



Belk College of Business Policies and Procedures for Special Faculty Appointments

1.0 Introduction

This document constitutes the Belk College of Business (BCOB) policies and procedures for full-time Special Faculty Appointments. These policies and procedures are intended to supplement “Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte” as outlined in University Policy 102.13 (hereinafter “TPRP”) . Because laws and circumstances are always subject to change, the Associate Dean for Faculty and Research’s Office or the Provost’s Office should be consulted if any questions arise in interpreting or applying these policies and procedures. In the event of a conflict between this document and the TPRP on any issue, the TPRP shall have precedence. All recommendations or decisions made pursuant to these policies and procedures shall be made formally and in writing.

2.0 Faculty Status of Lecturers, Clinical Assistant Professors, and Clinical Professors

2.1 Special Faculty Appointment

Section 3.2 of the TPRP defines the Professorial Ranks as those faculty members holding the ranks of Assistant Professor, Associate Professor, or Professor. Section 3.4 of the TPRP notes that any other faculty appointment is a Special Faculty Appointment. In the Belk College of Business, persons holding full-time Special Faculty Appointments will normally have the title of Lecturer, Clinical Assistant Professor, or Clinical Professor. Should the college or university elect to use a different title for a Special Faculty Appointment, however, the policies and procedures outlined in this document that apply to Lecturers will apply to those appointments as well.

As noted in section 3.4 of the TPRP, Special Faculty Appointments are for a specified term of service, and the specification of the length of appointment shall be deemed to constitute full and timely notice of nonreappointment when that term expires. Further, the university has no obligation to consider future appointments for persons with such Special Faculty Appointments. During the term of their employment, faculty members in Special Faculty Appointments are entitled to seek recourse for employment related problems and concerns under the UNC Charlotte [“Procedures for Resolving Faculty Grievances Arising from Section 607\(3\) of The Code of The University of North Carolina.”](#)

2.2 Member of the University and Belk College Faculty

As defined in Section 1.4 of the TPRP Lecturers, Clinical Assistant Professors, and Clinical Professors are considered to be members of the faculty of the University of North Carolina at Charlotte (hereinafter “UNC Charlotte”). Further, in Article II of the Belk College of Business Bylaws, Lecturers, Clinical Assistant Professors, and Clinical Professors are defined to be members of the Regular Faculty of the Belk College of Business.

3.0 Eligibility Guidelines for Initial Appointment of a Lecturer, Clinical Assistant Professor, and Clinical Professor

This section provides eligibility guidelines for an initial appointment within the Belk College at the ranks of Lecturer, Clinical Assistant Professor, and Clinical Professor.

3.1 Lecturer

To be initially appointed to a position as a Lecturer, a candidate must present evidence of success in business, professional or academic practice, potential for or evidence of past effective teaching, and potential for a successful academic career. Individuals selected for this position will be expected to possess either a Masters degree or a terminal degree in an appropriate discipline from an appropriately accredited program and must meet either professional and/or academic qualifications as defined in the Belk College Policy on Academic & Professional Qualifications,

3.2 Clinical Assistant Professor

To be initially appointed to a position as a Clinical Assistant Professor, a candidate must possess an earned doctorate from an appropriately accredited university in an appropriate academic discipline and must demonstrate potential for effective teaching and service. The candidate must also demonstrate that they meet either the professional or academic qualifications defined in the Belk College Policy on Academic & Professional Qualifications.

3.3 Clinical Professor

To be initially appointed as a Clinical Professor, a candidate will normally have first served two terms as a Clinical Assistant Professor. In addition to having the qualifications of a Clinical Assistant Professor, the candidate shall have demonstrated a degree of excellence in teaching, service and research accomplishments sufficient to establish an outstanding reputation among colleagues. There shall be continuing evidence of relevant and effective service to the Belk College, the university, the community and the profession. The candidate shall also demonstrate that they meet and maintain the appropriate academic qualification standard as defined in the Belk College Policy on Academic & Professional Qualifications.

4.0 Eligibility Guidelines for Reappointment as Lecturer, Clinical Assistant Professor, and Clinical Professor

As noted in Section 3.2 of the TPRP, Special Faculty Appointments are for a specified term of service and the university is under no obligation to consider future appointments for persons with such Special Faculty Appointments. There is, however, no specific prohibition that would prevent a person holding

such a Special Faculty Appointment from being appointed to additional fixed terms, if it is in the best interests of the college and university to make such an appointment to a subsequent contract.

The purpose of this section is to provide eligibility guidelines for appointment to subsequent contracts as a Lecturer, Clinical Assistant Professor, or Clinical Professor. These guidelines are intended solely to state the minimum conditions the candidate must meet to be eligible for appointment to a subsequent contract; they do not obligate the Belk College or the university to consider or offer such an appointment.

4.1 Lecturer

To be considered for appointment to a second or subsequent term as a Lecturer, a candidate must present evidence that they have been and will continue to be an effective teacher, that they have engaged in and will continue to engage in an appropriate level of academic service, and that they have maintained and will continue to maintain appropriate professional and/or academic qualifications as defined in the Belk College Policy on Academic & Professional Qualifications.

4.2 Clinical Assistant Professor

To be eligible to be appointed to a second term as a Clinical Assistant Professor, a candidate must present evidence that they have been and will continue to be an effective teacher, that they have engaged in and will continue to engage in an appropriate level of academic service, and that they have produced and will continue to produce sufficient academic research to meet and maintain the appropriate academic qualification standard as defined in the Belk College Policy on Academic & Professional Qualifications.

Normally, candidates will not be appointed to a third or subsequent term as a Clinical Assistant Professor.

4.3 Clinical Professor

To be appointed to a second or subsequent term as a Clinical Professor, a candidate must present continuing evidence that they have demonstrated and will continue to demonstrate a degree of excellence in teaching, service and research accomplishments sufficient to establish an outstanding reputation among colleagues. There shall be continuing evidence of relevant and effective service to the Belk College, the university, the community and the profession. The candidate shall also demonstrate that they meet and maintain the appropriate academic qualification standard as defined in the Belk College Policy on Academic & Professional Qualifications.

5.0 Normal Appointment Terms

Typically an initial appointment as a Lecturer will be for a period not to exceed one year. Subsequent appointments, should they be made, will normally be for a period of three years.

Clinical Assistant Professors will normally be appointed to a term of three years. Normally a candidate cannot be appointed as a Clinical Assistant Professor for more than a second term. Clinical Assistant Professors that are completing a second appointment may, however, be considered for an initial

appointment as a Clinical Professor, provided that they meet the eligibility criteria for initial appointment as a Clinical Professor outlined in Section 3.3.

Clinical Professors will normally be appointed to a term of five years. During the third year of their contract, Clinical Professors may be evaluated for eligibility for a new five year contract, provided it is in the best interests of the Belk College and university to enter into a new five year contract. Should the Belk College and the university decide to offer a new contract, it would supplant the original contract.

6.0 Belk College Special Faculty Appointment Review Committee

6.1 Duty

The Belk College Special Faculty Appointment Review Committee (SFARC) shall provide the Dean with its professional opinion as to whether a candidate for appointment to a subsequent contract as a Lecturer, Clinical Assistant Professor, or Clinical Professor meets the relevant eligibility criteria outlined in Section 4.0 of this document. The SFARC shall also provide the Dean with its professional opinion as to whether a candidate that has previously served as a Clinical Assistant Professor and meets the eligibility criteria for an initial appointment as a Clinical Professor.

6.2 Composition

The SFARC shall be elected from the Regular Faculty of the Belk College, as defined in Article II of the Belk College of Business Faculty Bylaws. The Committee shall consist of one elected representative from each Department and one member elected at large from the Belk College. The Committee shall elect its own Chair.

6.3 Election

Each department within the Belk College shall elect one eligible representative and one alternate to the SFARC. One at-large representative and an alternate shall be elected from the members of the faculty that hold the rank of either Clinical Assistant Professor or Clinical Professor. The election of the at-large representative and an alternate normally will be conducted at the April faculty meeting for a term beginning July 1st and extending until the following June 30th. Faculty members that will be reviewed by the SFARC during the course of the term are not eligible to be elected to the Committee.

6.4 Term

Departmental representatives shall serve a two year term, with the representatives from Accounting, Finance, and Economics being elected in odd-numbered years and BISOM, Marketing and Management being elected in even-numbered years. The at-large representative shall serve a one-year term. In the event that any elected representative is unable to serve the remainder of his or her term, their alternate shall serve the remainder of the representative's term. If the alternate is not able to do so, the department (or Belk College in the case of the at-large representative) shall elect a representative to fill out the term.

6.5 Confidentiality

SFARC members shall treat as confidential personnel information all documents submitted or created in connection with any review of a candidate for appointment to a subsequent contract

and the information contained therein, as well as information derived from any discussions that are part of the formal review process. Such confidential records and information shall not be disclosed to or discussed with any person except: (1) committee members and observers as provided in these policies; (2) those persons required or permitted to be consulted in accord with the requirements of department, college, or university policies; or (3) those persons permitted access to such documents by law. Violation of this section may expose any faculty member, including an administrator, to the imposition of serious sanctions, but only in accordance with the provisions of Section 8 of the TPRP.

7.0 Initial Appointment Procedures

Special Faculty Appointments differ from tenure-track or tenured appointments and, as such, the process for both initial appointments and appointments to subsequent contracts differ from those related to tenured and tenure-track positions. The purpose of this section is to outline the process that the Belk College will use when evaluating candidates for initial appointments as Lecturer, Clinical Assistant Professor, and Clinical Professor positions.

7.1 Lecturer and Clinical Assistant Professor Initial Appointments

As required by UNC Charlotte rules, initial appointments to a Lecturer or Clinical Assistant Professor position will normally be filled through an open search process. The process begins with the Dean allocating a position to the department. The Department Chair will appoint a recruiting committee consisting of at least three faculty members from the department conducting the search. The Department Chair will appoint the Chair of the Search Committee. The Committee will work with the ADFR to develop the recruiting plan and position description.

The search committee, Department Chair, and the Associate Dean for Faculty and Research or the Dean will interview finalists for the position. The search committee will then forward to the Department Chair a list of recommended candidates. The Department Chair will then make a recommendation to the Dean as to which candidate should be appointed to the position. The Dean will make the final determination as to which candidate, if any, is appointed.

7.2 Clinical Professor Initial Appointments

To be considered for a Clinical Professor position a candidate normally will have served two or more terms in the Belk College as a Clinical Assistant Professor. For candidates that have served as a Clinical Assistant Professor the appointment process is outlined in section 7.2.1 below. In those rare cases where a candidate has not previously served as a Clinical Assistant Professor, the appointment process must follow section 7.2.2 below.

7.2.1 Candidates who have Previous Service as Clinical Assistant Professor

The first step in the initial appointment process will be for the Department Chair to confirm with the Dean's office that a position is available to be filled as a Clinical Professor (this will normally be the line that the candidate currently fills.) If the position exists, the Department Chair will consult with the candidate to see if he or she wishes to be appointed to a new term as a Clinical Professor. If the answer to this is affirmative, the

candidate will create a dossier as outlined in Section 8.2. The Department Chair will ask the SFARC to examine the candidate's record to determine if he or she meet the criteria for initial appointment as a Clinical Professor as outlined in Section 3.3. If the SFARC determines that the candidate does meet those criteria, the Department Chair will then make a recommendation in writing to the Dean as to whether the candidate should be appointed as a Clinical Professor. The Dean will make the final determination as to whether the candidate is appointed.

7.2.2 Initial Appointment for Candidates who do not have Service as Clinical Assistant Professor

In rare cases the College may elect to extend an initial appointment as a Clinical Professor to a candidate who has not previously served as a Clinical Assistant Professor. In such circumstances the position will be filled through an open search process. The process begins with the Dean allocating a position to the Department. The Department Chair will appoint a recruiting committee consisting of at least three faculty members from the department conducting the search. The Department Chair will appoint the Chair of the Search Committee. The Committee will work with the ADFR to develop the recruiting plan and position description.

Before inviting finalists to campus, the recruiting committee shall consult with the SFRAC for a determination of each candidate's eligibility for an initial appointment under Section 3.1 or 3.2. The committee, Department Chair, and the Associate Dean for Faculty and Research will interview finalists for the position. The committee will then forward to the Department Chair a list of recommended candidates. The Department Chair will then make a recommendation to the Dean as to which candidate should be appointed to the position. The Dean will make the final determination as to which candidate, if any, is appointed.

8.0 Reappointment Procedures

As noted in section 3.4 of the TPRP Special Faculty Appointments are for a specified term of service, and the specification of the length of appointment shall be deemed to constitute full and timely notice of nonreappointment when that term expires. Further the university has no obligation to consider future appointments for persons with such Special Faculty Appointments. There will be times, however, when the Dean will determine that it is in the best interest of the College to consider appointing a Lecturer, Clinical Assistant Professor, or a Clinical Professor for an additional term. The purpose of this section is to outline the procedures the College will use in such conditions.

8.1 Determine Availability and Interest

The process for consideration of appointment to a subsequent contract normally will begin no later than September 1st of the terminal year of the contract for Lecturers and Clinical Assistant Professors. Clinical Professors may request to be considered for potential appointment to a subsequent contract by September 1st in year three of their contracts.

The first step in this process will be for the Department Chair to consult with the Dean to determine if the college will be able to continue the position. If the college will be able to continue the position, the Department Chair will consult with the candidate to determine if he or she desire to be appointed to an additional term. If the answer to this is affirmative, the candidate will create a dossier as outlined in Section 8.2.

8.2 Dossier

The candidate will prepare a dossier that consists of the following items:

1. A complete and current CV;
2. All annual evaluations received since the beginning of the current appointment;
3. Evidence that the candidate meets the relevant Academic or Professional Qualification standard (AQ or PQ.)
 - a. In the case of a Lecturer, evidence that the candidate meets the College Professional Qualification standards. If the candidate is putting forth professional licensure as one aspect of meeting this qualification, a current copy of that license must be provided;
 - b. In the case of a Clinical Assistant Professor or Clinical Professor, evidence that the candidate meets the College's Academic Qualification (AQ) standards. This must include copies of any publications, presentations, or other intellectual contributions that the candidate uses to establish they meet the AQ standard.
4. All teaching evaluations for the period of the current contract;
5. A list of all service activities for the college, university, community, or profession;
6. An optional personal statement.

Normally candidates must turn in their dossiers to the ADFR's office no later than September 15th.

8.3 SFARC Analysis

The Department Chair will ask the SFARC to examine the candidate's record to determine if they meet the criteria for appointment to a subsequent contract outlined in the portion of Section 4. The report from the SFARC will simply state whether the candidate meets or does not meet the relevant criteria and, therefore, is or is not eligible to be considered for appointment to a subsequent contract. Should the SFARC determine that the candidate does not meet the criteria and, therefore, is not eligible for appointment to a subsequent contract, the candidate may appeal the decision in writing to the ADFR. Such appeal must be made before the end of the tenth business day after formal notification of the SFARC determination. The ADFR will make the final determination as to the candidate's eligibility.

Normally the ADFR's office will make candidate dossiers available to the SFARC by no later than October 1st. Normally the SFARC will make their determinations no later than October 31st.

8.4 Department Chair Recommendation

If the SFARC determines that the candidate does meet those criteria, the Department Chair will then make a recommendation in writing to the Dean as to whether the candidate should be appointed to a subsequent term and the special faculty rank to which they should be appointed.

The Department Chair's recommendation will include both their independent analysis as to whether the candidate meets the criteria for eligibility for appointment to a subsequent contract as well as their assessment of the candidate's past performance and potential for future performance in teaching, research, and service. The Department Chair shall make the candidate's dossier available to all tenured faculty members in the department, as well as to faculty members holding the rank of Clinical Professor. When forming their independent recommendation, the Department Chair shall take into consideration input from the departmental faculty members regarding the candidate.

Normally, the ADFR's office will make the SFARC analysis available to the Chair by November 1st except in cases where an appeal has been made by a candidate. Normally the Department Chair will make their recommendation to the Dean by no later than December 1st.

8.5 Dean Determination

The final determination as to whether the candidate will be appointed to a subsequent contract rests with the Dean. Normally the Dean will inform the candidate of his or her determination by no later than January 15th.