

## **Faculty Rank & Responsibilities**

### **A. Appointment with Faculty Rank**

Section C (below) describes the 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). For further description of the types of and characteristics of high-quality peer-reviewed scholarship in various disciplines provided in Section C (below), see each department's scholarship statement.

### **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, no further notification of eligibility will be sent in subsequent years, though the faculty member will remain eligible for promotion. If the faculty member elects to apply but is not awarded promotion, the provost will notify the faculty member of eligibility to reapply in the summer prior to regained eligibility. (See II-8, B7 for details regarding the timeframe for eligibility for reapplication)
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.

### **C. Faculty Ranks**

1. Assistant Professor
  - a. In order to be eligible for appointment as an assistant professor, the applicant shall have a terminal degree and, typically, some teaching experience, while an applicant -without the terminal degree shall have significant professional experience.
  - b. Assistant professors are expected to be effective teachers, advisors and departmental members and to be engaged in serious, continuing scholarly study which will permit them to increase their competence in their fields and/or other fields and 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. During this time, assistant professors, planning to stand for promotion to a higher rank, are expected to continue to develop their skills and record in a manner that will qualify them for promotion to the rank of associate professor.
2. Associate Professor
    - a. In order to be eligible for promotion to the rank of associate professor, faculty members are expected to have met the following standards by the time the promotional rank is sought.
      1. Associate professors shall have a terminal degree and at least six years' experience as an assistant professor or, for persons without a terminal degree, at least six years' experience as an assistant professor, and significant professional experience.
      2. Associate professors should be actively engaged in teaching, advising, service, professional activity, and scholarly activities of a high quality.
      3. Only in exceptional cases will persons be appointed to this rank who have not met the preceding standards.
    - b. Associate professors should expect to serve six years in rank, of which at least four are at Elon University, before becoming eligible for promotion to the rank of professor. During this time, associate professors, planning to stand for promotion to a higher rank, are expected to continue to develop their skills and record in a manner that will qualify them for promotion to the rank of full professor.
3. Professor
    - a. In order to be eligible for promotion to the rank of professor, faculty members are expected to have met the following standards by the time the promotional rank is sought.
      1. Professors shall have the terminal degree and at least six years of experience as an associate professor or, for persons without the terminal degree, at least six years' experience as an associate professor; and significant professional experience.
      2. Professors should have established sustained records of teaching, professional activity including scholarship, and institutional service that surpass the high quality standard for faculty at other ranks as defined in the *Faculty Handbook*. They should be exemplary teachers and advisors.

They should be currently engaged in scholarly work that extends past achievements. Their contribution to the life of the University should reflect understanding of its mission and goals and demonstrable leadership in serving the university.

- b. Only in exceptional cases will persons be appointed to this rank who have not met the preceding standards.
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 current developments in their fields.
    - c. Faculty on lecture track may stand for promotion to senior lecturer. Lecturers should expect to serve six years in rank, of which at least four are at Elon University, before becoming eligible for promotion to Senior Lecturer. During this time, lecturers, planning to stand for promotion to senior lecturer, are expected to continue to develop their skills and record in a manner that will qualify them for promotion to the rank of senior lecturer. Lecturers will not be considered for promotion to the ranks of assistant, associate or full professor.
  5. Senior Lecturer
    - a. In order to be promoted to Senior Lecturer, faculty members are expected to have established ongoing records of excellent teaching and significant service to the institution, as well as other professional activity that promotes professional development.
    - b. Only in exceptional cases will persons be appointed to this rank who have not met the preceding standards.
    - c. Senior Lecturers will not be considered for promotion to the ranks of assistant, associate or full professor.
  6. Instructor
    - a. The appointment for persons without the terminal degree 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

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