the University Committee on Academic Rank and Tenure has approved and recommended a different practice. The primary appointment will be listed first in the title but both the discipline and academic unit or program of the secondary or joint appointment will also be given (e.g., Tenure-Track Associate Professor of Sociology and Non-Tenure-Track Associate Professor of Sociology in Psychiatry; Tenure-Track Professor of Internal Medicine</p>	<p>The title of record for faculty members with a secondary or joint appointment will include the rank of the primary academic unit followed by "secondary or joint appointment" in the appropriate academic unit.</p>

~~and Non-Tenure-Track Professor of Pediatrics)~~ the rank of the primary academic unit followed by “secondary or joint appointment” in the appropriate academic unit.

Except where noted, the following conditions apply to both secondary and joint appointments:

(ii) The annual reviews described in Sec. III.1.2 ~~and applications for advancement according to Sec. III.E~~ will follow the normal procedures in each Department or academic unit, except that the Chairperson or comparable administrator of the secondary or joint academic unit or program will be consulted.

Except where noted, the following conditions apply to both secondary and joint appointments:

(ii) The annual reviews described in Sec. III.1.2 will follow the normal procedures in each Department or academic unit, except that the Chairperson or comparable administrator of the secondary or joint academic unit or program will be consulted.

Allowance for School of Law When Recruiting Visiting Faculty

ITEM #9 – NO NEW EDITS

TYPES OF FACULTY: VISITING FACULTY: Sec. III.D.2.c. (p.14) → School of Law Exception

EXPLANATION:

The proposed new last sentence aligns SLU’s School of Law with law school practice nationwide. This practice allows legal practitioners who aspire to an academic career to become acquainted with the work of law faculty before they begin to apply for law school faculty positions.

2023 FACULTY MANUAL

Visiting faculty members are individuals who, while holding equivalent faculty rank at another university, are temporarily serving as faculty members of the University. Normally such appointments ... according to the procedures in Sec. III.B.1. **Within the School of Law, holding current rank at another university is not required for a visiting faculty member.**

PROPOSED AMENDED TEXT

Visiting faculty members are individuals who, while holding equivalent faculty rank at another university, are temporarily serving as faculty members of the University. Normally such appointments ... according to the procedures in Sec. III.B.1. Within the School of Law, holding current rank at another university is not required for a visiting faculty member.

Clarification and Codification of Lateral Hire – Number of Years Credit

ITEM #10 – NO NEW EDITS

TENURE-TRACK AND TENURED FACULTY: Sec. III.D.1. (pp.12-13) → Time vs Effort/Work Clarification

AND

ADVANCEMENT: APPLICATIONS: Sec. III.E.1. (p.15) → Paragraph 2, Sentence 2

EXPLANATION:

Sec. III.D.1. –The existing *Manual* text was intended to refer to a reduction of the probationary period (i.e., number of years), not teaching, research, or service performed at the previous institution of a newly hired TT faculty member. The proposed revision of the paragraph beginning “For tenure-track faculty appointments” provides this clarification. The proposed revision of the paragraph beginning “Promotion and tenure decisions” clarifies the meaning of “appointments”—referring here to the work done elsewhere. The proposed revision of the paragraph beginning “Time served” provides procedural clarity. The existing paragraph in red font with strikethroughs is proposed to be the second paragraph of the sequence for better flow.

Sec. III.E.1. – The proposed revision clarifies the meaning of “appointments.”

2023 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p><u>Sec. III.D.1.</u> For tenure-track faculty appointments, previous faculty appointment(s) at institutions comparable to the University may be substituted for not more than three years of service, which will reduce the probationary period by that amount of time. The request to consider previous faculty appointment(s) at institutions comparable to the University must be made in writing by the faculty member, and agreed to in writing by the appropriate Dean and the Provost, prior to the initial appointment. An agreement to consider previous faculty appointment(s) does not require the faculty member to use this time toward tenure and/or promotion, and the faculty member can still use the full probationary time-frame before submitting their promotion and tenure application. Promotion and tenure decisions will normally be made based on the candidate’s previous five years of teaching, research, and service (seven years for School of Medicine faculty) at Saint Louis University. A request to consider previous faculty teaching, research, and/or</p>	<p><u>Sec. III.D.1.</u> For tenure-track faculty appointments, previous faculty appointment(s) at institutions comparable to the University may be substituted for not more than three years of service, which will reduce the probationary period by that amount of time. The request to consider previous faculty appointment(s) at institutions comparable to the University must be made in writing by the faculty member, and agreed to in writing by the appropriate Dean and the Provost, prior to the initial appointment. An agreement to consider previous faculty appointment(s) does not require the faculty member to use this time toward tenure and/or promotion, and the faculty member can still use the full probationary time-frame before submitting their promotion and tenure application. Promotion and tenure decisions will normally be made based on the candidate’s previous five years of teaching, research, and service (seven years for School of Medicine faculty) at Saint Louis University. A request to consider previous faculty teaching, research, and/or</p>

service at comparable institutions must be made in writing by the faculty member, and agreed to in writing by the appropriate Dean and the Provost, prior to the initial appointment. ~~and if a faculty member has been approved to include previous faculty appointments at comparable institutions, it is their prerogative to do so. If the faculty member decides to use approved previous faculty appointments toward their application, a~~ **A** copy of the agreement with the signature of the appropriate Dean and the Provost should be included with the application.

Time served in a non-tenure-track faculty position is not counted against the probationary period. However, teaching, research, and service during the non-tenure-track faculty position may be considered toward the promotion and/or tenure decision **upon recommendation of the Dean and with written approval of the Provost at the time of hire on the tenure track.**

~~Promotion and tenure decisions will normally be made based on the candidate's previous five years of teaching, research, and service (seven years for School of Medicine faculty), and if a faculty member has been approved to include previous faculty appointments at comparable institutions, it is their prerogative to do so. If the faculty member decides to use approved previous faculty appointments toward their application, a copy of the agreement with the signature of the appropriate Dean and the Provost should be included with the application.~~

Sec. III.E.1.

Typically, a faculty member is expected to complete five years in rank at the University (seven years for School of Medicine faculty) in order to apply for promotion and/or tenure. Exceptions to this norm include authorized credit for previous faculty **appointment(s) service** at comparable institutions, Provost-approved promotion and tenure guidelines of individual units, and early applications for promotion and or/tenure.

service at comparable institutions must be made in writing by the faculty member, and agreed to in writing by the appropriate Dean and the Provost, prior to the initial appointment. A copy of the agreement with the signature of the appropriate Dean and the Provost should be included with the application.

Time served in a non-tenure-track faculty position is not counted against the probationary period. However, teaching, research, and service during the non-tenure-track faculty position may be considered toward the promotion and/or tenure decision upon recommendation of the Dean and with written approval of the Provost at the time of hire on the tenure track.

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Typically, a faculty member is expected to complete five years in rank at the University (seven years for School of Medicine faculty) in order to apply for promotion and/or tenure. Exceptions to this norm include authorized credit for previous faculty service at comparable institutions, Provost-approved promotion and tenure guidelines of individual units, and early applications for promotion and or/tenure.

Clarification: Number of Semesters for NTT Faculty Before Third-Year Review Process

ITEM #11 – NEWLY PROPOSED EDITS IN RED

CONTRACTUAL STATUS: Sec. III.I.4. (p. 36) → Third-Year Review of NTT Faculty (Sentence 1)

EXPLANATION:

Clarifies reference to “third full year.”

NEWLY PROPOSED EDIT: Added a ceiling to the period in which these reviews must be conducted.

2023 FACULTY MANUAL	PROPOSED AMENDED TEXT
Reviews of non-tenure track faculty will be conducted in the third full year after completion of at least four, but not more than six, full semesters of the faculty member’s SLU employment unless a previously-approved developmental, family, medical, or other official leave warrants a delay. The purpose of this review...	Reviews of non-tenure track faculty will be conducted after completion of at least four, but not more than six, full semesters of the faculty member’s SLU employment unless a previously-approved developmental, family, medical, or other official leave warrants a delay. The purpose of this review...