

Jacobs School of Music Policies

Concerning Full-Time Non-Tenure Track and Visiting Appointments

I. Titles

- A. The classifications “Lecturer/Senior Lecturer,” “Professor of Practice,” and “Academic Specialist” shall be the sole full-time non-tenure track (NTT) academic ranks used in the Jacobs School of Music.
- B. Each of these ranks may be used for both full-time and part-time NTT appointments. In the case of appointments that are less than 1.0 FTE, the percentage of employment will be indicated on the official appointment (e-Doc) and the description “adjunct” will be used.
- C. The title Academic Specialist may be used for persons who do not routinely offer courses for credit. The focus of such a position should be on duties that support the academic mission of the Jacobs School of Music. An academic specialist is accountable to a member of the Jacobs School of Music faculty or administration as determined by the dean. While teaching is not the primary responsibility, they may on occasion teach courses for credit as a part of their regular duties if they possess the necessary academic qualifications for such teaching and have the approval of the chair and faculty of the department in which the courses is offered. In the semesters that they teach, Academic Specialists must be given an instructional title so that university reporting of student/teacher ratios is accurate. Examples of suitable duties for persons appointed as academic specialists include, but are not limited to, coordination of instrumental, vocal, or ballet programs; coordination of centers; and coordination/supervision of technical areas such as audio, lighting, technical production, etc.
- D. Full-time visiting faculty may have the title of Visiting Lecturer, Visiting Senior Lecturer, Visiting Academic Specialist, Visiting Professor of Practice, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor.

II. Full-time tenured and tenure-track faculty must comprise no less than 80% of the total number of full-time faculty appointments in the Jacobs School of Music. The number of full-time NTT faculty, including all lecturers/senior lecturers, professors of practice, academic specialists, and full-time visiting faculty, not including post-doctoral fellows, must be no more than 20% of the total number of full-time faculty. This restriction does not apply to the number of NTT faculty who may be appointed at less than 1.0 FTE, nor to full-time visiting faculty who are replacements for faculty on leave. If, after compiling annual statistics related to faculty distribution, the School finds itself out of compliance with this policy, the Administrative Committee will craft a plan for the following year which will guide hiring, retention, and other efforts to return to compliance.

III. The dean shall carefully consider the balance between full-time tenure-eligible and NTT positions in individual departments, and in consultation with the department shall determine those full-time positions appropriate for lecturer/senior lecturer, professor of practice, or academic specialist appointments.

IV. Search and screen procedures for engaging full-time faculty at the rank of lecturer/senior lecturer, professor of practice, or academic specialist shall follow IU Bloomington policy for hiring academic positions. At the time of the search, positions will be designated as “renewable, tenure-ineligible.” Appointments at less than 1.0 FTE, or visiting appointments, may be made without a search. In special circumstances, professor of practice appointments may be made without a search.

V. Reclassification of position

- A. A position may not be reclassified from tenure-track to NTT or vice versa unless the position is vacant and is re-advertised.

- B. With the approval of the Office of the Vice Provost for Faculty and Academic Affairs and the Office of Affirmative Action, faculty holding full-time visiting appointments may be changed to a full-time lecturer/senior lecturer appointment or to a tenure-probationary or tenured position if the original appointment was made based on a national search.

VI. Appointment

- A. Full-time lecturers, professors of practice, and academic specialists shall begin with a probationary period of not less than three and not more than six years. Professors of practice and senior lecturers may begin with a probationary period or may be appointed initially to a long-term contract.
- B. Visiting faculty may be appointed for any length of time up to two years, except in special circumstances approved by the Office of the Vice Provost for Faculty and Academic Affairs.

VII. Reappointment and promotion for NTT positions

- A. A review committee will be appointed at the time of hire for all NTT faculty not associated with a department.
- B. Lecturers may be considered for a long-term contract and promotion to senior lecturer at any time after three years as a full-time faculty member. During the sixth year, a lecturer must be considered for promotion to senior lecturer on a long-term contract.
- C. Senior lecturers and professors of practice appointed with a probationary period may be considered for appointment to a long-term contract at any time after three years as a full-time faculty member. During the sixth year, senior lecturers and professors of practice must be considered for a long-term contract.
- D. Academic specialists may be considered for appointment to a long-term contract at any time after three years as a full-time faculty member. During the sixth year, academic specialists must be considered for a long-term contract.
- E. Reappointment decisions for NTT faculty during the probationary period will be based on the evaluation of contracted duties. The department chair or review committee chair will report the yes or no vote of the members of the department or review committee and will prepare a letter of review that highlights strengths and areas needing improvement. This letter must be shared with the NTT faculty member.
- F. Promotion from lecturer to senior lecturer and appointment to a long-term contract for all NTT faculty will follow Jacobs School of Music procedures outlined in a separate document. Promotion and long-term reappointment decisions will be final within the School and will not involve committees and administrators outside the Jacobs School of Music. These decisions will be based on the following:
 - 1. Evaluation by the department or review committee, based on material submitted by the candidate (including teaching evaluations if appropriate) and letters from relevant people outside the department.
 - 2. Evaluation by the Jacobs School of Music Non-Tenure Track Promotion and Policy Committee, based on the candidate's dossier and the recommendation of the department or review committee.
 - 3. Decision by the dean.

- G. In order to be advanced to a long-term contract, NTT faculty must demonstrate excellence only in those responsibilities that have been assigned to them (teaching and/or service) and will not be evaluated in the area of research/creative activity except as it supports teaching or service.

VIII. Non-reappointment for NTT positions

- A. During the probationary period (prior to consideration for a long-term contract), an annual review will be conducted by the department or review committee and a yes/no vote of the members of the department or review committee will be taken. This vote, along with a letter that highlights strengths and areas in need of improvement will be reported to the dean. The letter of review will be shared with the faculty member. A majority of “no” votes will result in a recommendation not to reappoint the NTT faculty member. Non-reappointment may also occur because of closure or permanent downsizing or redirection of the program in which the faculty member serves, because of financial exigency, or because of incompetence or serious misconduct on the part of the faculty member. The dean in consultation with the department or review committee, as appropriate, will finalize a non-reappointment decision. The Faculty Issues Committee will create and regularly re-evaluate procedures for non-reappointment of NTTs holding long-term contracts and will submit those procedures to the School of Music Council for approval.
- B. In the event of non-reappointment, faculty in their first year must be given notice not later than February 1. During the second year of service, notice must be given not later than November 15. During the third and subsequent years, at least twelve months’ notice must be provided. Candidates in the sixth year of the probationary period whose bid for a promotion and/or appointment to a long-term contract is not successful will not be eligible for reappointment.
- C. After the probationary period, dismissal of a NTT faculty member on a long-term contract may occur because of closure or permanent downsizing of the program in which the faculty member serves, because of financial exigency, professional incompetence or serious misconduct of the faculty member. A decision to dismiss a faculty member will be determined by the dean in consultation with the department or review committee, the Non-Tenure Track Promotion and Policy Committee, and the JSOM Administrative Committee.
- D. Non-reappointment and dismissal decisions will be reviewed by the Vice Provost for Faculty and Academic Affairs. NTT faculty also have the right to petition the campus faculty board of review.

IX. The expected teaching load for each appointment will be determined by the Jacobs School of Music administration in consultation with the department concerned, but cannot exceed the campus maximum of the equivalent of a total of six 3-credit courses during the fall and spring semesters.

X. NTT faculty with full-time appointments are encouraged to participate in campus, regional, and national activities related to their area of expertise.

XI. Voting rights and committee assignments

- A. Senior lecturers and professors of practice on long-term contracts shall be eligible to serve on search committees and vote on the hiring of faculty in their unit regardless of the rank of the position advertised. Senior lecturers and professors of practice shall be ineligible to vote on reappointment, tenure, or promotion of tenure-eligible faculty in their unit. Professors of practice on long-term contracts and senior lecturers on long-term contracts may vote on the hiring, reappointment, and promotion of NTT faculty. The question of voting rights on other issues shall reflect the makeup of the department and shall be determined by the chair in

consultation with the dean, provided that the voting participation of all NTT faculty in the department is structured in such a way that reserves at least 60% of voting weight to tenure-track faculty.

- B. Since academic specialists may teach only occasionally, they shall not hold voting rights within any Jacobs School of Music department, and shall be ineligible to represent an academic department on any policy-making committee or similar body in the Jacobs School of Music. However, they should be fully engaged in the deliberation of issues pertaining to their areas of responsibility. Academic specialists are not eligible for academic administrative appointments at or above the department chair level.
- C. Lecturers/senior lecturers and professors of practice may represent their departments/programs on the School of Music Council but are not eligible for academic administrative appointments at or above the department chair level. The service of lecturers/senior lecturers and professors of practice on other Jacobs School of Music committees will be at the discretion of the department, the Administrative Committee, and the School of Music Council, as appropriate.
- D. NTT faculty may guide independent studies on topics related to their area of expertise. They may also be appointed to doctoral advisory or research committees, upon request of a department chair or supervisor and the approval of the director of graduate studies. The director of graduate studies will work with the department or supervisor to determine the role of NTT faculty in these committees and in doctoral hearings and recitals. NTT faculty can be appointed to graduate faculty status by nomination from the Jacobs School of Music and approval of the University Graduate School.
- E. Service activities of NTT faculty should be considered in annual performance reviews and promotion decisions.

XII. Visiting appointees do not have voting rights in faculty governance at the University or School level. They will not be appointed to doctoral advisory or research committees nor to any policy-making committee in the School. The services of visiting faculty on other Jacobs School of Music committees, including various types of departmental exam committees (auditions, recital hearings, proficiency exams, etc.) will be at the discretion of the department with the approval of the dean.

XIII. Every year the Non-Tenure Track Promotion and Policy Committee will review the faculty distribution of ranks and share this with the Faculty Issues Committee, who will report the results to the School of Music Council at a fall meeting. The committee will also review NTT faculty policy issues at least every five years and make any recommendations for changes to the Faculty Issues Committee for potential consideration by the School of Music Council.

XIV. Insurance, retirement, family leave, and medical leave benefits for NTT faculty are determined by the University. Lecturers, senior lecturers, professors of practice, and academic specialists are not eligible for sabbatical leaves in the Jacobs School of Music, but they are eligible to apply for travel funding, course development grants, or any professional leaves that may be available to them.

XV. All policies not specified in this document shall automatically follow existing Jacobs School of Music and University policies.

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