
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 22-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, Section D).
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4 **REVISING “PROCEDURES” SECTION OF “REGULAR NON-TENURE-TRACK**
5 **FACULTY APPOINTMENTS”**
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7 **BE IT RESOLVED THAT:** subject to the passage and approval of this bill, Chapter 2, Section
8 D of the *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 and/or 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.
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19 Such appointments are defined as one-year full-time appointments.
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21 Non-Tenure-Track full-time faculty receive the same benefits package as all other full-time
22 faculty.
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24 Non-Tenure-Track full-time faculty have the same expectations for service, advising, and other
25 academic duties as all other full-time faculty.
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27 Non-Tenure-Track full-time faculty will be appointed on a contract basis one year at a time, with
28 the appointment subject to renewal. Such faculty are afforded all the normal protections of
29 academic freedom as described in the faculty handbook.
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31 Evaluations of Non-Tenure-Track faculty will occur on a regular and timely basis as specified by
32 the department.

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

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

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

44 **Budget Procedures**

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

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

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

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

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

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

Action	Date
Introduced to Senate	8/31/22
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	