

ENGLISH DEPARTMENT

ACADEMIC PROFESSIONAL GUIDELINES AND PROCEDURES

Approved October 31, 2012

RATIONALE

In accordance with the Spring 2011 Resolution by the College of Arts and Sciences which called for the establishment of the rank of Academic Professional (AP) within the College, this document will articulate the rationale behind the creation of this rank within the English Department, define the rights and responsibilities of English AP faculty, and describe the department's policies and procedures for hiring, appointing, reappointment and advancement of AP faculty candidates.

The College AP guidelines document, "Academic Professional Faculty Positions" (approved by College Assembly April 2012) states: "An AP classification is appropriate in cases where the range of faculty responsibilities differs significantly from both Lecturers and tenure-track or tenured appointments" (Academic Professional Faculty Positions 1.I). For more than two decades there have been non-tenure-track (NTT) positions in the English Department carrying the title "Lecturer" in which the duties and responsibilities are primarily administrative. Unlike the large majority of English Department lectureships, which are devoted entirely to teaching, these NTT positions carry limited teaching responsibilities. Moreover, although these NTT positions require disciplinary knowledge and ongoing professional engagement equivalent to that required in tenure-track positions, the positions themselves were originally constructed as administrative, with administrative functions built into the positions in ways unlike any tenure-track faculty position at that time. Based on these distinctions, English Department AP positions will be defined as those non-tenure-track positions in which the primary, ongoing responsibility is the provision of essential administrative leadership and support to Department, College or University Programs.

The establishment of an Academic Professional rank in the English Department is intended to provide greater stability and opportunities for advancement for these existing NTT positions and any similar positions that may be created in the future. The department feels that such positions should, in the language of the College guidelines, allow us to "attract and retain key educational personnel by promoting professional development, presenting opportunities for advancement, offering greater job security, incentivizing long-term service, and rewarding achievement" (APFP 1.I).

GOVERNANCE AND POLICY IMPLICATIONS

Since Academic Professionals are full members of the English Department faculty, they are entitled to certain rights and responsibilities of tenured/tenure track faculty members, such as serving on departmental committees, including search committees, as appropriate and voting on all regular department business, including hiring priorities and decisions. However, English Department AP faculty may not vote on tenure-track promotion or

tenure decisions, nor may they attend the meetings at which these decisions are made. AP faculty may observe the teaching of lecturers and of those AP faculty of equal or lesser rank than themselves. Academic Professional status also confers departmental funding for professional travel and research equivalent to that provided for tenured/tenure-track faculty members.

An ad hoc Academic Professional Committee, appointed by the head, will be charged with hiring and appointment of new AP faculty, and with the reappointment and advancement of existing AP faculty. The AP Committee shall be made up of three members of the department who are familiar with the duties and obligations of the various positions, including at least one AP faculty member. The College Guidelines specify that “when a department has no AP faculty senior in rank to the candidate [for advancement], the Dean may appoint AP faculty from a related department or unit” (2.II.B).

HIRING/APPOINTMENT

The principal requirement for hiring/appointment of an AP faculty member shall be disciplinary knowledge and professional experience in an academic field pertinent to the primary duties of the position. As stated in the College guidelines, “AP positions are intended to extend the education of students by enhancing understanding and application of fundamental concepts, theory and basic knowledge through practical applications and professional practice. Thus, AP faculty typically have practice-based skills and experience that departments need and value” (1.I.) The fundamental requirements of an application for an AP position are a strong record of experience, a demonstrated commitment to the profession, a variety of responsibilities and duties in the particular field, and recommendations from former employers (and, where applicable, students). However, since the duties and responsibilities of the potential AP positions in the English Department vary, hiring and appointment requirements may be further specified to correspond to the particular position. Some positions may require a nation-wide search, while others might be advertised on a local level. All AP positions shall require at least a Master’s degree, and, since all of the positions in the department require some teaching, and sometimes involve advising duties as well, the candidates must meet all university accreditation requirements.

The College guidelines state that “initial appointments for the AP track are for a maximum of 3 years” (2.II.A). The College has also created a more advanced level of Academic Professional designated as “Senior Academic Professional,” and has stated that, on the recommendation of the AP committee, the department, and the Department or Program Head, an AP faculty member may be hired at that level, pending approval of the Dean and the Provost. As outlined in the College guidelines, “the candidate’s job contract/memorandum of understanding shall state the candidate’s rank and specify that it will be effective at the time of hire” (2.II.A).

For those positions to be reclassified as Academic Professional upon the establishment of the AP track in the English Department, the AP Committee will draw up a Memorandum of Understanding articulating the current duties and responsibilities of the position and submit it to the department head for review and approval. This MOU will have the same force as one created at the moment of initial hire.

REAPPOINTMENT

In cases of reappointment, the department shall not require dossiers or portfolios, but rather evaluate the candidate based on the fulfillment of duties enumerated in the candidate's MOU, as well as the candidate's annual reviews and evaluations. It shall be the duty of the Academic Professional Committee to evaluate the candidates being considered for reappointment and make a recommendation to the Department Head. According to the College document, "reappointments are for a minimum of three years with no limit to the times an AP faculty member can be reappointed" (2.II.B). The Department Head, in consultation with the AP committee, may, at the reappointment stage, recommend to the Dean of the College that the contract be extended for a period of more than 3 years. Senior AP reappointments in the English Department will be recommended for a minimum of 5 years.

ADVANCEMENT TO THE RANK OF SENIOR ACADEMIC PROFESSIONAL

Advancement to the rank of Senior Academic Professional may be recommended by the Department Head, or by any member of the tenured faculty, at any time after the first reappointment. After five years in a position, the candidate may request advancement to the rank of Senior Academic Professional. According to the guidelines established by the College, "The candidate must request an advancement by the middle of the spring semester prior to the year in which the formal review will be conducted" (2.II.C). Proceeding to this formal review shall require the consent of the Department Head. The AP committee will, after reviewing the candidate's materials, write up a short statement recommending or not recommending to advance the candidate. The Department Head shall also write an evaluation of the candidate. After the formal review by the committee and head, a candidate may choose to withdraw her or his dossier from advancement before it is forwarded to the Dean.

In addition, according to the College guidelines, "After the dossier has been completed but before it is submitted to the dean, the candidate must be allowed to review and sign the statement ... following his or her review. The candidate may, but is not obliged, to write a response to the dossier or to the opinions expressed in it" (2.II.V).

The College guidelines mention the possibility that candidates may be hired "with a specific agreement to be considered for advancement at a specified time (typically no more than three years) before the end of their initial appointment" (2.II.C). The College

document also allows for the consideration of work done prior to their appointment of UNCG. For more information about this, refer to the College Document Section 2.II.C.

Dossiers will be required of AP candidates who wish to advance to Senior Academic Professional. The content of these dossiers shall, according to the College guidelines, “reflect the scope of work, expectations, etc. per the candidates job contract/memorandum of understanding” (2.II.B). Since those members of the English department who will be considered for Academic Professional status ordinarily have some teaching duties, dossiers for advancement should include evidence of effective teaching, such as summaries and numerical ratings of student evaluations, a sampling of student comments and peer observations reports. The dossier may include evidence of research/creative activity appropriate to the candidate’s field as well as attendance at conferences, papers delivered, publications relevant to the position and other accomplishments that demonstrate the scope of the candidate’s commitment to the position, the department, and the university. Annual individual activity reports, such as the center or program reports which may be produced by the AP faculty as part of their leadership duties, should be included in the advancement dossier as well.

As part of the dossier, candidates for advancement to Senior Academic Professional must provide a two-to-three page narrative describing the ways in which they have met and/or exceeded the duties and obligations of their job as specified by the Memorandum of Understanding. Since the scope of work, and the obligations of the position may have changed since the candidate was reappointed, any significant change should be addressed in the candidate narrative.