

## Handbook Definitions

A. As a handbook created to explain policy and procedures for faculty members, this document requires a clear definition of the term “faculty.” The term faculty is customarily used in academic and public culture to refer to educational personnel whose primary task is teaching. At Elon, this is also the typical use of the term. However, as with many other institutions, Elon, in addition to its teaching faculty, grants faculty rank to other academic affairs personnel. To this extent, there are three categories of individuals who may be granted faculty rank, plus a fourth category that includes the other three. The four categories below explain which people are included in the various policies and procedures described in this handbook.

### 1. Faculty

- a. The most generic use of the term “faculty” refers to those Elon University employees with faculty rank. “Faculty Rank” refers to an appointment that is given by the Board of Trustees. All persons with faculty rank attend the monthly faculty meetings. Those holding the rank of lecturer, assistant professor or above (as well as those teaching more than 18 semester hours in an academic year) may vote on matters that come before that body. Elon University grants faculty rank to all its full time teachers and its adjunct instructors teaching 18 or more semester hours in an academic year. But because Elon University also grants faculty rank to personnel who may be employed primarily in administrative or support staff positions (and may or may not actually teach courses), the use of the generic “faculty” is not specific enough to delineate accurate inclusion or exclusion for a number of policies.
- b. Each Elon employee with faculty rank will belong to one of the three categories listed below as their primary status in addition to their inclusion in the more general “faculty” category, even though people belonging to one category may sometimes perform duties associated with the other two categories.
- c. The categories of personnel below are distinguished by the nature of their contracts with the university, by the descriptions of professional expectation pertinent to their roles, and by the evaluation procedure used to measure their individual growth and competency.

### 2. Teaching Faculty

- a. Teaching faculty are those members of the university holding faculty rank whose fundamental responsibilities are the instruction of students, professional activities and, where appropriate for their type of faculty

appointment, scholarly or artistic forms of expression that are the basis of a university community. Teaching faculty are subject to professional and institutional expectations outlined in the *Elon University Faculty Handbook*.

- b. Teaching faculty status is limited to those whose performance assessment is linked to the completion of an annual Unit I (Annual Report for Teaching Faculty), which describes teaching, scholarship (appropriate to faculty appointment), and professional/university service activities during the preceding year. Teaching faculty also participate in an annual review process which includes the department chair, and dean of the school or college. Furthermore, such faculty are normally subject to formal review by the promotions and tenure committee at various points during their career at the university. Teaching faculty typically are employed through annual contracts specifying nine months of service during an August-May period.
3. Administrators with Faculty Rank
    - a. Administrators with faculty rank are members of the university holding faculty rank whose positions include oversight for the university as a whole as well as management of its broader educational goals and programs. The category of administrators with faculty rank includes those members who are at the position of vice president or above, members of the academic affairs council and the athletic director.
    - b. Administrators with faculty rank are typically employed through annual contracts, which specify a June-May period of service. Their duties are specified formally in official position descriptions maintained by the university but may also include other responsibilities as assigned by the president or the Board of Trustees. They are subject to annual performance evaluations, which include formal input from faculty they supervise as well as judgments, rendered by their pertinent supervisor, the provost/vice president for academic affairs, and the president.
    - c. The provost/vice president for academic affairs is evaluated annually by the president of the university. The president is evaluated annually by the Elon University Board of Trustees.
4. Support Staff with Faculty Rank
    - a. Support staff with faculty rank are members of the university holding faculty rank of assistant professor or above who have supervisory responsibility for specific programs that provide educational opportunities for students, implement academic procedures, or otherwise support the educational mission of the university.

- b. Support staff with faculty rank typically are employed through annual contracts specifying a June-May period of service. Their duties are specified in formal position descriptions maintained by the university. They are subject to annual performance evaluations which include formal input from those they supervise as well as judgments rendered by their pertinent supervisor, vice president, and the provost/vice president for academic affairs.
  
- B. In this handbook, the terms “faculty,” “all faculty,” and “the faculty in general” will be used to refer to all employees with faculty rank. When a more specific sub-group is being referred to, either the title of the section or the first reference to the group within the section will indicate the appropriate sub-group. Occasionally the descriptor “faculty who teach classes” may be used to refer only to those employees with faculty rank who have actual classroom responsibilities.
  
- C. As they relate to benefits at Elon University, the terms “spouse/qualifying partner” and “dependent” are defined as follows:

Spouse/qualifying partner is either an individual who is in a marriage recognized by the law in the state of residence or an individual with a qualifying same-sex partner, as determined through the Office of Human Resources.

Dependent is the spouse/qualifying partner and all unmarried children, including an adopted son or daughter and stepson or stepdaughter.

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