



# Apportionment Guidelines

## 1. Introduction

- a. It is important that our faculty be highly successful in contributing to the work of the College. This means that we must be strategic in our selection of persons to join our faculty and then provide them the needed support to develop their competencies further. Faculty development is essential at all stages of a faculty member’s career. Thus, we expect that all will be involved in activities such as continuing study, internships, being active researchers, engaging in collaborative activities, and developing new skills.
- b. Mentoring is important at all stages in one’s professional career but is especially important during one’s early years on the faculty. Thus we will conduct a formal mentoring plan for our faculty in their first five years with us. All full-time faculty members are expected to contribute to the operation of the College through participation in committees, faculty meetings, special events, voting, and other activities.

## 2. Teaching Apportionment

- a. Teaching loads will be assigned as:

Apportionment	Credit Hours taught per academic year
50	12
60	15
70	18
80	21
90	24
100	27

## 3. Tenure line faculty

- a. All tenure-line faculty (tenured and working on tenure) will have an apportionment of at least .30 assigned to research and creative activities. Annual evaluations will include attention to scholarly productivity, and all tenure-line faculty will be expected to have active scholarly agendas. Scholarly productivity can be expressed in a number of ways (research leading to juried publications or presentations, creative activities which are juried in some fashion, technical reports and documentaries which receive notice, citations, etc.).
- b. Ongoing scholarly productivity will be a requirement for being granted tenure, for promotion to full professor, and for merit salary increases for those on tenure lines. Faculty seeking tenure will have established a record that supports a prediction that their scholarly work will become nationally recognized at some point in their careers; faculty seeking promotion to full professor will have gained national recognition for their scholarly work. See the College document “Guidelines for the Evaluation of Faculty” for more detailed information.

## 4. Professors of Practice

- a. Professors of Practice will carry at least a .80 apportionment assigned to teaching unless other arrangements have been established. Professors of Practice may have scholarly agendas in addition to their work as teachers and will be encouraged to do so to continue to develop in their content fields, but their primary responsibility to the College is teaching. Professors of Practice may be appointed for multiple year contracts with the length depending on their rank (assistant 1---3 years; associate 1---4; full 1---5). Length of appointment will be determined by College needs.
- 5. Research Professors
  - a. Research professors will carry at least a .80 apportionment assigned to research. (Note: The College currently has no research professors and may be unlikely to appoint anyone to this category unless such appointment is funded by a grant.)
- 6. Lecturers/Senior Lecturers
  - a. Lecturers and Senior Lecturers will carry a teaching apportionment of .90. (Note: The university will not make any more senior lecturer appointments.) In the future the College may be best served by using this appointment category only for part---time faculty.
- 7. Notes
  - a. The contributions of each of the above groups of faculty are essential to the success of the College. Faculty in the four groups will differ in assignment but not in importance to the College. Obviously the College needs to be attentive to the balance among these different types of appointments (e.g., adjunct faculty are valuable for the College but if too large a part of our curriculum is taught by them that would not be good). Each brings important strengths to the College.
  - b. While in the past faculty have sometimes been moved from one of the above categories to another this will no longer be done after this policy document is adopted by the College faculty unless exceptional circumstances exist. There will be a grace period of two months following adoption of this document until the next annual review period for faculty to have the opportunity to request a change in category.
  - c. Full---time faculty will be hired only through the normal external search process, involving advertising positions, search committees, and appropriate approvals, etc. Occasionally the college may be faced with the unique opportunity to hire an exceptional professional when the normal external search process would not be appropriate. When such an opportunity exists a waiver from the normal external search process will be requested and if approved the candidate will be brought to campus for meetings with faculty prior to offering a position in the College. The faculty will be afforded appropriate feedback in the process.
  - d. Faculty on tenure lines will not be promoted to the rank of associate professor until tenure is received. The only exceptions to this will be faculty who are hired from equivalent universities who have achieved associate or full professor status there or if a person has had a particularly long and distinguished career in the industry.
  - e. The annual review process is essential to the development of faculty and the success of the College. Through this process faculty members have the opportunity to engage in self---assessment and goal setting, to receive helpful feedback, and to shape their assignment/apportionment for the upcoming year jointly with the dean and/or sequence head. The assumption is that we all need to continue to develop as professionals and therefore the contributions that we will make to the College may change at different stages of our careers

- f. What constitutes scholarly work that has been juried? This means that people qualified to judge some kind of performance or product have judged it to be worthy of broad notice and national attention. Examples may include, but are not limited to, refereed publications and presentations, books that are selected for publication, winning entries in competitions, documentaries that are selected to be broadcast to established publics, products developed by invitation from scholarly or industrial organizations, products for which people are willing to pay, works that are frequently cited, and works that are presented in or published by media with wide reader or viewership. The nature of our discipline is such that scholarly works of importance will become available to the public to advance thinking and activity in a variety of media. The goal of our scholarly work is to advance the fields in which we work.
- g. Professorships are supported by Foundation funds and are generally awarded for a five--year period. They are renewable with appropriate performance. They are awarded in recognition of specialized expertise (often times the area is specified by the donor) and excellence as a scholar. In most cases they will be awarded only to persons who have achieved the rank of full professor although there will be exceptions to this. The dean will seek the advice of the Promotion & Tenure Committee in awarding and renewing professorships.
- h. Service contributions within and beyond the College that require significant amounts of one's time can be recognized through the apportionment process
- i. While there may be some value in assigning "points" or apportionment percentages for each activity in which a faculty member engages (as well as possibly different values for different courses that are taught) this idea quickly becomes unworkable and obscures that one's total load is the important factor and that each of us makes our own individual choices about how we use our professional time to a considerable degree.
- j. Approval of these policies by the faculty of the College will obviously have implications for our promotion and tenure expectations which will need to be spelled out in our promotion and tenure document. For example, that document needs to spell out the expectations for teaching for all faculty since teaching is our primary mission and the criteria/standards for promotion for faculty in each group.

## **Adoption**

The policy was approved by the faculty on November 30, 2012.