

Chapter 9. Term Faculty

Term faculty members hold appointments other than those defined as tenure-track and Teaching Professor-track faculty. The titles include Adjunct or Visiting faculty, Faculty of Practice, Faculty on the Research, Teaching, or Clinical Scholar Tracks, Research Scientists, Senior Research Scientists, and Distinguished Senior Research Scientists, or Faculty (Research). For more detail regarding ranks and titles, see Chapter 3.

As is the case for other faculty personnel recommendations, recommendations for reappointment, contract renewal, and promotion are initiated by the faculty member's department.

9.1 Yearly Performance Appraisal

As noted in Chapter 7 department chairs are responsible for ensuring that term faculty at the level of Assistant on multi-year contracts receive annual reviews of their performance. These faculty members' performance should be evaluated using the department's Standards and Criteria, using processes similar to those employed for tenure-track faculty.

9.2 Contract Renewal and Reappointment of Part-Time or Short-Term Appointments

At the ranks of Assistant Teaching Professor (less than half-time), Fellow, Research or Teaching Associate, Investigator, or at any Adjunct, Visiting, or Contingent and Concurrent ranks, or when one has been initially appointed at any rank, regular or term, for one year or less - reappointment may be recommended at any time before the expiration of the current contract. Chairs should, however, bear in mind that any recommended reappointment cannot normally violate the announced conditions of an original appointment (for example, to pay a salary when none was originally offered, or to exceed a fixed non-renewable term). Otherwise, the considerations bearing upon reappointment at these ranks are the obvious ones: evaluation of performance, availability of funds, and room in the departmental staffing plan.

If no reappointment is recommended at any of these ranks described above, the contract will automatically lapse on its expiration date. Initial faculty appointments for a period of one year or less, and term appointments of whatever duration are understood to be terminal appointments, and therefore do not require specific advance notice from the University regarding possible reappointment.

All term appointments are contingent upon ongoing funding availability and need for the courses and other duties outlined in hire and reappointment documentation. In the case of financial exigency, or of a lack of ongoing need for

the courses and other duties, Brown reserves the right to terminate this contract. Contract terminations will happen no later than July 1 for responsibilities in the fall semester and December 1 for responsibilities in the spring semester.

9.3 Promotions of Research Faculty, Faculty of Practice, and other Term Faculty

Recommendations for promotions of Research Faculty, Faculty of Practice, and other term faculty with multi-year appointments will be carefully reviewed by the voting members of the department's faculty, the appropriate faculty affairs committee as needed, and the appropriate divisional dean.

The materials for promotion are described in the [TPAC Dossier Preparation Guide](#) (or following the equivalent CMFA or PHFA guidance). When promotion is to Associate or full Professor (Research), Associate or full Professor on the Research, Teaching, or Clinician track, or Associate or full Professor of Practice, the recommendation must be reviewed by TPAC, CMFA, or PHFA. Chairs/directors should prepare these cases with commensurate care following the guidelines defined in the [TPAC Dossier Preparation Guide](#) (or following the equivalent CMFA or PHFA guidance). It follows that the written "Standards and Criteria" of the department in question must explicitly define promotion standards for such term faculty. A dossier including (i) the cover letter in which the recommendation is amply explained and justified; (ii) minutes of the meeting at which the recommendation was discussed and voted, including a record of the vote, (iii) letters solicited from external evaluators; and (iv) the curriculum vitae of the candidate for promotion should be sent to the Office of Faculty Personnel or other faculty affairs committee. After review by the appropriate faculty committee (TPAC, CMFA, or PHFA), the recommendation will be forwarded to the appropriate Dean.

Once such a recommendation has been fully reviewed and if it has been approved, the dean will sign the appropriate letter and send it to the department chair for delivery to the individual. A copy of the letter will be included for departmental files.

Promotion of faculty to the rank of Senior Research Scientist or Distinguished Senior Research Scientist is based on a candidate's record of research accomplishment, based on the faculty member's CV, research statement, and other materials as required by the Departmental Standards and Criteria and relevant Dean. The review should be conducted at the beginning of the final year of the faculty member's contract, and should be voted on by the unit faculty. The dossier, including at minimum a cover letter in which the recommendation is amply explained; minutes of the meeting at which the recommendation was discussed and voted, including a record of the vote; the curriculum vitae; and statement of accomplishment of the candidate for promotion must be provided to the relevant Dean for review. Once approved, the dean will sign the appropriate letter and send it to the department chair for delivery to the individual. A copy of the letter will be included for departmental files.

The timing of promotion varies among the different faculty ranks and appointments. However, Assistant Professors on the research scholar track must be evaluated for promotion to Associate no later than the penultimate year of their third three-year contract. If the promotion is not successful, or if the Assistant Professor chooses not to be reviewed for promotion, they may be appointed to the appropriate rank in the Research Scientist track, depending on their level of experience and accomplishment and as recommended by the Department and Dean. Generally, faculty may not be reviewed for promotion more than once, except in extraordinary circumstances.