



January 25, 2021

Seattle University Faculty Handbook Revision Committee:

The University Non-Tenure-Track Committee respectfully submits for consideration this Faculty Handbook revision proposal regarding the Clinical Professor Series, Teaching Professor Series, Lecturer Series and Part-Time Faculty handbook sections.

Non-tenure-track (NTT) faculty play an essential role alongside tenure-track and tenured faculty in carrying out the mission of Seattle University. In 2011, the university recognized the contributions of NTT faculty, and the university's ongoing need for them, in a *Faculty Titles Working Document* (June 28, 2011). This document created a more stable and consistent framework for titles and promotions and was an important moment in a larger process that has led to an improved climate, better compensation, greater stability of employment, and further integration of these faculty into systems of shared governance.

Our proposal seeks to build on this foundation while recognizing the need for further change. A recent study by the Faculty Handbook Revision Committee determined that naming practices at Seattle University (specifically, usage of the titles of Lecturer and Instructor) deviate from those of fifteen benchmark institutions (*Benchmarking Non-Tenure Track: Full Time Faculty Rank Titles*, April 14, 2020). At the same time, institutions like Georgetown University, University of Kansas, and Florida State University (Panama City) have determined that neither "Instructor" nor "Lecturer" is an adequate designation for NTT faculty whose service to the university is long-term and increasingly spans an entire career. Georgetown, for example, has created a three-tiered promotion track for Teaching Professors and Professors of Practice, reserving the Lecturer title for short-term appointments of individuals "without the expectation of career progression" (*Framework for Full Time Non-Tenure Line (FTNTL) Instructional Faculty*, September 19, 2014). Public institutions are also moving in this direction. The Pennsylvania State University System has created a three-tiered promotion track for Teaching Professors, Research Professors and Clinical Professors (Alina Tugend, "How Penn State Improved Conditions for Adjuncts," *Chronicle of Higher Education*, October 30, 2019). We believe that Seattle University should join the ranks of these institutions that are setting the standard for fair labor practices, just compensation, and full integration of NTT faculty.

In broad terms, the goals of our proposal are (1) an improved titles and promotions structure for long-term full- and part-time faculty, (2) consistency across schools and colleges, (3) policies that advance SU's Mission and Strategic Plan, (4) clarity and consistency across schools and colleges, (5) clarity and consistency across all term faculty roles, (6) alignment of the Handbook with current practice, (7) recognition of the essential and complementary roles played by all faculty, (8) promoting a more inclusive faculty culture by eliminating "Non-Tenure-Track" as a specific category of reference, and (9) for SU to be a leader among Jesuit schools in mission-aligned hiring and promotion practices.

Our work began in spring quarter 2018 with the establishment of a Clinical Professor Series Task Force at the invitation of the Provost's office and preliminary discussion of a Teaching Professor Series. In fall quarter 2018, NTT faculty established an NTT Steering Committee that continued discussion of the Teaching Professor Series and met periodically with the Provost's Office.

The Clinical Professor Series Task Force's charge was to articulate the roles and responsibilities of the previously established Clinical Faculty title series [Faculty Handbook 2015], including promotion criteria through the title

series. The Task Force met through AY 2018-19 and into fall 2019. Task Force members were appointed by Deans at the behest of the Provost's office. Members were intended to represent clinical faculty in their respective schools and colleges. The Task Force (1) examined SU's actual practice regarding the clinical faculty titles, (2) researched and compared peer institutions' faculty handbooks regarding treatment of clinical or practice faculty, (3) mapped areas of SU's Faculty Handbook requiring change, based on our functioning and peer institutions, and (4) engaged in institutional networking and solicitation of feedback. The Co-Chairs met regularly with Provost's office.

The NTT Steering Committee followed a similar trajectory, reviewing titles and promotion tracks for Instructors, Lecturers, and Part-Time Faculty at Seattle University, examining practices at peer institutions, and developing a proposal to establish a Teaching Professor Series at Seattle University.

In spring quarter 2019, the NTT Steering Committee was recognized as a university committee reporting to the Academic Assembly, and in fall quarter 2019 the Clinical Professor Series Task Force and NTT Steering Committee were integrated into a single committee (now called the University NTT Committee) in order to better coordinate their efforts going forward. Since that time, the University NTT Committee has reported on its progress and sought input from the Academic Assembly, the Provost's Office, the Deans' Council, the Advance Grant, the Provost's Council, faculty across all schools and colleges, Faculty Services, and the Faculty Handbook Revision Committee.

Proposed changes to the Faculty Handbook include the following:

- elimination of the NTT category as a specific term of reference in the Faculty Handbook
- replacement of the current Instructor Series with a new Teaching Professor Series
- retention of the Lecturer series for short-term appointments without expectation of career progression
- delineation of a new Instructor series for part-time faculty with clarification of titles, roles and promotion path
- multi-year contracts at the ranks of Associate and full Teaching and Clinical Professor
- transparent criteria and processes for non-reappointment
- consistent voting rights for NTT faculty across the university and at all levels of shared governance
- establishment of eligibility for phased retirement for Teaching and Clinical series faculty
- clarification and reaffirmation of eligibility for emeritus status for all faculty
- short-term professional leave for Teaching and Clinical series faculty

These policy changes will provide highly qualified and dedicated teaching faculty with greater institutional recognition, dignity, respect, and security while promoting the long-term success of the university and its students. The adoption of these changes will advance Seattle University's mission and strategic vision, particularly Potential Foundational Action #5: Enable the Excellence of our Faculty and Staff:

- 5.c. Develop greater clarity around types and classifications of faculty and associated workload and performance expectations, in both the tenure-stream and non-tenure-stream, including desired mix of faculty by type.
- 5.d. Develop reward structures and promotion criteria that recognize and value holistic faculty and staff development that aligns with the university mission.
- 5.e. Bring greater transparency and equity to what the university asks of all its employees, including addressing disparate impacts for faculty and staff of color. For faculty, staff, and student workers, continue to improve the clarity of position descriptions, workload expectations, salary classification, and performance standards.

NTT Faculty Handbook Revision Proposal – January 25, 2021

Seattle University has an opportunity to be on the leading edge in the development of fair labor practices for a diverse and multi-faceted faculty during a period of significant changes in higher education. Alongside the anticipated revisions being proposed by the SU Advance Program, Seattle University is well positioned to enhance dignity and justice for all faculty.

Respectfully submitted by the University NTT Committee,

Brenda Bourns
Mary Kay Brennan
Dominic CodyKramers
Audrey Hudgins

Stacey Jones
Eric Lloyd
Michael Ng
Kelli Rodriguez Currie

Heath Spencer
Giuseppe Tassone
Maria Tedesco
Aurora Vandewark

The following members of the Seattle University community have signed a declaration of support for submission of the NTT Faculty Handbook proposal:

Alexander Aarona	Monica Bowen	Eve Curran
Vinod Acharya	Mary Kay Brennan	Nicole Daeila
Carol Adams	Peter Brous	Vladimir Dashkeev
Saheed Adejumobi	Amiya Brown	Michael Dean
Robert Aguirre	Heather Brown	Amelia Delgado
Anjanette Allard	Jeffery Brown	Amelia Derr
Zachary Andrews	Yiqiu Cai	Olivia DiGiorno
Daniel Anson	Mariel Campoverde	Yancy Dominick
Harmony Arnold	John Carter	Michelle DuBois
P. Sven Arvidson	Nicole Cavan	Robert Efird
Laura Austin	Sarah Cerdena	Hallie Evans
Yesica Ayala	Zyaire Cheatham	Emma Federico
Richard Bankhead	Mimi Cheng	Abem Fekade-Tessema
Hunter Baril	Niranjan Chipalkatti	Holly Ferraro
Paige Barker	Kayla Christine De Leon	Terry Foster
Sarah Bee	Dominic CodyKramers	Jennifer Fricas
Lydia Bello	Leann Conley-Holcom	Anna Fusaro
Robert Boehler	Hana Cooper	Ki (Karen) Gottberg
Jeff Boersema	Serena Cosgrove	David Green
Brenda Bourns	Lori Cray	Bryn Gribben

NTT Faculty Handbook Revision Proposal – January 25, 2021

Robert Grimm SJ	Gregory Johnson	Jonathan Maron
Lyn Gualtieri	Stacey Jones	Isabella Martino
Stephanie Guerra	Mark Jordan	Sarah Matta
Gabriella Gutierrez y Muhs	Rosa Joshi	Kira Mauseth
Hazel Hahn	William Kaczaraba	Sean McDowell
Isabelle Halaka	Brett Kaiser	Richard McGaha
Maylon Hanold	Henry Kamerling	Sally McLaughlin
James Hanson	William Kangas	Ann McNally
Jiries Harb	Rose Kaser	Rebecca McNamara
Brennan Hart	Paulette Kidder	Brandon McWilliams
Laura Hauck-Vixie	Steven Klee	Adeliada Mehmetaj
Henry Hawking	Michael Koenig	Pauline Melendez
Hilary Hawley	Katherine Koppelman	Jeanne Danielle Mendoza
Ryleigh Henning	Charles Lawrence	Jennifer Menjivar
Allison Henrich	Claire LeBeau	Anya Michael
Evin Hickey	Kristi Lee	Lisa Milkowski
Bridget Hiedemann	Lauren Lee	Gregg Miller
Benjamin Hocutt	Madelyn Lim	Gordon Miller
Andrea Holtan	Yuting Lin	Ines Miranda
Johnica Hopkins	Alexander Lindgren-Ruby	Quinton Morris
Roxanne Hornbeck	Danielle Liu	Alexander Mouton
Wesley Howard-Brook	Eric Lloyd	Elise Murowchick
Benjamin Howe	Diana Luna	Felipe Murtinho
Audrey Hudgins	Kevin Lundeen	Brad Nakamura
Ernest Hughes	Christie Lynk	Jaime Navetta
Naomi Hume	Heather MacDonald	David Neel
A. James Humphreys	David Madsen	Michael Ng
Declan Hurley	Jasmine Mahmoud	Nathanael Nollan
Noah Ignacio	Kevin Maifeld	Lily Noto
Margaret Jang	Steven Mar	Sheila Oh

NTT Faculty Handbook Revision Proposal – January 25, 2021

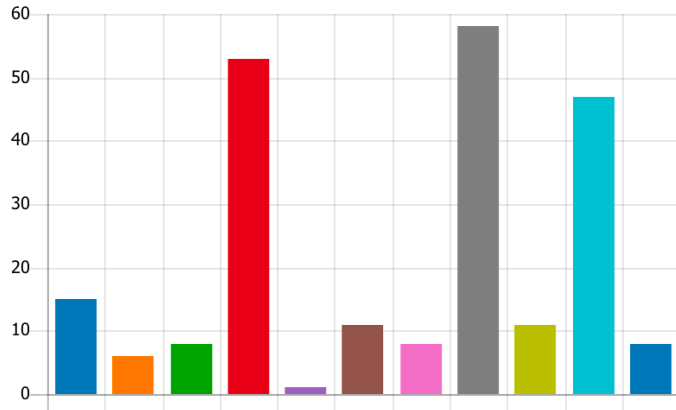
Aaron Ottinger	Patrick Schoettmer	Sarah Trainer
Cassandra Palm	Geneva Sedgwick	Sarah Trapizona
Jason Parkin	Eric Severson	Kathryn Troxel
Christopher Paul	Sarah Shaffer	Lauren Van Fossen
Dean Peterson	Alison Shaw	Aurora Vandewark
Joseph Phillips, Jr.	Alic Shook	Jerome Veith
Jeffrey Philpott	Brannon Shrock	Andrea Verdan
Caitlin Plovnick	Mark Siegenthaler	Craig Verniest
Thomas Pool	Maria CeciliaSimpson	Sophia Wallace
David Powers	Alexandra Smith	William Weis
Greg Prussia	Randall Souza	Lindsay Whitlow
Boston G.Putra	Heath Spencer	Estella Williamson
Susan Reeder	Diane K Switzer	Jason Wirth
Tiffany Richardson	Brian Taberski	Colleen Woolsey
Meenakshi Rishi	Giuseppe Tassone	Cheryl Wotus
Christina Roberts	Thomas Taylor	Michael Wright
Nova Robinson	Colette Taylor	Abrianna Wright
Kelli Rodriguez Currie	Maria Tedesco	Sihong Xie
Talia Rossi	Donna Teevan	Erica Yamamura
Tara Roth	Janae Theodore	Amie Zimmer
Bryan Ruppert	Jennifer Tilghman-Havens	Nadya Zimmerman
Rosie Sabaric	Hannah Tracy	Lily Zollman
Sarina Sanjay	John Trafton	Stefania Giron Zuluaga

DECLARATION OF SUPPORT DEMOGRAPHICS:

1. I am...

[More Details](#)

Adjunct faculty	15
Administrator	6
Clinical faculty	8
Instructor series faculty	53
Jesuit	1
Lecturer series faculty	11
Staff member	8
Student	58
Tenure-track faculty	11
Tenured faculty	47
Other	8



2. My Seattle University status is...

[More Details](#)

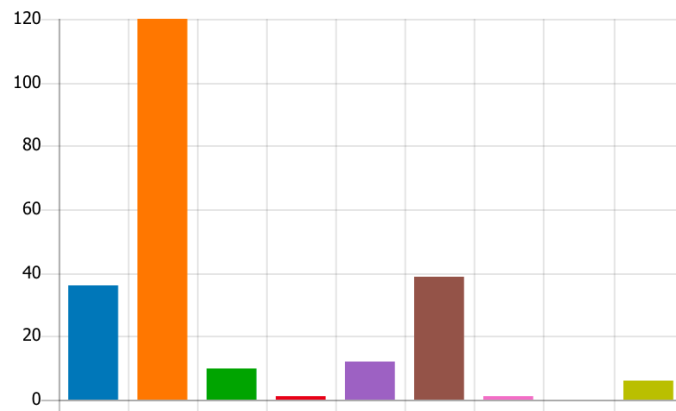
Full-time	202
Part-time	17



3. My organization at SU...

[More Details](#)

Albers School of Business & E...	36
College of Arts & Sciences	120
College of Education	10
School of New & Continuing S...	1
College of Nursing	12
College of Science & Engineer...	39
School of Law	1
School of Theology & Ministry	0
Other	6



REVISION KEY:

RED: DELETE FROM HANDBOOK

GREEN: NEW AND REVISED LANGUAGE

BLUE: EDITORIAL OR EXPLANATORY NOTATION – WILL NOT BE INCLUDED IN HANDBOOK

	Current Table of Contents	Proposed Revisions to Table of Contents
1	Note: Sections IV., VI., and XIII. will require re-	
2	outlining to accommodate the proposed revisions.	
3		
4	IV. Faculty Appointments	IV. Faculty Appointments
5	A. Common Elements	A. Common Elements
6	B. Professorial Series Faculty (Tenure-Track	B. Tenure-Track and Tenured Professorial
7	and Tenured)	Series Faculty
8	C. Non-Tenure-Track Faculty	C. Teaching Professorial Series Faculty
9	1. Instructor Series	D. Clinical Professorial Series Faculty
10	2. Lecturer Series	E. Instructor Series Part-Time Professorial
11	3. Clinical Professor Series	Faculty
12	4. Professor of Lawyering Skills	F. Lecturer Temporary Professorial Faculty
13	Series	G. Professor of Lawyering Skills Series
14	5. Part-Time Faculty	Faculty
15	D. Library Faculty	H. Library Faculty
16	E. Research Faculty	I. Research Faculty
17	F. Other Faculty	J. Other Faculty
18	1. Coterminous Faculty	1. Coterminous Faculty
19	2. Joint and Dual Appointments	2. Joint and Dual Appointments
20	G. Special Status Faculty	K. Special Status Faculty
21	1. Visiting Faculty	1. Visiting Faculty
22	2. Distinguished Professor or	2. Distinguished Professor or
23	Professional-in-Residence	Professional-in-Residence
24	3. Endowed Chairs and Professorships	3. Endowed Chairs and Professorships
25	4. Emeritus and Emerita Faculty	4. Emeritus and Emerita Faculty
26	5. University Professor	5. University Professor
27	6. Courtesy Affiliate Faculty	6. Courtesy Affiliate Faculty
28		
29		
30		
31	VI. Promotion and Tenure for Tenure-Track Faculty	VI. Promotion for Professorial Series Faculty
32	A. Promotion and Tenure for Tenure-Track	A. Promotion and Tenure for Tenure-Track
33	Faculty	Faculty
34	1. Promotion and Tenure Criteria and	1. Promotion and Tenure Criteria and
35	Guidelines	Guidelines
36	2. Promotion and Tenure Procedures	2. Promotion and Tenure Procedures
37	3. Timing of Promotion and Tenure	3. Timing of Promotion and Tenure
38		B. Promotion for Teaching Professor Series
39		Faculty
40		1. Promotion Criteria and Guidelines
41		2. Promotion Procedures
42		3. Denial of Promotion

43		C. Promotion for Clinical Professor Series Faculty
44		1. Promotion Criteria and Guidelines
45		2. Promotion and Reappointment Procedures
46		3. Denial of Promotion
47		
48		
49	VIII. Resignation, Retirement, and Non-	VIII. Resignation, Retirement, and Non-
50	Reappointment	Reappointment
51	A. Phased Retirement	A. Phased Retirement (Added content)
52	B. Non-Reappointment	B. Non-Reappointment (Added content)
53		
54	XIII. Leaves, Workload, Outside Activities, and	XIII. Leaves, Workload, Outside Activities, and
55	Conflicts of Interest	Conflicts of Interest
56	A. Sabbaticals and Leaves of Absence	A. Sabbaticals and Leaves of Absence
57		B. Professional Leave
58	B. Subvented Leave of Absence	C. Subvented Leave of Absence
59	C. Unpaid Leave of Absence	D. Unpaid Leave of Absence
60	D. Junior Faculty Professional Development	E. Junior Faculty Professional Development
61	Grant Program	Grant Program
62	E. Course Overload Guidelines	F. Course Overload Guidelines
63	F. Other Types of Leave	G. Other Types of Leave
64	G. Outside Activities	H. Outside Activities
65	H. Conflicts of Interest	I. Conflicts of Interest

	Current Handbook: IV. A.	Proposed Revisions: IV. A.
1	IV. Faculty Appointments	IV. Faculty Appointments
2	A. Common Elements	A. Common Elements
3		
4	Every faculty member at Seattle University has a	Every faculty member at Seattle University has a
5	written contract setting forth the terms and	written contract setting forth the terms and
6	conditions of his or her employment by the	conditions of employment by the University.
7	University.	
8		
9	The University will be guided in its appointment and	The University will be guided in its appointment and
10	promotion in academic rank by the qualifications of	promotion in academic rank by the qualifications of
11	the individual concerned, in accordance with the	the individual concerned, in accordance with the
12	standards set forth in this Handbook and the college	standards set forth in this Handbook and the college
13	or school's established guidelines. The Provost, upon	or school's established guidelines. The Provost, upon
14	receiving a written request from the college or school,	receiving a written request from the college or school,
15	may make exceptions.	may make exceptions.
16		
17	For non-tenure-track positions:	
18		
19	Particularly in certain professional, technical, and	
20	artistic fields where commensurate preparation for	
21	appointment for a given rank has been achieved, a	A qualified person in any academic discipline may be
22	qualified person may be given a non-tenured	given a non-tenured appointment. These
23	appointment. These exceptions will require the	appointments require the approval of the Provost
24	approval of the Provost with the recommendation of	with the recommendation of the Dean and the
25	the Dean and the departmental faculty, when	departmental faculty, when applicable.
26	applicable.	
27		
28	For tenured and tenure-track positions:	
29		
30	A teaching scholar with an established reputation who	A teaching scholar with an established reputation who
31	has been tenured at another institution or who has	has been tenured at another institution or who has
32	distinctive professional excellence in his or her field	distinctive professional excellence in his or her field
33	and whose presence on the Seattle University faculty	and whose presence on the Seattle University faculty
34	is particularly desired may be offered a tenured	is particularly desired may be offered a tenured
35	appointment conditioned on approval through	appointment conditioned on approval through
36	standard school or college and university procedural	standard school or college and university procedural
37	consideration.	consideration.
38		
39	The University follows its equal employment	The University follows its equal employment
40	opportunity and non-discrimination policy and strives	opportunity and non-discrimination policy and strives
41	for a broadly diverse pool of candidates when	for a broadly diverse pool of candidates when
42	recruiting and selecting candidates for all faculty	recruiting and selecting candidates for all faculty
43	positions.	positions.
44		
45	The University states in writing the precise terms and	The University states in writing the precise terms and
46	conditions of every faculty appointment. The	conditions of every faculty appointment. The

47	appointment does not take effect until the Provost	appointment does not take effect until the Provost
48	has made a written offer to a candidate, and the	has made a written offer to a candidate, and the
49	candidate has accepted that offer in accordance with	candidate has accepted that offer in accordance with
50	its terms.	its terms.
51		
52		The university establishes minimum salary levels at
53		each rank for faculty with or without terminal degrees
54		in their respective disciplines or professions.
55		
56	The University conducts regular performance	The University conducts regular performance
57	evaluation or review of all faculty members, except	evaluation or review of all faculty members, except
58	for faculty with temporary appointments of one year	for faculty with temporary appointments of one year
59	or less.	or less.
60		
61	Should a faculty member manifest a physical or	Should a faculty member manifest a physical or
62	mental condition raising reasonable doubt about his	mental condition raising reasonable doubt about his
63	or her ability to fulfill professional responsibilities, the	or her ability to fulfill professional responsibilities, the
64	University may, as a matter of academic necessity,	University may, as a matter of academic necessity,
65	require the individual to undergo a fitness for work	require the individual to undergo a fitness for work
66	evaluation.	evaluation.

	Current Handbook: IV. C. 1.	Proposed Revisions: IV. C.
1	IV. Faculty Appointments	IV. Faculty Appointments
2	C. Non-Tenure-Track Faculty	C. Teaching Professorial Series Faculty
3		
4	Non-tenure-track faculty members collaborate with	Teaching Professor series faculty are academically
5	the tenured and tenure-track faculty in the	qualified individuals with disciplinary expertise and a
6	fulfillment of the overall mission of the University.	commitment to education in the Jesuit Catholic
7	(original text continued below)	tradition. They engage primarily in instruction and
8		service to the University. Their professional
9		development and contributions may include
10		curriculum and program development, academic
11		leadership, scholarship, creative work, and
12		community engagement in the fulfillment of the
13		overall mission of the University.
14		
15		Teaching Professor series faculty are eligible to apply
16		for promotion. The academic ranks for this series
17		include Assistant Teaching Professor, Associate
18		Teaching Professor, and Teaching Professor. The
19		norms of each academic rank below represent
20		minimum standards; schools and colleges may have
21		additional standards.
22		
23		i. The rank of Assistant Teaching Professor is
24		customarily awarded to a qualified individual
25		who has demonstrated promise for
26		excellence in teaching and service.
27		
28		ii. The rank of Associate Teaching Professor is
29		customarily awarded to a qualified individual
30		who has performed with excellence the
31		academic and teaching responsibilities of a
32		ranked faculty member. The faculty member
33		is expected to have evidence of substantive
34		service, which may include participation in
35		departmental, college, school, or university
36		governance activities. Noteworthy
37		community service related to one's academic
38		responsibilities also will be considered.
39		
40		iii. The rank of Teaching Professor is customarily
41		awarded to a qualified individual with an
42		earned doctorate or terminal degree in their
43		respective discipline who has a sustained
44		record of excellent teaching and service. The
45		faculty member is expected to demonstrate
46		commitment to service, internal or external,
47		to the University through distinguished

48		academic leadership and participation in
49		special academic programs, curricular, and
50		governance activities. Noteworthy
51		community service related to one's academic
52		responsibilities also will be considered.
53		
54		Appointments in this series generally require an
55		open recruitment and are subject to the approval of
56		the Provost. Newly hired Teaching Professor series
57		faculty may be hired as Assistant Teaching
58		Professors, Associate Teaching Professors, or
59		Teaching Professors based on qualifications.
60		
61	They are issued a written contract and are not	Teaching Professor series faculty are issued a written
62	eligible for tenure. Such appointments are	contract and are not eligible for tenure.
63	customarily made by the University to respond to	Appointments for Assistant Teaching Professor may
64	enrollment or curricular needs and sometimes to fill	be issued as single-year or multi-year terms and are
65	vacancies created by various types of leaves.	renewable. Appointments for Associate Teaching
66	Appointments for full-time non-tenure-track faculty	Professor and Teaching Professor are issued as three-
67	members may be issued as single-year or multi-year	to five-year terms and are renewable.
68	terms, and may be renewable.	
69		
70	It is expected that faculty on renewable single-year	It is expected that Teaching Professor series faculty
71	or multi-year terms will be annually evaluated	will be evaluated annually consistent with the
72	consistent with the approved evaluation guidelines	approved evaluation guidelines and procedures of
73	and procedures of the college or school. Faculty on	the college or school. Teaching Professor series
74	non-tenure-track appointments may be renewed if	faculty appointments may be renewed if the need for
75	the need for their services continues, but the	their services continues.
76	University is not obligated to make such	
77	reappointment.	
78		Teaching Professor series faculty may participate in
79		shared governance at all levels, including department
80		meetings, committees, college-level governance
81		bodies, and, if elected, as voting members of the
82		Academic Assembly.
83		
84		Teaching Professor series faculty are eligible to
85		receive faculty development funds, fellowships, and
86		research awards, and are eligible for Professional
87		Leave. Teaching Professor series faculty are generally
88		full-time; if on modified full-time appointment, they
88		are expected to be continually engaged in faculty
89		activities in all academic quarters or semesters.
90		
91	Non-tenure-track faculty holding the ranks of	Non-tenure-track faculty holding the ranks of
92	assistant professor, associate professor, and	assistant professor, associate professor, and
93	professor as of May 1, 2011 have the option to	professor as of May 1, 2011 have the option to retain

94	retain their title for the duration of their	their title for the duration of their employment at
94	employment at Seattle University.	Seattle University.
96		
97	1. Instructor Series	
98		
99	Faculty appointed to this category engage in	
100	teaching, advising, and service. They are not eligible	
101	for tenure. Appointments in this series generally	
102	require an open recruitment, may be issued as either	Note: This title now refers to Lecturer Temporary
103	single-year or multi-year terms, and may be	Faculty (IV.F.)
104	renewable. The standard academic ranks for this	
105	series include Instructor and Senior Instructor, which	
106	imply a hierarchy of combined academic and	
107	professional achievement. Years of service in this	
108	series do not accrue toward eligibility for tenure.	
109		
110	Instructors are eligible to apply for promotion to	
111	Senior Instructor in their fifth year of service at rank	
112	with promotion taking effect the following year.	
113		
114	Denial of promotion does not necessarily constitute	
115	termination. Individuals can reapply for promotion	
116	three years after the denial.	
117		
118	Evaluation and promotion guidelines are developed	
119	at the college or school level and approved by	Note: A revised version of this paragraph is now
120	college's or school's personnel committee (where	located in section "VI.B.3. Denial of Promotion."
121	relevant), the Dean, and the Provost.	
122		
123	Reappointment will be contingent on factors	Note: Revision of promotion criteria are now
124	including, but not limited to, performance,	located in section "VI.B.1. and VI.B.2. Promotion for
125	enrollment, curricular needs, availability of funding,	Teaching Professor Series Faculty."
126	and favorable annual review by Department Chair	
127	and/or Dean through established school or college	
128	processes with a recommendation presented to the	Note: Revised sections of this paragraph are now
129	Provost by the Dean. The University is not obligated	located above and in section "VI.B.2. Promotion
130	to make such reappointment. Appointments are	Procedures."
131	subject to approval by the Provost.	
132		
133	Instructors may be elected to serve as voting	
134	members of the Academic Assembly, may be eligible	
135	to receive faculty development funds, and are	
136	subject to annual review. Instructors are generally	
137	full-time; if on modified full-time appointment, they	
138	are expected to be continually engaged in faculty	Note: The revised version of this paragraph now
139	activities in all academic quarters or semesters.	encompasses the last two paragraphs above.

	Current Handbook: IV. C. 3.	Proposed Revisions: IV. D.
1	IV. Faculty Appointments	IV. Faculty Appointments
2	C.3. Clinical Professorial Series Faculty	D. Clinical Professorial Series Faculty
3		
4	This type of appointment is issued to academically	Clinical Professor series faculty are academically
5	qualified individuals with specific skills and extensive	qualified individuals with specific skills and extensive
6	experience in a given professional field.	experience in a given professional field outside the
7		sphere of academe, and/or unique professional or
8		administrative expertise.
9		
10	Appointees perform teaching-related duties in	Clinical Professor series faculty engage in teaching-
11	clinical, laboratory, studio, professional practice, or	related duties in clinical, laboratory, studio, fieldwork,
12	classroom settings. Clinical Professors also may have	professional practice, or classroom settings. Clinical
13	limited scholarly or service components as	Professor series faculty also may have scholarly,
14	appropriate.	service, or academic leadership components to their
15		roles as appropriate.
16		
17		Clinical Professor series faculty are required to
18		maintain their professional academic qualifications as
19		defined by each school, college or program in which
20		they participate.
21		
22		Clinical Professor series faculty are eligible to apply for
23	The standard academic ranks for this series include	promotion. The standard academic ranks for this series
24	Assistant Clinical Professor, Associate Clinical	include Assistant Clinical Professor, Associate Clinical
25	Professor, and Clinical Professor, which imply a	Professor, and Clinical Professor, which imply a
26	hierarchy of combined academic and professional	hierarchy of combined academic and professional
27	achievement. Years of service in this series do not	achievement. The specific norms of each academic
28	accrue toward eligibility for tenure. Note: Restated	rank below represent minimal standards; schools and
29	to the right as not eligible for tenure.	colleges may have additional standards.
30		
31		i. The rank of Assistant Clinical Professor is
32		customarily awarded to an individual with an
33		earned doctorate or terminal degree in the
34		discipline. Additionally, an Assistant Clinical
35		Professor possesses specific skills and experience
36		in a given clinical or professional field, and/or
37		unique professional or administrative expertise,
38		and may also possess an applicable certification
39		and/or licensure as specified by the department of
40		appointment. An individual holding this rank has
41		also demonstrated a promise of excellence in
42		teaching, clinical supervision, service,
43		and professional achievements
44		and contributions. The faculty member is
45		expected to demonstrate their commitment to
46		service, internal or external, to the University
47		through distinguished academic leadership,

48		professional service and community service related to one's academic responsibilities.
49		
50		
51		ii. The rank of Associate Clinical Professor is
52		customarily awarded to an individual with an
53		earned doctorate or terminal degree in the
54		discipline. Additionally, an Associate Clinical
55		Professor possesses specific skills and experience
56		in a given clinical or professional field, and/or
57		unique professional or administrative expertise,
58		and may also possess an applicable certification
59		and/or licensure as specified by the department of
60		appointment. An individual holding this rank has
61		successfully performed with
62		excellence their teaching, service, and/or
63		professional achievements and contributions. As a
64		ranked faculty member, the individual has
65		evidence of sustained teaching excellence, i.e.,
66		course design and course delivery. The faculty
67		member is expected to have evidence of
68		substantive service, which may include
69		participation in departmental or college or school
70		governance activities. Continued noteworthy
71		professional achievements and contributions (for
72		example, curriculum and program development,
73		presentations at local, state, regional, and national
74		professional meetings, clinical workshops /
75		trainings for professional practitioners,
76		professional consultation, publications in peer
77		reviewed and nonpeer reviewed journals,
78		handbooks, training videos, service on certification
79		boards), as well as community service, are
80		expected. The faculty member is expected to
81		demonstrate their commitment to service, internal
82		or external, to the University through distinguished
83		academic leadership, professional
84		service and community service related to one's
85		academic responsibilities.
86		
87		iii. The rank of Clinical Professor is customarily
88		awarded to an individual who has an earned
89		doctorate or terminal degree in their discipline.
90		Additionally, a Clinical Professor possesses specific
91		skills and experience in a given clinical or
92		professional field, and/or unique professional or
93		administrative expertise, and may also possess an
94		applicable certification and/or licensure as
95		specified by the department of appointment. An

96		individual holding this rank has a sustained record
97		of superior level of teaching, service, and/or
98		professional achievements and contributions. The
99		faculty member is expected to
100		demonstrate their commitment to service, internal
101		or external, to the University through distinguished
102		academic leadership, professional
103		service and community service related to one's
104		academic responsibilities.
105		
106	Faculty members appointed at the rank of Clinical	Note: Content moved to VI.C. Promotion and
107	Assistant Professor are eligible to apply for	Reappointment for Clinical Professor Series Faculty.
108	promotion to Associate Clinical Professor in their	
109	sixth year of service at rank, with promotion taking	
110	effect the following year. Promotion guidelines and	
111	evaluation procedures are developed by the	
112	Department (where relevant) and approved by the	
113	college or school's personnel committee, the Dean,	
114	and the Provost. For a college or school with no	
115	departments, these guidelines are developed by the	
116	Dean in consultation with the college's or school's	
117	personnel committee and approved by the Provost.	
118		
119		Appointments in this series normally require an open
120		recruitment and are subject to the approval of the
121		Provost. Newly hired Clinical Professor series faculty
122		may be hired as Assistant Clinical Professors, Associate
123		Clinical Professors, or Clinical Professors based on
124		qualifications. Note: This paragraph is moved from
125		three paragraphs down in the existing handbook.
126		
127		University employees in primarily non-
128		teaching positions, who are teaching on a limited basis
129		may request a clinical appointment in their allied
130		school or college.
131		
132		Clinical Professor series faculty are subject to an
133		annual review consistent with the approved evaluation
134		guidelines and procedures of the college or school.
135		Faculty members in the Clinical Professor series are not
136		eligible for tenure.
137		
138		Appointments for Assistant Clinical Professor may be
139		issued as single-year or multi-year terms and are
140		renewable. Appointments for Associate Clinical
141		Professor and Clinical Professor are issued as three- to
142		five-year terms and are renewable.
143		

144		Clinical Professor series faculty may participate in
145		shared governance at all levels, including department
146		meetings, committees, college-level governance
147		bodies, and, if elected, as voting members of the
148		Academic Assembly.
149		
150		Clinical Professor series faculty are eligible to receive
151		faculty development funds, fellowships, and research
152		awards, and are eligible for Professional Leave. Clinical
153		Professor series faculty are generally full-time; if on
154		modified full-time appointment, they are expected to
155		be continually engaged in faculty activities in all
156		academic quarters or semesters.
157		
158		
159	Reappointment in this position is contingent on	Note: Moved to VI.C. Promotion and Reappointment
160	factors including, but not limited to, performance,	for Clinical Professor Series Faculty.
161	enrollment, curricular needs, availability of funding,	
162	and favorable annual review by Department Chair	
163	and/or Dean with a recommendation to the	
164	Provost. The University is not obligated to make such	
165	reappointment.	
166		
167	Appointments are subject to approval by the	Note: Contents remain and are dispersed in this
168	Provost. Clinical Faculty may be elected to serve as	section
169	voting members of the Academic Assembly, may	
170	receive faculty development funds, and are subject	
171	to annual review. Appointments in this series	
172	normally require an open recruitment.	

	Current Handbook: IV. C. 5.	Proposed Revisions: IV. E.
1	IV. Faculty Appointments	IV. Faculty Appointments
2	C. Non-Tenure-Track Faculty	
3	5. Part-Time Faculty	E. Instructor Series Part-Time Professorial Faculty
4		
5	Part-time faculty members, including some library	The Instructor Series comprises part-time faculty
6	faculty, hold part-time faculty status and receive	positions with varying roles. Titles include Adjunct
7	written contracts for a limited number of organized	Instructors, Instructors, and Senior Instructors.
8	courses or sections, clinical instruction or supervision,	
9	or other instructionally-related professional activities	Instructor Series faculty are essential to the work and
10	in a quarter or semester. Because they are hired in a	mission of the University. They make it possible for the
11	part-time capacity, they are not expected to perform	University to bring in expert practitioners who have
12	scholarship or service beyond the normal advising	professional roles and responsibilities outside of
13	component of teaching or the assignments of	academic settings, to broaden the curriculum by hiring
14	professional librarians.	more faculty with diverse areas of expertise and to
15		respond to changes in curricular and departmental
16	Typically the faculty title for this series is “adjunct”;	needs. They are often integral parts of the faculty of
17	but at the discretion of the Provost or his or her	each academic program. Instructor series faculty may
18	designee, working titles for part-time faculty may vary	or may not have a terminal degree.
19	in each school and college and may include part-time	
20	Lecturer, part-time Clinical Instructor, and part-time	i. Adjunct Instructors are contracted for less
21	Librarian. Part-time faculty members normally are not	than 17.5 work units per academic year within
22	ranked and are typically paid by course.	one or more programs. They are not expected
23		to perform scholarship or service beyond
24		accreditation requirements or the assignments
25		of professional librarians. Adjunct Instructors
26		are paid on a per-course basis.
27		
28		ii. Instructors are contracted for at least 17.5
29		work units and less than 25 work units per
30		academic year within one or more programs.
31		They are not expected to perform scholarship
32		or service beyond accreditation requirements
33		or the normal advising component of teaching
34		or the assignments of professional librarians.
35		Instructors shall be paid an annual salary on a
36		prorated basis of the teaching responsibilities
37		of the equivalent full-time position and are
38		eligible for benefits.
39		
40		iii. Senior Instructors: Instructors who hold a
41		recurring role in the University with
42		employment during 5 or more academic years,
43		consecutive or not consecutive, are eligible to
44		apply for promotion to the rank of Senior
45		Instructor with a commensurate pay increase.
46		Evaluation and promotion guidelines are
47		developed at the college or school level and

48		approved by the appropriate college or school
49		and university committees, the Dean, and the
50		Provost. Senior Instructors are contracted for
51		at least 17.5 work units and less than 25 work
52		units per academic year within one or more
53		programs. Appointments for Senior Instructor
54		are issued as three- to five-year terms and are
55		renewable. Senior Instructors are not required
56		to perform scholarship or service beyond
57		accreditation requirements or the assignments
58		of professional librarians. Senior Instructors
59		shall be paid an annual salary on a prorated
60		basis of the teaching responsibilities of the
61		equivalent full-time position and receive a
62		salary increase for rank. Senior Instructors are
63		eligible for benefits.
64		
65		Faculty members who have attained the rank
66		of Senior Instructor who transition to Adjunct
67		status may retain their former title as a
68		working title even though it differs from their
69		contractual title. A working title is one that an
70		individual is authorized by the university to
71		use in academic contexts.
72		
73	Appointments are subject to approval by the Provost	Appointments are subject to approval by the Provost
74	or his or her designee. Such appointments may be	or his or her designee. Such appointments may be
75	terminated by the Provost or his or her designee as	terminated by the Provost or his or her designee as
76	appropriate according to the terms and conditions of	appropriate according to the terms and conditions of
77	their contracts. The dismissal provisions outlined in	their contracts. Instructors may be voting members of
78	Section X do not apply to part-time faculty	the Academic Assembly and are eligible for faculty
79	appointments. Part-time faculty members may be	development funds. They normally receive reviews of
80	voting members of the Academic Assembly and are	their professional performance. Positions in this series
81	not eligible for faculty development funds. They	do not require an open recruitment process.
82	normally receive reviews of their professional	
83	performance. Positions in this series do not require an	
84	open recruitment process.	

	Current Handbook: IV. C. 2.	Proposed Revisions: IV. F.
1	IV. Faculty Appointments	IV. Faculty Appointments
2	C. Non-Tenure-Track Faculty	
3	2. Lecturer Series	F. Lecturer Temporary Professorial Faculty
4		
5		Lecturer positions are created to fill temporary leave, replacement, or other provisional teaching roles.
6		
7	Appointments in this series are customarily issued as	Appointments in this series are issued as a single-year
8	a single-year term. <i>(moved from paragraph below)</i>	term. If a program, department, school or college uses
9		a Lecturer position to fill an ongoing role after 2
10		consecutive years, the role should be converted to a
11		Teaching Professor or Clinical Professor series faculty
12		position. In such cases, the term of service as Lecturer
13		may be counted toward fulfillment of promotion
14		criteria.
15		
16	Faculty members appointed to this series engage	Lecturers engage primarily in teaching and are not
17	primarily in teaching and service. Lecturers are not	expected to engage in service beyond the normal
18	expected to engage in service beyond the normal	advising component of teaching, except in colleges or
19	advising component of teaching, except in colleges or	schools in which faculty engagement in service
20	schools in which faculty engagement in service	activities is assessed by accrediting bodies or guild
21	activities is assessed by accrediting bodies or guild	associations. Years of service as Lecturer do not
22	associations. Appointments in this series are	accrue toward eligibility for tenure.
23	customarily issued as a single-year term but may be	
24	renewable. The standard academic rank for this	
25	series is Lecturer. Under exceptional circumstances,	
26	an accomplished individual may be appointed as a	
27	Senior Lecturer. Years of service in this series do not	
28	accrue toward eligibility for tenure.	
29		
30	Reappointment to Lecturer is contingent on factors	
31	including enrollment, curricular needs, availability of	
32	funding, and favorable annual review by Department	
33	Chair and/or Dean through the established school or	
34	college processes. The University is not obligated to	
35	make such reappointment.	
36		
37	Appointments are subject to approval by the Provost.	Appointments are subject to approval by the Provost.
38	Lecturers may be elected to serve as voting members	Lecturers may be eligible to receive faculty
39	of the Academic Assembly, may be eligible to receive	development funds and are subject to annual review.
40	faculty development funds, and are subject to annual	
41	review.	

	Current Handbook: IV. G. 4.	Proposed Revisions: IV. K. 4.
1	IV. Faculty Appointments	IV. Faculty Appointments
2		
3	G. Special Status Faculty	K. Special Status Faculty
4		
5	4. Emeritus and Emerita Faculty	4. Emeritus and Emerita Faculty
6		
7	The President may grant the honorary title Professor	The President may grant the honorary title Professor
8	Emeritus, Professor Emerita, Librarian Emeritus, or	Emeritus, Professor Emerita, Librarian Emeritus, or
9	Librarian Emerita at the time of retirement to a ranked	Librarian Emerita at the time of retirement to a faculty
10	faculty member with 20 or more years of college	member with 20 or more years of college teaching
11	teaching experience, of which 15 years of full-time	experience, of which 15 years of teaching have been at
12	teaching have been at Seattle University. The	Seattle University. The University reserves the right to
13	University reserves the right to make exceptions to	make exceptions to the time requirements. Successful
14	the time requirements. Successful candidates for	candidates for emeritus/emera status will have made
15	emeritus/emera status will have made noteworthy	noteworthy and distinguished contributions to the
16	and distinguished contributions to the University.	University. Ordinarily, the candidate will have received
17	Ordinarily, the candidate will have received favorable	favorable recommendations from the appropriate
18	recommendations from the appropriate combination	combination of the Department Chair, Director of the
19	of the Department Chair, Director of the Law Library,	Law Library, Dean, and Provost.
20	Dean, and Provost.	
21		
22	Recommendations for the emeritus/emera rank are	Recommendations for the emeritus/emera rank are
23	made to the President by the Provost on the request	made to the President by the Provost on the request
24	of the appropriate department chairperson or Dean.	of the appropriate department chairperson or Dean.
25	Candidates are nominated by the chair of their	Candidates are nominated by the chair of their
26	department (if applicable) and/or Dean of their	department (if applicable) and/or Dean of their college
27	college or school upon the candidate's request or at	or school upon the candidate's request or at the
28	the Chair's or Dean's discretion.	Chair's or Dean's discretion.
29		
30	A Professor Emeritus/Emerita who returns to	A Professor Emeritus/Emerita who returns to
31	university service may use the title Emeritus/Emerita	university service may use the title Emeritus/Emerita
32	in Residence. The Dean may, at his or her discretion,	in Residence. The Dean may, at his or her discretion,
33	compensate an Emeritus/Emerita in Residence above	compensate an Emeritus/Emerita in Residence above
34	the prevailing part-time faculty rate of the school or	the prevailing part-time faculty rate of the school or
35	college.	college.
36		
37	Emeriti enjoy faculty privileges for the Library, Book	Emeriti enjoy faculty privileges for the Library, Book
38	Store, Connolly Center , and appropriate campus	Store, Fitness Center , and appropriate campus events.
39	events. They are listed with the faculty in the Bulletin ,	They may walk in academic processions and may
40	may walk in academic processions, and may attend	attend academic functions.
41	academic functions.	

	Current Handbook: VI	Proposed Revisions: VI. B.
1	VI. Promotion and Tenure for Tenure-Track Faculty	VI. Promotion for Professorial Series Faculty
2		
3	Note: In the proposed revisions, all current content	B. Promotion for Teaching Professorial Series Faculty
4	from VI. will move to “VI. A. Promotion and Tenure	
5	for Tenure-Track Faculty,” and the currently	1. Promotion Criteria and Guidelines
6	lettered headings A-C shall be renumbered as .i - .iii.	
7		
8	Additions to VI. will include “VI. B. Promotion for	Promotion within the Teaching Professor series
9	Teaching Professor Faculty” and “VI. C. Promotion	rewards dedication and service to students and the
10	for Clinical Professor Faculty.”	University by giving committed teachers greater
11		institutional recognition, security, and compensation.
12		
13		The promotion criteria for the ranks of Associate
14		Teaching Professor and Teaching Professor emphasize
15		excellence in teaching, service, and/or professional
16		development and contributions.
17		i. Teaching. High-quality teaching is
18		demonstrated by effective course design
19		and delivery, disciplinary knowledge, and
20		pedagogy appropriate to the discipline. It
21		promotes deep learning and encourages
22		critical thinking and a spirit of inquiry on
23		the part of students. Excellence in
24		teaching also requires clear expectations,
25		fair assessment of student work, and
26		useful and frequent feedback. Excellent
27		teachers may engage in innovative
28		pedagogies such as service learning, study
29		abroad, experiential learning courses. In a
30		Jesuit context, excellence in teaching also
31		involves support and respect for students
32		as whole persons, enabling their growth
33		and engagement with questions of values,
34		justice and meaning.
35		
36		ii. Service. Seattle University embraces the
37		Jesuit priority of service and the promotion
38		of justice. Faculty members exemplify a
39		commitment to service. Evidence of this
40		commitment may include: service on
41		department/program, college and
42		university committees; participation in
43		special academic projects; attention to
44		specific needs of students; service to
45		disciplinary and professional organizations;
46		community or civic activity, such as
47		meaningful involvement with
		commissions, boards, or public service

48		organizations; and religious activity, such
49		as significant involvement in councils of
50		churches or interfaith organizations.
51		
52		iii. Professional Development or
53		Contributions. Professional development
54		or contributions may be demonstrated in a
55		variety of ways, including but not limited
56		to participation in professional
57		conferences, seminars, workshops, or
58		faculty reading groups; disciplinary or
59		pedagogical scholarship; professional
60		presentations or consultations;
61		community-engaged scholarship; creative
62		work; or other professional activity such as
63		assessment, website development, or
64		curriculum or program innovations.
65		
66		The weight given to each of the above factors will
67		depend on the contractual obligations of the faculty
68		member to teaching, service, and professional
69		development or contributions. Teaching Professor
70		series faculty are not required to apply for promotion,
71		nor is their reappointment at level contingent on
72		promotion. Promotion is subject to approval by the
73		Provost.
74		
75		Although each school and college will determine its
76		own specific criteria for promotion, those criteria
77		should be consistent with the following university-wide
78		standards:
79		
80		Requirements for promotion from Assistant Teaching
81		Professor to Associate Teaching Professor:
82		i. Five years of full-time teaching at the rank
83		of Assistant Teaching Professor (eligible to
84		apply for promotion in the 6 th year of
85		service at rank, with promotion taking
86		effect the following year).
87		ii. Excellent performance in the classroom
88		and in working with students.
89		iii. Excellence in service (for example,
90		participation in shared governance,
91		committees, mentoring and/or advising).
92		iv. Participation in professional development
93		(for example, participation in professional
94		conferences, seminars, workshops, faculty
95		

96		reading groups, and/or curriculum development).
97		
98		v. Where applicable, maintenance of
99		professional qualifications as defined by
100		the faculty member's school or college.
101		vi. Success in satisfying the elements of
102		faculty quality and academic and ethical
103		responsibilities described in section II.C.
104		
105		Requirements for promotion from Associate Teaching
106		Professor to Teaching Professor:
107		i. Four years of full-time teaching at the rank
108		of Associate Teaching Professor (eligible to
109		apply for promotion in the 5 th year of
110		service at rank, with promotion taking
111		effect the following year).
112		ii. Sustained excellent performance in the
113		classroom and in working with students.
114		iii. Sustained excellence in service and
115		leadership (may include service to the
116		profession and/or the wider community as
117		well as the university).
118		iv. Continued participation in professional
119		development (for example, participation in
120		professional conferences, seminars,
121		workshops, faculty reading groups, and/or
122		curriculum development).
123		v. Where applicable, continued maintenance
124		of professional qualifications as defined by
125		the faculty member's school or college.
126		vi. Success in satisfying the elements of
127		faculty quality and academic and ethical
128		responsibilities described in section II.C.
129		
130		Faculty members who have attained the rank of
131		Assistant Teaching Professor, Associate Teaching
132		Professor or Teaching Professor who transition to part-
133		time status may retain their former title as a working
134		title even though it differs from their contractual title.
135		A working title is one that an individual is authorized
136		by the university to use in academic contexts.
137		
138		2. Promotion Procedures
139		
140		Evaluation and promotion guidelines are developed at
141		the college or school level and approved by the
142		appropriate college or school and university
143		committees, the Dean, and the Provost. These

144		guidelines must be available in writing to faculty,
145		ensure a comprehensive and fair process, and include
146		annual performance reviews and other measures of
147		performance as determined by the school or college.
148		
149		3. Denial of Promotion
150		
151	Denial of promotion does not necessarily constitute	Denial of promotion does not constitute termination.
152	termination. Individuals can reapply for promotion	Individuals can reapply for promotion one year or
153	three years after the denial. Evaluation and	more after the denial. Evaluation and promotion
154	promotion guidelines are developed at the college or	guidelines are developed at the college or school level
155	school level and approved by college's or school's	and approved by college's or school's personnel
156	personnel committee (where relevant), the Dean,	committee (where relevant), the Dean, and the
157	and the Provost.	Provost.
158		
159		C. Promotion and Reappointment for Clinical
160		Professorial Series Faculty.
161		
162		1. Promotion and Reappointment Criteria
163		
164	Faculty members appointed at the rank of Clinical	Promotion within the Clinical Professor series rewards
165	Assistant Professor are eligible to apply for	dedication and service to students and the University
166	promotion to Associate Clinical Professor in their	by giving committed clinical faculty greater
167	sixth year of service at rank, with promotion taking	institutional recognition, security, and compensation.
168	effect the following year.	
169		
170		The promotion criteria for the ranks of Clinical
171		Associate Professor and Clinical Professor emphasize
172		excellence in teaching, service, and/or professional
173		achievement and contributions.
174		i. Teaching. The quality of teaching is
175		assessed through course design and
176		delivery that demonstrates knowledge of
177		the content, ability to stimulate active and
178		engaged learning, innovative pedagogical
179		methods.
180		ii. Service. Active service that utilizes clinical
181		expertise may contribute to one's
182		profession or field, University, college,
183		department and program. Administrative
184		leadership within the University;
185		participation and leadership in
186		professional organizations, boards,
187		community-based organizations and public
188		welfare efforts are all evidence to consider
189		in evaluation of service
190		iii. Professional Achievement and
191		Contributions. Substantial contributions to
		the profession or field of expertise of the

192		clinical faculty member may be
193		demonstrated in a variety of ways
194		including but not limited to curriculum and
195		program development, scholarship via
196		publications and presentations that discuss
197		clinical techniques/ practice, clinical
198		workshops, professional consultations,
199		community-based research, production of
200		videos or other multi-media on clinical
201		instruction, and participation on licensing /
202		certification boards.
203		
204		The weight given to each of the above factors will
205		depend on the contractual obligations and the time
206		allocation of the faculty member to teaching, service,
207		and/or professional achievement and contributions.
208		Clinical Professor series faculty are not required to
209		apply for promotion, nor is their reappointment at
210		level contingent on promotion. Promotion is subject to
211		approval by the Provost.
212		
213		Although each school and college will determine its
214		own specific criteria for promotion, those criteria
215		should be consistent with the following university-wide
216		standards.
217		
218		Requirements for promotion from Assistant Clinical
219		Professor to Associate Clinical Professor:
220		i. Five years of full-time teaching at the rank
221		of Assistant Clinical Professor (eligible to
222		apply for promotion in the 6 th year of
223		service at rank, with promotion taking
224		effect the following year).
225		ii. Established record of sustained teaching
226		success
227		iii. Established record of effective
228		participation in service within University,
229		college/school and department, and field
230		or profession.
231		iv. Established record of sustained success in
232		professional achievements and
233		contributions.
234		v. Where applicable, maintenance of
235		professional qualifications as defined by
236		the faculty member's school or college.
237		vi. Success in satisfying the elements of
238		faculty quality and academic and ethical
239		responsibilities described in section II.C.

240		Requirements for promotion from Associate Clinical Professor to Clinical Professor:
241		
242		
243		i. Four years of full-time teaching at the rank
244		of Associate Clinical Professor (eligible to
245		apply for promotion in the 5 th year of
246		service at rank, with promotion taking
247		effect the following year).
248		ii. Established record of sustained excellent
249		teaching.
250		iii. Established record of sustained excellence
251		in service and leadership (may include
252		service to the profession and/or the wider
253		community as well as the university).
254		iv. Established record of sustained success in
255		professional achievements and
256		contributions.
257		v. Where applicable, continued maintenance
258		of professional qualifications as defined by
259		the faculty member's school or college.
260		vi. Success in satisfying the elements of
261		faculty quality and academic and ethical
262		responsibilities described in section II.C.
263		
264		Faculty members who have attained the rank of
265		Assistant Clinical Professor, Associate Clinical Professor
266		or Clinical Professor who transition to part-time status
267		may retain their former title as a working title even
268		though it differs from their contractual title. A working
269		title is one that an individual is authorized by the
270		university to use in academic contexts.
271		
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274		
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276		
277		
278		
279		
280		
281		
282		2. Promotion and Reappointment Procedures
283		
284	Promotion guidelines and evaluation procedures are	Promotion and reappointment (annual and multi-year)
285	developed by the Department (where relevant) and	guidelines and evaluation procedures are developed at
286	approved by the college or school's personnel	the college or school level and approved by the
287	committee, the Dean, and the Provost. For a college	appropriate college or school and university
288	or school with no departments, these guidelines are	committees, the Dean, and the Provost. These
289	developed by the Dean in consultation with the	guidelines for promotion and multi-year
290	college's or school's personnel committee and	reappointment must be available in writing to faculty;
291	approved by the Provost.	ensure a comprehensive and fair process; and should
292		include annual performance reviews, peer reviews of
293		teaching, and other measures of performance as
294		determined by the school or college.
295		

296	Reappointment in this position is contingent on	Promotion and reappointment are contingent upon
297	factors including, but not limited to, performance,	favorable performance review through the established
298	enrollment, curricular needs, availability of funding,	department, school or college process, and/or Dean
299	and favorable annual review by Department Chair	with a recommendation to the Provost. The University
300	and/or Dean with a recommendation to the Provost.	is not obligated to make such reappointment.
301	The University is not obligated to make such	Additionally, reappointment is contingent upon factors
302	reappointment.	including but not limited to enrollment, curricular
303		needs, and availability of funding.
304		
305		3. Denial of Promotion
306		
307		Denial of promotion does not constitute termination.
308		Individuals can reapply for promotion one year or
309		more after the denial. Evaluation and promotion
310		guidelines are developed at the college or school level
311		and approved by college's or school's personnel
312		committee (where relevant), the Dean, and the
313		Provost.

	Current Handbook: VIII	Proposed Revisions: VIII
1	VIII. Resignation, Retirement, and Non-	VIII. Resignation, Retirement, and Non-
2	Reappointment	Reappointment
3		
4	<i>A. Phased Retirement</i>	<i>A. Phased Retirement</i>
5		
6	Tenured faculty members with 10 or more years of	Currently employed full-time faculty members with 10
7	full-time service to Seattle University may petition	or more years of full-time service to Seattle University
8	the Dean and Provost for a reduced workload and	may petition the Dean and Provost for a reduced
9	reduced compensation for a fixed time prior to	workload and reduced compensation for a fixed time
10	retirement. The period for phased retirement is	prior to retirement. The period for phased retirement
11	generally no more than three academic years	is generally no more than three academic years
12	immediately preceding full retirement. The Provost	immediately preceding full retirement. The Provost
13	has discretion to grant or deny the request. No	has discretion to grant or deny the request. No
14	request shall be granted that would cause	request shall be granted that would cause
15	unreasonable hardship to a program or department.	unreasonable hardship to a program or department.
16		
17	In granting a request, the Provost shall specify in	In granting a request, the Provost shall specify in
18	writing the total period of phased retirement; the	writing the total period of phased retirement; the
19	adjusted full-time equivalency workload for each	adjusted full-time equivalency workload for each
20	academic year; and the retirement date.	academic year; and the retirement date.
21		
22	Faculty members who are on approved phased	Faculty members who are on approved phased
23	retirement arrangements may continue to participate	retirement arrangements may continue to participate
24	in Seattle University's benefit plans on the same	in Seattle University's benefit plans on the same terms
25	terms and conditions as they apply to other full-time	and conditions as they apply to other full-time Seattle
26	Seattle University employees. Benefits that are based	University employees. Benefits that are based on
27	on salary levels will be prorated according to the	salary levels will be prorated according to the faculty
28	faculty member's salary base while participating in	member's salary base while participating in the Phased
29	the Phased Retirement Program.	Retirement Program.
30		
31	<i>B. Non-Reappointment</i>	<i>B. Non-Reappointment</i>
32		
33	The term "non-reappointment," also referred to as	The term "non-reappointment," also referred to as
34	"non-renewal" means the University has decided not	"non-renewal" means the University has decided not
35	to renew an appointment at the conclusion of its	to renew an appointment at the conclusion of its term.
36	term. Such decisions are made for a wide variety of	Such decisions are made for a wide variety of reasons
37	reasons that include, but are not limited to,	that include, but are not limited to, performance,
38	performance, enrollment declines, availability of	enrollment declines, availability of funding, or changes
39	funding, or changes in the curricula.	in the curricula.
40		
41	The decision to not renew the appointment of full-	The decision to not renew the appointment of full-
42	time non-tenured faculty members rests in the final	time non-tenured faculty members rests in the final
43	instance with the Provost, under authority delegated	instance with the Provost, under authority delegated
44	by the President. For a college or school with	by the President. For a college or school with
45	departments, the Departmental Chairperson makes	departments, the Departmental Chairperson makes an
46	an initial recommendation to the Dean as to whether	initial recommendation to the Dean as to whether a
47	a full-time non-tenured faculty member's contract	full-time non-tenured faculty member's appointment

48	should be renewed. In a college or school without	should be renewed. In a college or school without
49	departments, and other academic units, the Dean or	departments, and other academic units, the Dean or
50	academic Director or supervisor makes the initial	academic Director or supervisor makes the initial
51	recommendation. The Dean submits his or her	recommendation. The Dean submits the
52	recommendation, along with the	recommendation, along with the
53	recommendation/s from the appropriate parties, to	recommendation/s from the appropriate parties, to
54	the Provost. The University is not required to state its	the Provost. The University is not required to state its
55	reasons for non-reappointment, but may, at its	reasons for non-reappointment, but may, at its
56	discretion, do so.	discretion, do so.
57		
58	The schedule for notice of non-reappointment	The schedule for notice of non-reappointment
59	described below does not apply to cases relating to	described below does not apply to cases relating to
60	dismissal for cause and termination due to	dismissal for cause and termination due to
61	institutional reasons as described in Sections X and XI	institutional reasons as described in Sections X and XI
62	below.	below.
63		
64	1. Notice of Non-Reappointment	1. Notice of Non-Reappointment
65		
66	The notice of non-reappointment applies only to the	The notice of non-reappointment applies to the
67	following full-time non-tenured faculty members:	following faculty members: untenured tenure-track
68	untenured tenure-track faculty; full-time non-tenure	faculty; faculty in the Teaching Professor , Clinical
69	track faculty with multi-year terms in the Instructor ,	Professor, and Professor of Lawyering Skills series ;
70	Clinical Professor, and Professors of Lawyering Skills	Senior Instructors ; and Library faculty. The timeline
71	series; and the Library faculty. The timeline pertinent	pertinent to the delivery of such notice is described
72	to the delivery of such notice is described below. . . .	below.
73		
74	• During the full-time non-tenured faculty	• During the faculty member's first two years
75	member's first two years of service at Seattle	of service at Seattle University, the notice of
76	University, the notice of non-reappointment	non-reappointment shall be given no later
77	shall be given no later than March 30 prior to	than May 15 prior to the expiration of the
78	the expiration of the faculty member's	faculty member's current contract. The notice
79	current contract. The notice will state that	will state that the faculty member's contract
80	the faculty member's contract will not be	will not be renewed for the following academic
81	renewed for the following academic year.	year.
82	• During the full-time non-tenured faculty	• During the faculty member's third
83	member's third consecutive year of service at	consecutive year of service at Seattle
84	Seattle University and thereafter, the notice	University and thereafter, the notice shall be
85	shall be given no later than June 30 of the	given no later than June 30 prior to the faculty
86	faculty member's current contract. The notice	member's final year of employment . The
87	will state that the faculty member's contract	notice will state that the faculty member's
88	for the following academic year will be a final	contract for the following academic year will
89	appointment.	be a final appointment.
90		
91		
92		
93		
94		
95		If the University gives notice of non-reappointment to a faculty member due to declining enrollment or lack of funding, the University may not hire a replacement within a period of two years, unless the released

96		faculty member has first been offered reinstatement
97		and a reasonable time in which to accept or decline.
98		
99	2. Non-Reappointment of Other Groups of Faculty	2. Non-Reappointment of Other Groups of Faculty
100		
101	The contracts issued to the following members of	The contracts issued to the following faculty members
102	non-tenure track faculty expire on their own terms	expire on their own terms and will not require a
103	and will not require a written notice of non-	written notice of non-reappointment: single-year term
104	reappointment: single-year term full-time non-tenure	full-time faculty at the rank of Assistant Teaching
105	track faculty in the Instructor, Lecturer, and Clinical	Professor or Assistant Clinical Professor; Lecturer;
106	Professor series; Part-Time (adjunct) faculty;	Adjunct Instructor; Instructor; Research faculty;
107	Research faculty; Coterminous faculty; Visiting	Coterminous faculty; Visiting faculty; Distinguished
108	faculty; Distinguished Professor/Professional in	Professor/Professional in Residence; Endowed and
109	Residence; Endowed and University Professorships;	University Professorships; and Courtesy Affiliates.
110	and Courtesy Affiliates.	

	Current Handbook: XIII.	Proposed Revisions: XIII.
1	XIII Leaves, Workload, Outside Activities, and	XIII. Leaves, Workload, Outside Activities, and Conflicts
2	Conflicts of Interest	of Interest
3		
4	A. Sabbaticals and Leaves of Absence ...	
5		
6	Note: items B-H in the current Handbook will need to	B. Professional Leave: Teaching Professor Series,
7	be re-lettered to accommodate insertion of “B.	Clinical Professor Series
8	Professional Leave: Teaching Professor Series,	
9	Clinical Professor Series”	
10		The University provides professional leave of one
11		quarter at full salary to faculty at or above the rank of
12		Associate to enhance their teaching, professional
13		productivity, scholarship, research, or creative work.
14		To be eligible the faculty member must:
15		i. Have completed at least six years of full-
16		time teaching since joining the University,
17		or since submission of the final report from
18		the previous professional leave.
19		ii. Submit to the Dean by November 1 of the
20		academic year preceding the proposed
21		professional leave quarter a proposal
22		explaining the value of the leave to both
23		the faculty member and the University.
24		The proposal will present a detailed plan
25		for professional renewal, with a focus on
26		pedagogical or scholarly activity
27		appropriate to the individual's
28		appointment at the university.
29		iii. Receive approval from the Provost, based
30		on recommendations of the Department
31		Chair and Dean, reflecting the needs of
32		both the University and the individual. The
33		Provost may attach special conditions to
34		the professional leave. The Provost will
35		normally decide professional leave
36		proposals prior to March 1.
37		
38		Fulfilling the conditions of eligibility does not ensure
39		approval of the application for professional leave. It
40		does ensure fair consideration of the application
41		through a formal review process.
42		
43		Faculty members receive full compensation during the
44		time of the professional leave.
45		
46		By accepting the professional leave, the faculty
47		member explicitly agrees to fulfill the terms of the
		proposal, fully engage in activities related to the

48		proposal, satisfy any special conditions, and return to
49		full-time instructional service at Seattle University for a
50		full academic year following the expiration of the leave
51		period. If a faculty member fails to return to full-time
52		service at Seattle University at the conclusion of the
53		professional leave period, they will be responsible for
54		refunding to the University the full amount of
55		compensation (salary and benefits contribution) paid
56		during the period of the professional leave. In rare
57		situations including ill health or circumstances beyond
58		the faculty member's control that prevents the faculty
59		member from resuming their duties at the university
60		after the professional leave, the University may waive
61		the refund obligation.
62		
63		Upon completion of the professional leave, the faculty
64		member will provide a written report on the
65		accomplishments of the leave. This report will be
66		submitted to the Dean and the Provost no later than
67		the end of the quarter or semester in which the faculty
68		member returns to full-time instructional status.
69		
70		The normal instructional and service duties of a faculty
71		member will be suspended while on professional leave.
72		However, the faculty member will retain voting
73		privileges during the professional leave.
74		
75		During the professional leave, a faculty member may
76		continue to participate in Seattle University's fringe
77		benefits on the same terms and conditions as
78		applicable to other Seattle University employees. The
79		faculty member must continue to make required
80		contributions for contributory benefits to remain in
81		effect during the leave. A faculty member remains
82		eligible to receive salary increments during the leave
83		period.

OVERVIEW SPREADSHEET

See the included Overview Spreadsheet .pdf document for a simplified chart of the major proposal elements.

TITLES TRANSITION MAPPING CHART

EXISTING TITLES	NEW TITLES
Instructor Series	Teaching/Clinical Professor Series
Instructor	Assistant Teaching/Clinical Professor
Senior Instructor	Associate Teaching/Clinical Professor
Senior Instructor – meeting rank requirements	Teaching/Clinical Professor
Clinical Professor Series	Clinical Professor Series
Assistant Clinical Professor	Assistant Clinical Professor
Associate Clinical Professor	Associate Clinical Professor
Clinical Professor	Clinical Professor
Part-Time Faculty	Instructor Series
Adjunct < 17.5 work units	Adjunct Instructor
Adjunct 17.5 to < 25 work units	Instructor or Senior Instructor
Lecturer Series	Lecturer or Professorial Series
Lecturer – newly hired, temporary	Lecturer
Lecturer – with 2 or more years of prior continuous employment	Assistant Teaching or Clinical Professor (or higher)
Senior Lecturer	Assistant Teaching or Clinical Professor (or higher)
Professor of Lawyering Skills Series	(unchanged)
Assistant Professor of Lawyering Skills	Assistant Professor of Lawyering Skills
Associate Professor of Lawyering Skills	Associate Professor of Lawyering Skills
Professor of Lawyering Skills	Professor of Lawyering Skills
NTT Library Faculty	(unchanged)
Assistant Librarian	Assistant Librarian
Associate Librarian	Associate Librarian
Librarian	Librarian