

**ENGLISH DEPARTMENT
ACADEMIC PROFESSIONAL GUIDELINES AND PROCEDURES**

Approved October 31, 2012
(revised Spring 2023)

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 promotion 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" (1.I). For more than two decades there have been Professional-track faculty (PTF) 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 PTF positions carry limited teaching responsibilities. Moreover, although these PTF 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 Professional-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 PTF 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" (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 promotion 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 stipulate that “If there are no eligible PTF members within the department/program, an appropriate PTF member from a cognate discipline shall be selected by the Head/Director and invited to serve” (III.D.ii).

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 typically for one year” (2.II.A). New AP track faculty are typically appointed at the rank of “Academic Professional”; however, “upon the recommendation of the Department or Program Head, and with the approval of the Dean and the Provost, an AP faculty member may be hired at a higher rank” (2.II.A). As further 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, Academic Professionals are reappointed for one year with "no limit to the number of times an AP faculty member may 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 one year.

PROMOTION TO THE RANKS OF AP ASSOCIATE PROFESSOR AND AP PROFESSOR

Promotion to the rank of Academic Professional Associate Professor may be recommended by the Department Head, or by any member of the tenured faculty, at any time after the first reappointment. After five consecutive or non-consecutive years in a position (minimum .75 FTE), the candidate may apply for promotion to the rank of AP Associate Professor. The application procedure, timeline, and required materials are outlined in the College policy at <https://cas.uncg.edu/faculty-staff-resources>. The department-level AP committee will, after reviewing the candidate's promotion materials, deliver to the Head a short statement recommending or not recommending promotion. The Department Head shall also conduct an independent review and write a recommendation about the candidate's application. After the formal review by the committee and head, the candidate shall be given the opportunity to examine the reviews and recommendations made by the Departmental committee and the Head, and may, at this stage, add a response to the review if they wish, to be forwarded to the CAS-level committee with the dossier.

The College guidelines stipulate that AP Faculty "can request, at the time of hire, for years of experience in comparable appointments to be recognized, which would shorten the timeline for promotion consideration. This request must be approved by the Department Head/Program Director, Dean, and Provost" (2.III.B.ii).

Dossiers will be required of AP candidates who wish to advance to AP Associate Professor. 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.C). 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 promotion to AP Associate Professor 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's narrative.

After at least five consecutive or non-consecutive years of service since promotion (min. 0.75 FTE), an AP Associate Professor may apply for promotion to the rank of AP Professor. The application procedure and timeline are largely identical to the procedures for promotion described above and is outlined in the College policy at <https://cas.uncg.edu/faculty-staff-resources>.