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FTNTT Faculty Senate Ad-Hoc Committee 4.9.24

Employment of Full-Time, Non-Tenure Track (FTNTT) Instructional Faculty [BOR II-1.05](#)

In the matter of employment of Full-Time, Non-Tenure Track Instructional Faculty, Salisbury University operates under USM BOR Policy II-1.05.

Full-Time, Non-Tenure Track Faculty Definition: Any faculty member who is in a non-tenure track position and is teaching 24 credit hours or the equivalent for the academic year.

Full-Time, Non-Tenure Track Instructional Hiring, Faculty Ranks, and Promotion

Hiring

The department will create a committee to recommend candidate(s) for the full-time non-tenure track position to the Hiring manager. The process followed for hiring will be similar to that of tenure track faculty. The search will be an open search and make clear the expectations of the FTNTT faculty member and the benefits available for the position. Every effort will be made to find the best candidate from the largest pool of possible candidates.

Exceptions: When it is determined by the Department Chair / School Director that sufficient time does not exist to conduct an open search, then the Department Chair / School Director can appoint a person to the FTNNT position for a maximum of 1 year (renewable for 1 additional year). Upon expiry of the 2 years, the position of the FTNTT will be turned into an open search. The person appointed by the Department Chair/School Director will be eligible to apply for the open position.

Contracts/Letters of Appointments: Each FTNTT faculty member shall be provided with a written contract or letter of appointment prior to the beginning of the assignment. The contract or letter shall state that the appointment is full-time and state the academic rank, length of appointment, time of service (10 months, 12 months), salary, whether the appointment is renewable, nature of the assignment, benefits, and performance-evaluation policies and procedures. Any additional expectations will be given to the FTNTT faculty member by their department in a memorandum of understanding along with the written contract.

Term of Employment: Typically, initial contracts shall be for one academic year. Subsequent contracts may be for longer terms. Notice of non-renewal shall be provided in accordance with [Board of Regents Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty](#).

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Table 1: Process & Deadlines for Promotion to Senior Lecturer

Step	Date
Department Chair/School Director meets with candidate to discuss eligibility to apply for promotion	Candidate's 11th Semester December 15/May 15
If a candidate decides to seek promotion, a promotion file including a CV and a letter highlighting teaching excellence and a record of service will be submitted to their Department Chair/School Director.	Candidate's 12 th Semester February 15/September 15
Recommendation to unit Dean by Department Chair/School Director	March 15/October 15*
Notification of promotion to faculty and Provost, in writing, by unit Dean	April 15/November 15*
Complete Appeal Process Finalized	May 15/December 15

* Candidate has 5

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C. Performance Evaluation: Department chairs evaluate full-time non-tenure track faculty