

# Teaching, Clinical Professors and Lecturers (TCPLs)

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Jul 12, 2019

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## Scope: Who is Covered by this Policy?

Teaching, Clinical Professors and Lecturers (TCPL faculty)

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## Policy

TCPL faculty includes lecturers and clinical lecturers with the ranks of assistant, associate and senior lecturer as well as teaching and clinical faculty with the ranks of assistant, associate and full professor. Collectively, these positions are referred to as TCPL faculty.

## Limitation on Number of Lecturers and Teaching Faculty

TCPLs may not exceed the following percentages of continuing faculty (full-time TCPL and Tenure/Tenure Track) within each division:

- CAS: ~~20~~23.0%
- CCA: 20.0%
- EHS: 26.0%
- CEC: 20.0%

- FSB: 29.0%
- CLAAS: ~~23~~29.0%

Divisions must work within the structure of governance processes to modify this limitation and to address faculty composition more broadly. Divisions must adhere to their faculty composition policy and the dean of the college/school must annually communicate with faculty on current and historical trends in faculty mix. This communication should provide context including relevant budgetary resources and curricular needs. The provost will annually update the University Senate on changes to divisional policies and faculty mix. Any changes that incur a raising of the new caps in this resolution must be approved by Senate.

Appointment to a TCPL position requires a competitive search.

## Professional Development Plan and Evaluation

To facilitate the professional development and position the TCPL faculty member for promotion to the associate level, the TCPL faculty member will develop, in concert with their department chair, a philosophy of teaching and service (if assigned), and emanating from that philosophy an agenda or plan of activities. This plan should be tailored to the specific professional expertise of the faculty member and the needs of the curriculum, program/department, division, and students. Plans must be approved by the dean.

Plans must be flexible and open to revision, assuming faculty member, departmental, and divisional agreement. Department chairs or program directors will approve the TCPL faculty member's plan and goals as part of the annual review.

TCPLs must submit to the chair or program director (when appropriate) a written Annual Report of Professional Activities that must include information on performance of teaching responsibilities and academic advising and University service as assigned.

Departments must provide annual evaluations and provide an assessment of the TCPL faculty member's strengths and weaknesses and specific recommendations for improvement. The second and third year evaluation, must be submitted to the dean for review.

# Positions

## Lecturers/Clinical Lecturers (Assistant, Associate or Senior Lecturer/Clinical Lecturer)

### Qualifications

A Lecturer must:

1. hold a master's (non-terminal) degree from an accredited college or university or the equivalent thereof; and
2. demonstrate effectiveness as a teacher or have documented extraordinary experience, talent, or abilities, which may include a professional license or professional certificate/degree, deemed critical to fulfilling the mission of the department or program; and
3. demonstrate effectiveness as an academic advisor (as assigned).

### Assignment

1. A Lecturer's primary assignment is to perform instructional duties with the expectation they will be assigned to teach Miami Plan and other undergraduate courses as assigned by the department chair/program director.
2. Lecturers may be assigned academic advising and/or university service responsibilities.
3. In extraordinary circumstances, with the written approval of the chair/program director, dean, and Provost, and President, a Lecturer may be assigned research or scholarship as part of workload expectations.
4. Lecturers, by virtue of the prospect that they may be associated with departments/programs for extended periods of time, should be as fully enfranchised as possible in the day-to-day life of the departments/programs in which they are appointed. To that end, if the department uses a Promotion and Tenure Committee for evaluation and promotion of Lecturers, the department is encouraged to include Lecturer representation on the Committee when considering the promotion of Lecturers. To be eligible to serve on the Committee for candidates seeking promotion to associate, Lecturers must hold the rank of associate or senior lecturer. To be eligible to serve on the Committee for

candidates seeking promotion to Senior Lecturer, Lecturers must hold the non-promotable rank of senior lecturer.

## Teaching Faculty (Assistant, Associate, Full Teaching Professor/Clinical Professor)

### Qualifications

A Teaching Faculty member must:

1. hold a Ph.D. or other terminal degree from an accredited college or university or the equivalent thereof; and
2. demonstrate effectiveness as a teacher, or have appropriate educational background, and significant professional experience which may include a professional license or professional certificate/degree; and
3. demonstrate effectiveness as an academic advisor (if assigned).

### Assignment

1. A Teaching/Clinical faculty member's primary assignment is to perform instructional duties with the expectation they will be assigned to teach Miami Plan and other undergraduate courses as assigned by the department chair/program director.
2. Teaching/Clinical faculty member may be assigned academic advising and/or University service responsibilities
3. Teaching/Clinical faculty may teach graduate courses and supervise graduate students as approved by the chair, academic dean, Dean of the Graduate School and Provost.
4. In extraordinary circumstances, with the written approval of the chair/program director, dean, and Provost a teaching/clinical faculty member may be assigned research or scholarship as part of workload expectations.
5. Teaching/Clinical faculty, by virtue of the prospect that they may be associated with departments/programs for extended periods of time, should be as fully enfranchised as possible in the day-to-day life of the departments/programs in which they are appointed. To that end, if the department uses a Promotion and Tenure Committee for evaluation and promotion of Teaching/Clinical Professors, the department is encouraged to include Teaching/Clinical Professor

representation on the Committee when considering the promotion of Teaching/Clinical Professors. To be eligible to serve on the Committee for candidates seeking promotion to the associate rank, the Teaching/Clinical Professor must hold the rank of associate or full. To be eligible to serve on the Committee for candidates seeking promotion to the rank of full Teaching/Clinical Professor, the Teaching /Clinical Professor must hold the rank of full Teaching/Clinical Professor.

## Appointments at the Rank of Assistant

Appointments to TCPL faculty positions at the rank of assistant are made on an academic year basis. If not renewed, the TCPL faculty member will be given notice of non-reappointment by February 15. An assistant TCPL faculty member is eligible to receive, but not entitled to expect, annual renewal of the appointment. No person shall serve more than five (5) academic years as an assistant TCPL.

Following a comprehensive evaluation and review in the fourth year, a TCPL faculty member may be promoted to the Associate level. If not promoted, the TCPL faculty member will be given one full academic year's notice of non-reappointment before July 1. A faculty member who failed to achieve promotion may reapply for promotion during their terminal 5th year. In the event the faculty member does not achieve promotion during their terminal 5<sup>th</sup> year, their employment will cease at the end of their terminal year.

## Promotion to the Rank of Associate

1. Faculty who wish to be considered for promotion to the associate rank are responsible for assembling and submitting a dossier of accomplishments and relevant supporting materials to their department or program (when appropriate). The dossier should be in accordance with the Dossier Guidelines for Teaching Professors, Clinical Professors, Lecturers and Clinical Lecturers and demonstrate the following criteria:
  - a. High quality teaching;
  - b. Academic advising (as assigned);
  - c. University service (as assigned);
  - d. Professional collegiality

2. The candidate's dossier is evaluated by the department or program (when appropriate), the chair and/or program director (when appropriate) and the academic dean. If there is a positive recommendation for promotion from the department or program (when appropriate), the chair and/or program director (when appropriate) or the academic dean, the dossier will advance to the Provost for consideration and decision.

Appointments at the rank of Associate are renewable in three year increments. Faculty members are entitled to one full academic year's notice of non-reappointment by July 1.

## Promotion to Rank of Senior Lecturer/Clinical Lecturer, Teaching Professor/Clinical Professor

Persons holding the rank of associate may apply for promotion to the rank of full Teaching Professor/Clinical Professor or Senior Lecturer/Clinical Lecturer, as applicable after three years from their first promotion.

1. Faculty who wish to be considered for promotion to full are responsible for assembling and submitting a dossier of accomplishments and relevant supporting materials to their department or program (when appropriate). The dossier should be in accordance with the Dossier Guidelines for all Teaching Professors, Clinical Professors, Lecturers and Clinical Lecturers and must demonstrate the following criteria:
  1.
    - a. Cumulative record of high quality teaching;
    - b. Cumulative record of high quality academic advising (as assigned);
    - c. Continued University service (as assigned);
    - d. Distinction or excellence in some area of pedagogy or service.
  2. The candidate's dossier is evaluated by the department or program (when appropriate), the chair and/or program director (when appropriate) and the academic dean. If there is a positive recommendation for promotion from the department or program (when appropriate), the chair and/or program director (when appropriate) or the academic dean, the dossier will advance to the Provost for consideration and decision.

Appointments to the rank of Senior Lecturer/Clinical Lecturer and Teaching/Clinical Professor are renewable in five year increments. Faculty members are entitled to one full academic year's notice of non-reappointment by July 1.

## Extension of Time for Application to Rank of Associate

A TCPL faculty member who:

1. has or shares primary responsibility for the care of an infant or a newly-adopted child under age five, and who must commit substantial portions of time to this care;
2. faces similar responsibilities associated with a serious health condition of another person; or
3. has a serious health condition may request an extension of one year before application for promotion to associate is required.

This extension may be granted whether or not sick leave, personal leave, or family and medical leave has been taken. Written requests for such extensions must be made within one year of the birth, adoption, or serious health condition and must be made before the beginning of the academic year in which the application for promotion to associate is required (i.e. the 4<sup>th</sup> year).

There may be other circumstances that require substantial amounts of time or produce excessive stress that would justify granting an extension of one year. In such cases, the TCPL faculty member may apply in writing to the Provost, who in consultation with the department chair, the program director (when appropriate), the Dean of the Regional Campuses (when appropriate), and the divisional dean, will determine whether such an extension should be granted. Any such request for an extension must be made within one year of the occurrence of the circumstance and must be made before the beginning of the academic year in which the application for promotion to associate is required (i.e. the 4<sup>th</sup> year).

There is a limit of one extension.

## Non-Renewal of TCPL Faculty

TCPL faculty at the rank of Associate or higher may be non-renewed for failure to perform duties and associated responsibilities in a satisfactory manner. The faculty member will first be given written notice of the deficiencies in performance and a full academic year (2 full semesters) in which to demonstrate that the problem or deficiency

has been overcome. In the event the faculty member does not overcome the deficiencies, the faculty member is entitled to a full-year's notice of non-reappointment. The University may issue the notice of deficiencies and a contingent notice of non-reappointment concurrently (e.g., Give notice to the faculty member by July 1 that in the event these deficiencies are not overcome, the TCPL faculty member's appointment will not be renewed beyond the upcoming academic year.)

## Termination of TCPL Faculty

TCPL Faculty appointments may be terminated for cause at any time by the Provost. Chairs/program directors and deans may recommend termination by providing written notice specifying the reasons for the proposed termination, along with supporting documentation, to both the faculty member and the Provost.

The faculty member will receive an initial written notice specifying the reasons for the proposed termination from the Provost along with supporting documentation. The notice will be accompanied by an opportunity for the faculty member to be heard either in a meeting with the Provost or Provost's designee or to respond in writing, at the faculty member's election. Faculty members are entitled to be accompanied by an advisor of their choice (including legal counsel) to the meeting with the Provost.

If, following the meeting or receipt of the faculty member's written response, the Provost determines that termination is not appropriate, the Provost may impose one or more disciplinary sanctions and/or specify the terms and conditions under which the faculty member may remain employed. If the Provost determines that termination is appropriate, the Provost shall provide a written notice stating the reasons for termination. The decision of the Provost is final.

## Position Elimination

Upon the written recommendation of the chair/program director and/or with the written approval of the dean and Provost, TCPL faculty positions may be eliminated due to budget constraints (to include lack of funds and/or lack of work) or reorganization. TCPL faculty at the rank of associate or above are entitled to at least one full academic year's advance written notice of position elimination.

If practicable, after considering the comprehensive instructional needs of the department, the chair should first seek to eliminate per credit hour, part-time and temporary faculty before eliminating Lecturers and Teaching Faculty.



If other employment has not been secured by the end of the notice period, the University will provide severance pay to a faculty member with at least five (5) academic years of continuous full-time Miami service. The severance pay program is intended to provide financial assistance during a period of employment transition. Eligible faculty members will receive one week of severance pay for each completed academic year of continuous Miami service beyond five (5) academic years. Should the eligible faculty member secure other employment prior to or within the severance pay period (not inclusive of summer or winter term), he or she shall receive one-fourth (1/4) of the unused severance pay in a lump sum.

Faculty who participate in a University Faculty Retirement Incentive Program are not eligible for severance pay. Faculty receiving severance pay are required to notify their chair and Academic Personnel Services as soon as other employment is obtained.

## Grandfather Clause-

All Assistant TCPL faculty members who began teaching at Miami in their current position prior to July 1, 2019 may elect to opt out of this policy. Upon such written election, the Assistant TCPL will be eligible to receive, but not entitled to expect, additional one-year appointments without limitation on the number of years of employment at the Assistant rank but will not be eligible for promotion. Eligible TCPLs have until December 20, 2019 to opt out and such decision is irrevocable.

Assistant TCPLs who began teaching at Miami in their current position prior to July 1, 2019 who do not opt out of this policy have four academic years before they are required to apply for promotion to the rank of Associate ( i.e. until the 2022-2023 academic year.) With the approval of the department chair, program director (as appropriate), dean and Provost, a TCPL faculty member may credit up to three years of prior Miami service at the Assistant rank toward the four year promotion period.

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## Related Form(s)

Not applicable.

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## Additional Resources and Procedures

Not applicable.

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## FAQ

Not applicable.

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## Policy Administration

### Next Review Date

7/1/2023

### Responsible Officers

Provost and Executive Vice President for Academic Affairs

### Legal Authority

Not Applicable.

### Compliance Policy

No

### Recent Revision History

Amended July 2019; Amended November 2019; Amended July 2020; Amended January 2021; Amended July 2021; [Amended July 2022](#)

## Reference ID(s)

- Replaced MUPIM 7.11
- OAC 3339-7-11

## Reviewing Bodies

- Provost and Executive Vice President for Academic Affairs
- Miami University Senate
- Miami University Board of Trustees

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