

Faculty Rank & Responsibilities

A. Appointment with Faculty Rank

Section C (below) describes the minimum standards for appointment and promotion to faculty ranks for all faculty categories (teaching faculty, administrative staff with faculty rank, and academic support staff with faculty rank) and the responsibilities of each faculty rank. There may be occasions when the university must operate on the minimum level, but it is of great importance to all of the members of the university community to have standards as high above the minimum as possible.

B. Promotion Through Faculty Ranks by Teaching Faculty

1. The eligibility for promotion of each teaching faculty member is reviewed annually by the provost/vice president for academic affairs. Newly eligible teaching faculty are notified by the Provost in the summer prior to the academic year in which they are first eligible that they may make application for promotion. It shall be the responsibility of the faculty member to apply formally for promotion review. If the faculty member elects not to apply for promotion or is not awarded promotion, no further notification of eligibility will be sent in subsequent years.
2. For teaching faculty, promotion will not occur prior to a probation or tenure decision. Under normal circumstances there should not be split decisions where a faculty member is tenured but not promoted to associate professor.
3. Although the fundamental responsibilities of the faculty are qualitatively the same, regardless of rank, faculty who have been rewarded by the university with promotion or appointment to a higher rank and a higher level of compensation are expected to serve the university and to perform at a higher level of responsibility.

C. Faculty Ranks

1. Assistant Professor
 - a. The appointment for persons with the doctorate and limited teaching experience or for persons without the doctorate and significant professional experience.
 - b. Assistant professors are expected to be effective teachers, advisors and departmental members and to be engaged in serious disciplined and continuing study which will permit them to increase their competence in their

fields and/or other fields which will qualify them for promotion to a higher rank.

- c. Assistant professors should expect to serve 6 years in rank, of which at least four are at Elon University, before becoming eligible for promotion.

2. Associate Professor

- a. The appointment for persons with the doctorate and at least 6 years' experience as an assistant professor or for persons without a doctorate, at least 6 years' experience as an assistant professor, and significant professional experience.
- b. Associate professors should be actively engaged in teaching, advising, service, and scholarly activities of a high quality. Associate professors should be capable of undertaking institution-wide responsibilities which demonstrate their understanding of and interest in the attainment by the university of its overall mission and goals.
- c. Only in very exceptional cases will persons be appointed to this rank who have not met the preceding standards.
- d. Associate professors should expect to serve 6 years in rank, of which at least four are at Elon University, before becoming eligible for promotion.

3. Professor

- a) The appointment for persons with the doctorate or terminal degree and at least 6 years of experience as an associate professor.
- b) Professors should have established ongoing records of exceptional teaching, professional activity including scholarship, and institutional service that surpass what is expected of faculty at other ranks. They should be recognized as exemplary teachers and advisors who uphold high professional and ethical standards in their contacts with students. They should be currently engaged in scholarly work that extends past achievements. Their service to the University should reflect understanding of its purposes and demonstrable leadership in fulfilling these purposes.
- c) Only in very exceptional cases will persons be appointed to this rank who have not met the preceding standards.

(7/05)

4. Lecturer

- a. The appointment for persons who have the master's degree.
 - b. Lecturers are expected to be effective teachers, to be actively engaged in service to the institution, and to participate in professional activities that keep them abreast of their fields.
 - c. Faculty on lecture track may stand for promotion to senior lecturer. Lecturers should expect to serve 6 years in rank, of which at least four are at Elon University, before becoming eligible for promotion to Senior Lecturer. Lecturers will not be considered for promotion to the ranks of assistant, associate or full professor.
5. Senior Lecturer
- a. The appointment for lecturers with at least 6 years of experience as a lecturer
 - b. Senior lecturers have established ongoing records of exceptional teaching and significant service to the institution, as well as activity that promotes professional development.
 - c. Senior Lecturers will not be considered for promotion to the ranks of assistant, associate or full professor.

(7/05)

6. Instructor

The appointment for persons without the doctorate serving in a visiting or limited term appointment.

7. Faculty Emeritus Status

- a. The appointment for retired faculty whose service to the institution exceeded the expected norm of performance, and who were members of the faculty at Elon University for at least 10 years are eligible for Emeritus Status.
- b. The members of the retired faculty person's department should initiate the procedure by formally recommending the faculty member be granted emeritus status. The recommendation is sent to the appropriate dean, who submits it, along with his or her recommendation to the Provost. The Provost in turn forwards a recommendation to the President who makes the final decision.
- c. Perquisites granted to Emeritus faculty are:
 - 1.) Listing as Emeritus Faculty in the university catalog
 - 2.) Eligibility to maintain web pages on university server

- 3.) Eligibility to reserve university flats in London
- 4.) Invitation to monthly faculty meetings and lunches
- 5.) Continuation of E-mail and internet usage
- 6.) Phoenix ID Card use
- 7.) Continuation of parking permit usage
- 8.) Use of Belk Library
- 9.) Fitness Center usage
- 10.) Tuition remission for one course per semester
- 11.) Free flu shots
- 12.) Employee discount program
- 13.) Admission to cultural events
- 14.) Admission to athletic events
- 15.) Invitations to campus events
- 16.) Elon Faculty/Staff phone directory availability

(8/04)

D. Subject to review and change by the executive committee of the Board of Trustees, the following percentages may serve as teaching faculty guidelines: of all instructors, lecturers, senior lecturers, assistant, associate, and full professors:

1. Lecturers, instructors and assistant professors comprise approximately 40% of the total.
2. Associate professors comprise approximately 35% of the total.

Full professors comprise approximately 25% of the total.

(8/05)