Procedure

1. In accordance with the appointment procedures and conditions stipulated below, the Provost recommends to the President those persons qualified to hold appointments in non-tenurable categories.

2. Appointment Procedures: The following procedures govern non-tenurable appointments:
   1. The appointing College, School, or Department secures prior approval of the non-tenurable position(s) before accepting applications.
   2. The individual submits credentials to the Program Director, Department Chair, or, where applicable, appropriate Dean;
   3. The School or Department faculty (see section II.C above) approves the recommended appointee, and the appropriate Program Director, Department Chair, and Dean support the recommendation to the Provost; and
   4. The Provost makes an independent recommendation supporting the appointment to the President.

3. Termination, Remedies, and Student Complaints:
   1. Colleges, Schools, and Departments must comply with applicable Board of Regents policy and University policies and procedures in order to terminate non-tenurable faculty members for cause or to discontinue non-tenurable faculty members before contracts expire.
   2. After the third consecutive year of service, Lecturers and Clinical Faculty shall have the right to one semester’s notice of the intention to terminate the relationship.
   3. Non-tenurable faculty members covered by the CBA have recourse to the Grievance Procedure outlined in CBA, Section 19.000, to redress violations of this Policy. Faculty not covered by the CBA can seek corrective action from the appropriate Dean, with right of appeal to the Provost and ultimately President.
   4. Student complaints against non-tenurable faculty—except in the School of Law—follow the procedures in accordance with CBA, Section 21.000.

4. Annual Report: The University Data Office will prepare an annual report for submission to the Faculty Senate during the September meeting. The report will list the head count and FTE of faculty members serving on non-tenurable appointments by College, School, and Department for the prior academic year; the student-credit-hours generated by those faculty members; and the overall totals by College, School, Department, and University.
   1. The report will provide the names, positions, base salaries, FTEs, percentages of each FTE allocated to instruction or research, health and retirement benefits, AY or FY contracts, ranks, titles, and funding sources for all appointments.
   2. The report will also provide the percentage of tenured and tenurable FTE to non-tenurable FTE identified by College, School, and Department and in a University-wide summary

5. In accordance with the CBA, the Provost will submit progress reports to the Faculty Senate for the September meeting of the Senate.