



e-Bulletin20091119

## **NTT Appointments, Renewals, Promotions & Evaluations**

Are you a nontenure-track faculty member? Does your appointment end next semester? Are you a Department Chair? Articles 14 and 15 of the new TAUP – Temple contract contain important changes that affect you. These two articles, which you can find in their entirety on the [TAUP website](#), grant you important new rights and responsibilities.

Please take the time to read the material below, so that you are familiar with the significant ways in which appointments, renewals, promotions, and evaluations have been modified. TAUP worked hard in negotiations to achieve these changes, which provide a measure of improved job security and professional treatment for NTTs.

It is your job to make sure these procedures are followed. Please let TAUP (1-7641; [taupaft@aol.com](mailto:taupaft@aol.com)) know if you have questions, comments or problems. We can represent you best if you keep informed and keep us informed, too

### **Renewal and Nonrenewal Procedures for NTTs**

- For NTTs with three (3) consecutive years or less, the appointment shall end at the termination date without further notice. ([Article 14](#))
- NTTs with more than three consecutive years of service will receive written notice of renewal at least two months prior to the expiration of their appointments. ([Article 14](#))
- For NTTs with five consecutive years or more of service and who are being reappointed to a single-year appointment, the Dean must provide a written explanation to the Office of the Provost and the faculty member. ([Article 15](#))
- NTTs with five (5) consecutive years or more of service who are not being renewed, shall receive a separate termination notice at least four (4) months prior to the termination date in their letters of appointment. ([Article 15](#))
- NTTs cannot be arbitrarily excluded from applying for open tenure-track positions. Similarly, tenure-track faculty are free to apply for open NTT positions. ([Article 15](#))

### **NTT Appointment, Reappointment, Evaluation & Promotion**

- Searches to fill NTT positions are generally required, though when there is inadequate time to conduct a search, an individual may be hired for one year.

- Processes for appointment and reappointment in each school or college will be discipline-specific, and be in written form, available to all members of the faculty. These processes shall include consultation with department committees. Faculty will also be notified of any changes in these procedures. These processes must be consistent with University established guidelines. ([Article 15](#))
- Procedures for NTT promotion will be based on uniform University guidelines. These processes shall provide for timely notification to the individual as his/her application proceeds. Applications for promotion in rank shall be considered in any year of an appointment.
- When each appointment or renewal is made, the responsibilities of the NTT will be clearly explained in writing. In the case of multi-year appointments, each year the faculty member will receive from the dean a letter outlining the responsibilities and assignments for the coming year. ([Article 15](#))
- These written responsibilities and assignments will be the primary, though not exclusive, criteria by which faculty are evaluated for reappointment, promotion and merit. ([Article 15](#))
- NTTs who have appointments continuing into the next academic year must meet with the Dean or the Dean's designee to discuss the faculty member's performance in meeting his/her responsibilities in the current year. Such performance evaluation meetings shall take place no later than March 15. ([Article 15](#))
- Evaluations must be based on multiple measures of performance and accomplishment in relation to the type of appointment. A written summary of the performance evaluation shall be provided to the faculty member and placed in the individual's official personnel file. However, a performance evaluation meeting is not a guarantee of reappointment. ([Article 15](#))
- If Temple makes changes in NTT classifications, TAUP will be notified before implementation. Thus, TAUP will be able to monitor the process and make sure it is fair and equitable. ([Article 15](#))

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