

Understanding Career-Track

February 11, 2021



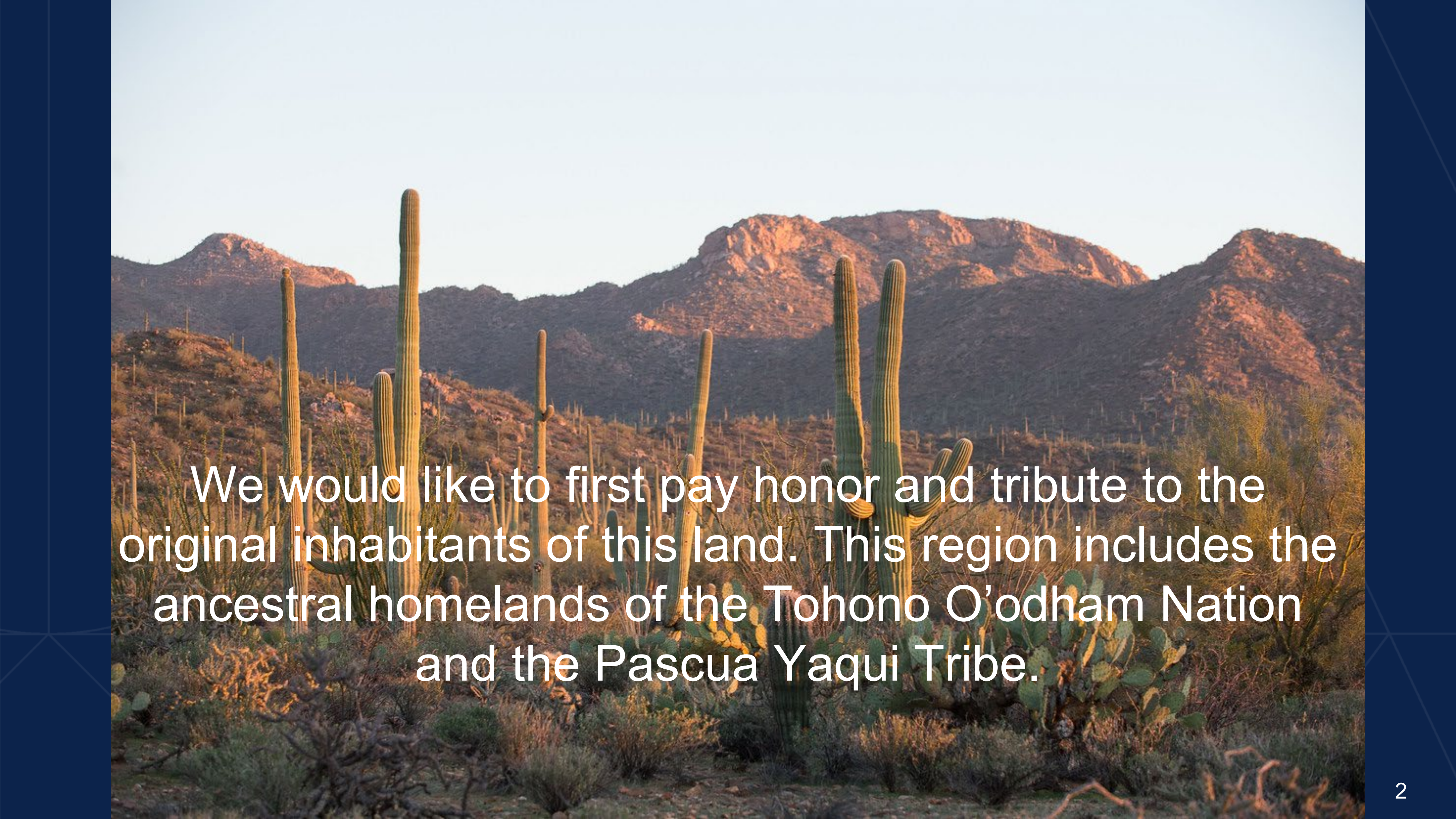
TOPIC: Understanding Career-Track

What is Career-Track?

What are current policies and process?

Presenter:

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We would like to first pay honor and tribute to the original inhabitants of this land. This region includes the ancestral homelands of the Tohono O'odham Nation and the Pascua Yaqui Tribe.

Housekeeping

- **To ask questions live** during the webinar, please **submit your question in the Q&A window and raise your hand** using the hand icon located on the bottom of Zoom page.
- When called upon, you will be unmuted for others to hear. Please expect a slight lag. Due to Zoom limitations, we regret we are not able to show your video image without losing your access to the Q&A and chat history.
- The Chat function allows you to send chat messages to your colleagues in the meeting.
- The webinar Recording, the Q&A feed, the Chat feed, and any presentation materials will be part of the official record of the meeting and available after the webinar at <https://provost.arizona.edu/content/provost-forum>.

What is Career-Track? What are current policies and processes?

Andrea Romero, Ph.D.
Vice Provost for Faculty Affairs
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Goals for Today

1. National and local contexts
2. Review current policies
3. Summary of career-track taskforce reports

See our website for information for all things faculty related:

<https://facultyaffairs.arizona.edu/>

And for career-track specific information:

<https://facultyaffairs.arizona.edu/career-track-faculty>

Resources for faculty:

<https://facultyaffairs.arizona.edu/about-faculty-resources>

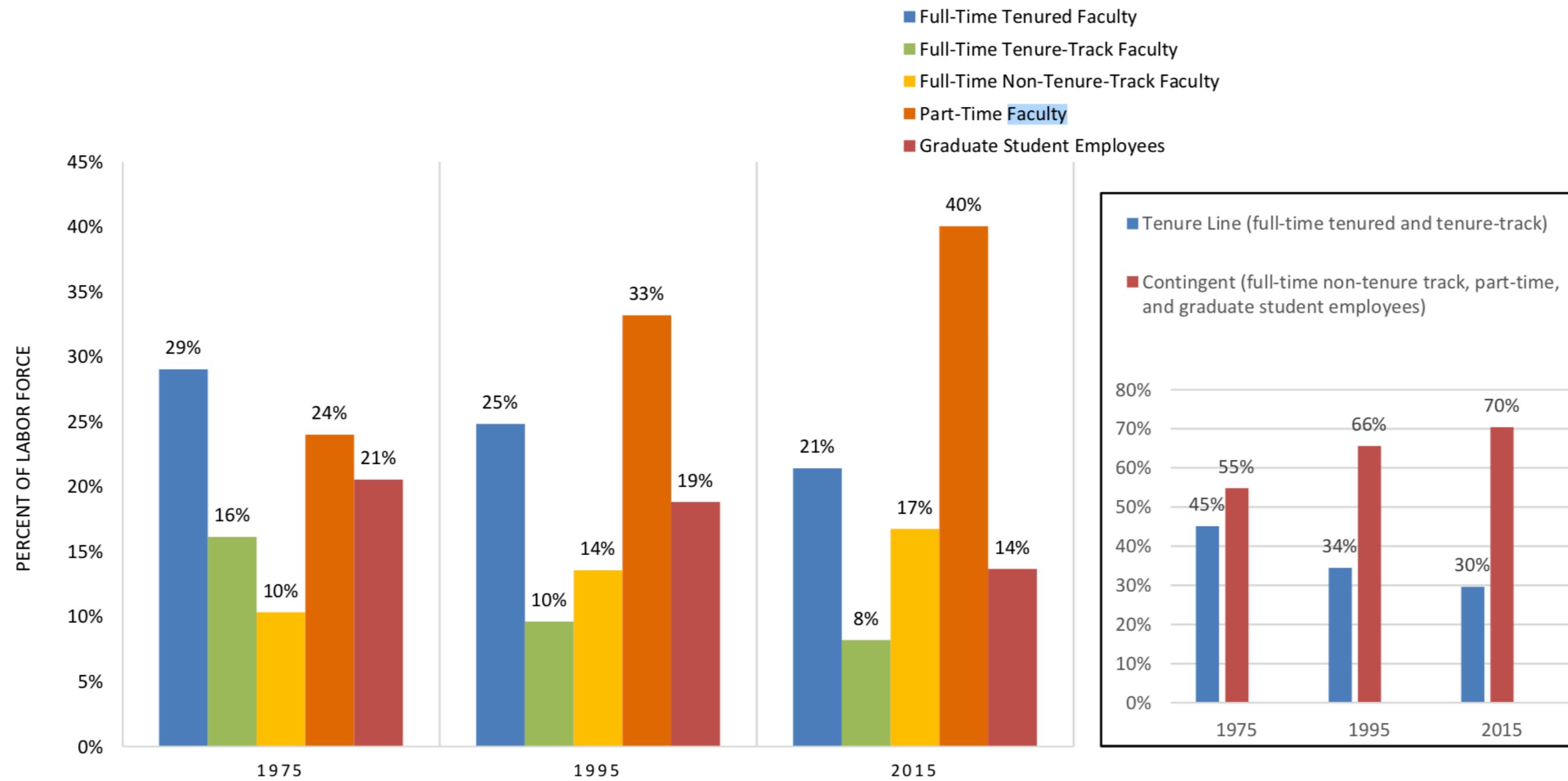


Career-Track Faculty Focus

- **Promotion Workshop: Preparing for Promotion on the Career Track**
 - Monday, February 15 at 2:00-3:30 pm. Please [register](#) by February 11 at 4 pm.
 - The workshop will provide an overview of the promotion review process for *career-track faculty candidates only*. We will review the parts of the dossier and the best practices candidates can document their innovation in the dossier. To get the most out of the workshop, participants should download and review our [Guide to Career-Track Promotion](#) and the Promotion Dossier template for Career Track.
- Career-track Faculty Community: Panel of Career-track Faculty – April 2021 – date/time tba.
- See our website for upcoming workshops on promotion and recordings of previous workshops: <https://facultyaffairs.arizona.edu/promotion-workshops>

National Trends

Trends in The Academic Labor Force, 1975-2015



UArizona Stats

- **3,716 Faculty**

- 117 multi-year career-track (3%)
- 876 career-track (24%)
- 902 adjunct/visiting
- 195 continuing-track
 - 47 continuing eligible
- 1619 tenure-track
 - 384 tenure-eligible

- **2,084 hires in past five years**

- 19 multi-year
- 155 career-track
- 1,476 adjunct/visiting
- 45 continuing track
- 404 tenure-track

Demographics of UA Hires in Past Five Years

Career-track

- 58% female
- 24% minority
- 18% URM

Tenure-track

- 38% female
- 29% minority
- 14% URM

For more demographic details on career-track (and other tracks):

<https://facultyaffairs.arizona.edu/faculty-reports-and-data>

How long has Career-Track been available?

Related sections in the *University Handbook for Appointed Personnel* were revised to include career track references in June 2017. Colleges and departments were asked by former Provost Andrew Comrie to create or revise procedures for appointments, annual performance, and promotion reviews of career-track faculty by mid November 2017. Notices of Appointment began to use the new language beginning July 1, 2018.

FAQs for Career-track faculty:

<https://facultyaffairs.arizona.edu/content/career-track-faculty-faqs>

How does ABOR define faculty?

Employees whose Notice of Appointment incorporates the Conditions of Faculty Service ([ABOR-PM 6-201](#), et seq.). Faculty members include instructors, lecturers, senior lecturers, principal lecturers, assistant professors, associate professors, professors, professors of practice, research professors, clinical professors, Regents' Professors, or any other employees who otherwise are designated in their Notice of Appointment as holding a faculty position.

UArizona Policies for Career-Track Faculty

<https://facultyaffairs.arizona.edu/career-track-faculty-resources>




UHAP Definitions

Career-track is a term used for professors, lecturers, instructors, and other faculty members in non-tenure-eligible positions that **do not have *adjunct or visiting*** in their title and are expected to continue from year to year.

- *Expectation of annual renewal and an annual performance review*
- *Have a benefits-eligible appointment to be designated as career-track*
- *Most titles have a pathway for promotion.*
 - Units must have procedures for career-track promotion that are approved by the Provost.
 - <https://facultyaffairs.arizona.edu/career-track-faculty-resources>

UHAP [Chapter 3](#): Personnel Policies and Procedures for Faculty include career-track faculty

- Chapter 3.1 Duties & appointments
 - Chapter 3.2 Annual Performance Reviews
 - Chapter 3.3. Promotion and Tenure
 - Chapter 3.4 Suspensions and Terminations of Faculty
- 

Career-Track Appointments

- Annual performance review required
- 90 day notice of nonrenewal required
- Multi-year contracts are possible of up to three years (may not exceed 15% of tenure-track appointments=242)
- May apply for other positions at UArizona.
 - Can reapply if resigned or not reappointed
 - Cannot reapply if terminated for cause or resigned in lieu of dismissal or investigation

235 distinct titles were found for career-track faculty

One Year Length of Appointment

- Career-track faculty appointments may be appointed for a period of up to **one fiscal or academic year, a multiple year appointment** for certain designated titles, as specified below.
- Career-track faculty appointments may be renewed an indefinite number of times subject to annual performance evaluations reflecting satisfactory levels of teaching, research, and service as appropriate. Faculty who perform at outstanding levels should be advised of promotion opportunities. *Criteria for appointments and promotions of career-track faculty are included in Section 3.3.03.*

Multiple-Year Appointments

- ABOR-PM 6-201 states that career-track faculty members with designated titles may be awarded multiple-year appointments of up to three years and the total number of such appointments may not exceed 15 percent of all tenured and tenure-eligible appointments. Designated titles for such faculty include *lecturer, senior lecturer, or principal lecturer*. Multiple-year appointments may also be awarded to individuals holding faculty titles such as *assistant, associate, or full clinical or research professors; assistant, associate, or full professors of practice*; and other such titles approved by the Provost for career-track appointments. Multiple-year appointments of career-track faculty require approval of the Provost.
 - Instructions for department heads to submit request for multi-year contracts: <https://facultyaffairs.arizona.edu/multi-year-appointments-career-track-faculty>

Contrasts

Adjunct and Visiting

- For less than full fiscal or academic year appointments that are not expected to extend beyond a single year.
- CANNOT be used for .75 FTE or greater
- Not annually reviewed for performance

Tenure-eligible faculty have a mandatory year for review

- Tenure-eligibility have unique factors and policy considerations
- Distinct policies for promotion, annual performance review, and suspensions or terminations for tenure track positions.
- Post-tenure process for low scores on annual review is distinct within context of tenure.

Lecturer

- Means employees whose Notice of Appointment incorporates the ABOR Conditions of Faculty Service (ABOR-PM 6-201, et seq.) whose *primary responsibility is teaching undergraduate or clinical courses.*
 - *Promotion review does not require university-level review. Final decisions are from college dean.*

Clinical Professors

- Employees whose Notice of Appointment incorporates the ABOR Conditions of Faculty Service (ABOR-PM 6-201, et seq.) who have established themselves by professional experience and expertise over a sustained period of time to be qualified to teach or manage practicum, internship, or practice components of degree programs. *Their primary responsibilities include teaching or managing students in the practice requirements of their degree programs in a manner that advances the educational mission of the University in a significant or substantial way.*

Professors of Practice

- Employees whose Notice of Appointment incorporates the ABOR Conditions of Faculty Service (ABOR-PM 6-201, et seq.) who have *established themselves by expertise, achievements, and reputation over a sustained period of time to be distinguished professionals in an area of practice or discipline.*
- ABOR 6-201 “Professor of Practice” is a non-tenured, non-tenure eligible faculty member who has established himself or herself by expertise, achievements and reputation over a sustained period of time to be a distinguished professional in an area of practice or discipline but who may not have substantial academic experience. *The primary responsibilities of this position are teaching courses, including seminars and independent studies, to undergraduates and graduate students in a manner that advances the educational mission of the university in a significant or substantial way.*

Research Professors

- Employees whose Notice of Appointment incorporates the ABOR Conditions of Faculty Service (ABOR-PM 6-201, et seq.) who have established themselves by expertise, achievements, and reputation over a sustained period of time to be distinguished scholars and researchers. The *primary responsibilities of such employees are to engage in, be responsible for, or oversee a significant area of research or scholarship in a manner that advances the mission of the University in a significant and substantial way.*

Instructor

- Employees whose Notice of Appointment incorporates the ABOR Conditions of Faculty Service (ABOR-PM 6-201, et seq.) who are career-track, visiting, or adjunct faculty, and whose *primary responsibility is teaching undergraduate or clinical course.*
 - *No promotion pathway.*

Track Transfer

- Faculty can transfer along tenure, continuing status or career-track appointments with approval of Provost based on recommendations by designated committees and administrators
- For transitions **within the career-track (CT)** from lecturers to professor appointments, candidates should submit a complete [promotion dossier](#) following the procedures in [UHAP 3.03.3](#). As required in UHAP 3.03.3.E, reappointments of lecturers to CT professor titles involve the conversion of a position and must be “*justified by increased responsibilities such as expanded teaching or supervisory duties.*” This change in duties should be noted in the workload assignment in the promotion dossier.
- Please note not all track transfers have the same content and process – please check the website for details on each type of track transfer <https://facultyaffairs.arizona.edu/content/track-transfer-review>

What is the difference between a CT-professor and a CT-lecturer?

According to chapter 3 in the University Handbook for Appointed Personnel (UHAP), *lecturers have more limited duties, generally teaching specified lower-division or clinical courses.* Consequently, a transition from a lecturer to a career-track professor position must be "*justified by increased responsibilities such as expanded teaching or supervisory duties,*" as noted in UHAP 3.3.03.E.

- Appointments as instructor are generally made to career-track faculty whose workload is limited to teaching in a particular area.

What titles are best for hiring for only one year if the position will not continue?

Faculty members hired for one year or less will be assigned an **adjunct** or **visiting** title without the career-track designation; faculty below .75 FTE.

The title should change to *career track* if the individuals are reappointed beyond the one-year period.

Annual performance reviews and 90-day notices of nonrenewal are not required for faculty with adjunct or visiting appointments, these types of positions should only be used for appointments that are temporary in nature or at a reduced FTE.

What happens if a CT faculty takes an interim or ongoing admin appointment?

In such a case, the faculty title would remain career track.



Shared Governance and Career-Track Faculty



Shared Governance

ARTICLE II. Members

- **Section 1.**
- For purposes of University government, the General Faculty of The University of Arizona is composed of:
 - Individuals who hold at least half-time tenured or tenure-eligible faculty appointments,
 - Individuals who hold at least half-time continuing or continuing-eligible appointments,
 - *Individuals who hold at least half-time multi-year career-track appointments,*
 - *Individuals who have held at least half-time year-to-year career-track faculty appointments for three (3) of the past four (4) years and who currently hold lecturer or ranked professorial titles that do not include an adjunct or visiting modifier, and*
 - Individuals who hold Emeritus status.
- <https://facultygovernance.arizona.edu/faculty-constitution#II>
- New proposal for constitution changes to membership: https://facultygovernance.arizona.edu/sites/default/files/07-27-2020_proposals_for_constitution_changes_0.pdf

Recommendations

All departments should have updated their by-laws to include career-track faculty and voting rights consistent with faculty senate constitution.

Career-Track Promotion

Guide: <https://facultyaffairs.arizona.edu/sites/default/files/2020-21%20Guide%20to%20the%20Career-Track%20Promotion%20Process%20Final.pdf>

Dossier Template:

<https://facultyaffairs.arizona.edu/promotion-dossier-templates>

Workshops:


<https://facultyaffairs.arizona.edu/promotion-workshops>

Promotion Background Materials, Advice and Directions:

<https://facultyaffairs.arizona.edu/guide-promotion-process>



Review and Promotion Key Criteria

- Workload for each year
 - Promotion criteria of unit and college for title series
 - Start early preparing dossier and writing statements
 - Meet with mentors
 - Share examples of successfully promoted dossiers
- 

3.4.03 Nonrenewals

- The immediate administrative head will make decisions on nonrenewal, termination, or reduction in salary and/or FTE of career-track faculty members.
- A career-track faculty member whose appointment is not renewed is not entitled to a statement of the reasons for that action. Decisions to nonrenew need not be construed as due to failure or poor performance on the faculty member's part. Nonrenewals may be due to program changes or budgetary needs that are unrelated to the individual faculty member's performance. A department or program may need a different area of specialization or new emphases, or the unit may not be able to continue to fund a position.

3.4.03 Nonrenewals

Fully State-Funded Appointments

- If a career-track faculty member's Notice of Appointment or Reappointment states that the appointment is funded fully by state sources, the faculty member will be provided with at least **90 days' notice of nonrenewal or reduction in salary and/or FTE**, prior to the renewal date. If the University fails to provide at least 90 days' notice, the faculty member's appointment will be extended for a period of at least 90 days following the date on which the University provides such notice.

Partially or Fully Nonstate-Funded Appointments

- If a career-track faculty member's Notice of Appointment or Reappointment states that the appointment is funded fully or partially by nonstate sources and any of those nonstate sources is no longer available, the nonstate funded portion of the appointment may be reduced or terminated during the appointment to the extent such nonstate funds become unavailable; however, such faculty members will be provided with **at least 30 days' notice prior to termination or salary and/or FTE reduction**. For all other reasons and for any portion of the appointment funded by state sources, the faculty member will receive the same notice as state funded appointments.

Appeals of Nonrenewal

Career-track faculty members **may appeal** a decision to non-renew their appointments by **submitting a written request to the dean, or if the dean made the decision to non-renew, to the Provost within 15 days of receiving the notification of nonrenewal.** The subsequent decision by the dean or Provost will not be subject to further administrative review.

Decisions to reduce a career-track faculty member's salary and/or FTE or to terminate an appointment because funding is not available are not subject to appeal. These appeal provisions do not apply to "Adjunct" or "Visiting" appointments or to appointments for a period of six months or less.

<https://policy.arizona.edu/employment-human-resources/suspensions-and-terminations-faculty-appointments>

Career-track Taskforce Reports 2020



Career-Track Ad Faculty Senate Ad Hoc Committee Report

- Where are there opportunities to regularize and clarify the data in our systems regarding Career Track Faculty, so that we can better support our business processes, institutional culture, and the University's core values?

235 distinct titles were found for career-track faculty

1) *We see tremendous variabilities in titles, and in the mapping of titles to other data* (notably, but not only, in the 'contract status' field). We see evidence of legacy usage of the 'non-tenure eligible' contract status for individuals who clearly meet our definition of 'career track', as well as the erroneous use of 'career track' as distinct from 'multiyear'. With regard to titles, it's clear that this element has been used for something we might more felicitously refer to as a 'working' or 'local' title – one that address local or disciplinary practices, rather than titles that roll up to employment categories described in policy. We see value (perhaps necessity in some cases) in maintaining local titles, but as a data element that's clearly designated as such, and distinct from HR title.

Career-Track Faculty Senate Ad Hoc Committee Report

- What are the crucial areas in which the University can improve our communication, both internally and externally, about the contributions and conditions of employment of Career Track Faculty, especially with regard to opportunities to support some appropriate and equitable guidelines for supporting continuity of employment (i.e. via adoption, where feasible, of multiyear contracts).

2) *We see evidence of significant under-use, and disparate patterns of use, of the multiyear contract type.*

Anecdotally, we have evidence that this may at least in some ways tied to the problems discussed in (1). The variability in the data obscure a number of facts that we think are important – for example, that ***multiyear contracts are typically not associated with advancement in rank among Career Track faculty, as is common seen with Tenured/Continuing Status.***

Standards and alignment of the parallel paths within the Career Track faculty for lecturers and professorial titles are inconsistent.

Additional Findings

- Instructor is the only title at the ABOR level that is differentiated in policy. Unlike the above titles, *a career path (through promotion in rank) is not described for instructors, and instructors are not eligible for multiple-year appointments.*

Career-Track Department Head Taskforce Report

- Voting & Governance – equal rights needed for all career-track faculty
- Contracts – more opportunity for multiple-year appointments
- Titles – references to non-tenure should be eliminated
- Promotion – based on performance in domains from job description with weighting by distribution of effort
- All faculty appointments will fall into one the following *four* categories: career-track, continuing-eligible, continuing status, tenured, tenure-eligible, and adjunct.

Next Steps

- Proposal to consolidate titles by career-track ad hoc committee
 - Co-chairs: William Neuman and Kasi Keilbaugh
- Salary equity review for career-track faculty

[https://facultyaffairs.arizona.edu/
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THANK YOU!

<https://provost.arizona.edu/content/provost-forum>

