

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 23-A-XX

Approved by the Faculty Senate
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1 **BRIEF SUMMARY:** This bill specifies the procedures portion of the existing *Faculty*
2 *Handbook* section on Non-Tenure-Track Faculty Appointments (Chapter 2).

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4 **REVISING “PROCEDURES” SECTION OF “REGULAR NON-TENURE-TRACK**
5 **FACULTY APPOINTMENTS”**
6

7 **BE IT RESOLVED THAT:** subject to the passage and approval of this bill, Chapter 2 of the
8 *Faculty Handbook* detailing the procedures for Regular Non-Tenure-Track Faculty
9 Appointments will be amended by replacing the existing content with the content below.

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11 **Regular Non-Tenure-Track Faculty Appointments - Procedures**

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13 Regular Non-Tenure-Track (RNTT) faculty should hold at least a master’s degree and additional
14 academic credentials as required by the position as determined by the department or a bachelor’s
15 degree with additional credentials or with equivalent experiences as required by the position and
16 determined by Southeast Missouri State University in adherence to Higher Learning
17 Commission’s Criteria for Accreditation and Assumed Practices.

18
19 Such appointments are defined as one-year full-time appointments.

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21 RNTT full-time faculty receive the same benefits package as all other full-time faculty.

22
23 RNTT full-time faculty have the same expectations for service, advising, and other academic
24 duties as all other full-time faculty.

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26 RNTT full-time faculty will be appointed on a contract basis one year at a time, with the
27 appointment subject to renewal. Such faculty are afforded all the normal protections of academic
28 freedom as described in the faculty handbook.

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30 Evaluations of RNTT faculty will occur on a regular and timely basis as specified by the
31 department.

32 The criteria for evaluation and renewal of the contract of RNTT faculty must be specified in
33 writing and must be consistent with the expectations of the position. Faculty appointed to such
34 positions are not generally expected to meet the same standards for scholarship and professional
35 development as Tenure-Track faculty and thus are expected to carry a heavier teaching or service
36 load.

37
38 RNTT full-time faculty may be terminated by the University at the end of any academic year, but
39 written notice of the University's intention to terminate the appointment shall be given by the
40 Provost to the faculty member by:

- 41 1. March 1 during the first or second year of appointment:
- 42 2. The first day of the spring semester for the third and subsequent years of service.

43
44 **Budget Procedures**

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46 Each year the budget office will calculate the percentages of budgeted tenure-track faculty and
47 budgeted non-tenure-track (RNTT) faculty positions based on the FTE of those positions. These
48 percentages will exclude all faculty positions funded by designated funds, auxiliaries or grant
49 funds as well as faculty positions budgeted at the regional campuses. The calculation will not
50 include temporary faculty, part-time faculty, or teaching assistants.

51
52 If the percentage of budgeted tenure-track faculty positions is less than 75%, the budget office
53 will add the difference between the average RNTT budgeted base salary and the average
54 assistant professor budgeted base salary (which was \$13,500 as of fiscal year 2013) to a salary
55 pool for each change from a tenure track position that caused the percentage to drop below 75%.

56
57 No later than August 1st of each year the budget office will provide a report of budgeted faculty,
58 broken down by department and college, to the Provost and Faculty Senate. This report will also
59 include a breakdown of student credit hours on campus by faculty type for the previous year and
60 the current amount of funds in the salary pool.

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62 During the normal course of reviewing faculty vacancies, the Provost's office will consider
63 programmatic needs, financial resources and the current tenure-track percentage. During periods
64 when the budgeted tenure-track faculty percentage dips below 75%, priority consideration will
65 be given to personnel actions that will increase the percentage. If a determination is made to
66 convert a RNTT to a tenure-track position or to add a new tenure-track position, available dollars
67 in the salary pool may be used to offset the salary adjustment needed to fund the tenure-track
68 position. Funds in the salary pool will not be used for any purpose other than the conversion to
69 or creation of tenure track positions.

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71 Responsibility for the administration of these reports and the salary pool will be borne by the
72 office of the Vice President for Finance and Administration.

Date and Version: 8/31/22
Handbook Section: Chapter 2
Proposed Change: Non-Tenure-Track Faculty Appointments - Procedures
Source of Bill: Faculty Senate Executive Committee

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Faculty Senate Vote	9/14/22
President's Review	9/30/22
15 Day Review	
Posted to Faculty Handbook	