

Policies for Auxiliary Faculty UofU School of Music

Definitions

The School of Music engages a significant number of auxiliary faculty members in order to retain the flexibility to adjust for changing programmatic needs and to employ high quality instructors with specialized foci necessary to serve the interests of students and the instructional needs of the curriculum. Generally speaking, auxiliary faculty fall into two broad classifications: 1) full-time “lecturer” faculty, and 2) part-time “adjunct” faculty. Auxiliary faculty in both classifications may hold the ranks of professor, associate professor, and assistant professor. Specifically, lecturer faculty are appropriately qualified instructors whose primary professional efforts are devoted to teaching. Adjunct faculty are instructors whose professional activities do not span the full range of responsibilities of regular or lecture faculty members because their primary professional efforts are outside of the School of Music. Accordingly, adjunct faculty do not serve on a full-time basis. Associate Instructors are individuals responsible for instructional duties in the School of Music who do not have faculty status. Such appointments are typically short-term, and re-appointment in an auxiliary faculty position should be considered if the individual is appropriately qualified and her/his role in the instructional mission of the School is significant.

Appointment to an auxiliary faculty position is without significance for achieving or holding tenure. Auxiliary faculty shall not have the right to vote on policies regarding appointment, retention, tenure, or promotion or on individual personnel decisions relating to appointment, retention, tenure, or promotion. However, long-term instructional auxiliary faculty should be accorded more substantial rights related to curricular matters that impact their instructional role in the School. Both lecturer and adjunct faculty of any rank may engage in other activities of faculty members outside their area of specialization and may serve on, but not chair, graduate student committees. Whereas only regular faculty serve on School of Music standing committees (i.e. – Advisory, Graduate Studies, Undergraduate Studies, Departmental Appointments Advisory Committee, Departmental RPT), auxiliary faculty may be assigned to serve temporarily on these committees, as allowed by University policy, in unusual circumstances. Auxiliary faculty may serve on other committees and task forces.

From time to time it may be necessary/appropriate to appoint Visiting Faculty in order to temporarily fill a regular faculty position. Individuals in such positions may be reappointed up to a cumulative total of three years in residence, but should not hold long-term appointments and are not entitled to notice of non-reappointment. Appointments to "visiting" positions are without significance for achieving or holding tenure, unless the individual is appointed to a regular faculty rank immediately upon completion of service in the visiting rank. Then the period served in the visiting rank may be counted as part of the pretenure probationary period. Any time awarded in a visiting rank to be counted toward tenure must be consistent with provisions specified in the SoM RPT Guidelines.

Appointments to the auxiliary faculty are for limited terms only. All annual auxiliary faculty appointments end automatically each June 30. Individuals in such positions may be reappointed after departmental review, with no limitation on reappointment, except that visiting faculty may only serve in that capacity for a total of three years. Appointments or reappointments may also be made by means of a written contract for a fixed term of up to five years, when there is reasonable assurance that specific funding to support such term appointments will be available. Each term

appointment ends automatically on June 30 in the final year of the specified term. Individuals in such positions may be reappointed at the conclusion of that fixed term for another fixed term of up to five years after departmental review and with reasonable assurance of specific funding. Review of auxiliary faculty should be appropriate to their category, rank, and role.

Appointment, Retention, Promotion, and Evaluation

The Departmental Appointments Advisory Committee (DAAC) consisting of all regular faculty members in the School shall vote on the initial appointment and re-appointment of all auxiliary faculty. Area chairs and program directors will consult with the director of the School regarding anticipated needs of their instructional programs. Together they will develop recommendations for the appointment and re-appointment of auxiliary faculty. Initial appointments shall consider academic and professional qualifications as well as prior teaching experience. Reappointments will consider teaching effectiveness as demonstrated through student course evaluations, student performance in University ensembles, and any other criteria appropriate to the instructional duties of the faculty member. Promotion for lecturers and adjunct faculty is typically not considered prior to completion of five (5) years in rank; however, if the area chair and director of the School agree early consideration is warranted such recommendations may be presented to the DAAC.

The DAAC will meet early in spring semesters to consider the appointment, reappointment, and promotion of auxiliary faculty members. Prior to this meeting, the SoM Advisory Committee will consider recommendations developed by area chairs, program directors, and the director of the School. The Advisory Committee will finalize recommendations to be made to the DAAC. Favorable action by the DAAC requires a simple majority.

Individuals not appointed to auxiliary faculty positions may be contracted to teach courses in the SoM as associate instructors. Associate instructors do not have faculty rank and are typically appointed as late additions prior to or during an academic year. Individuals appointed as associate instructors who have a continuing instructional role in the School beyond their initial appointment should subsequently be considered for appointment as an auxiliary faculty member. The director of the School will consult with the appropriate area chair(s) and/or program director(s) before appointing associate instructors.

Auxiliary faculty members are evaluated annually. Lecturers must complete an Annual Faculty Report as do regular faculty following the procedures outlined in the School of Music Annual Faculty Merit Review policy. Adjunct faculty are not required to complete an Annual Faculty Report, however, area chairs are responsible for reviewing and considering student course evaluations, reports from jury examinations, and other sources of information regarding teaching effectiveness. Any concerns with regard to teaching effectiveness or other issues pertinent to their role as faculty members in the School will be discussed and considered by the area chair and director prior to a recommendation being given to the DAAC.