

## I.B. Faculty Structure

All faculty, as teachers *sensu lato*, contribute to the educational mission of the University. The faculty includes academic faculty, extension faculty, and library faculty in both long-term and short-term positions. Historically, additional faculty titles were used and faculty members with these titles retain their faculty status. The statutory duty of the faculty, which may not be delegated, is to recommend to the Board of Regents the candidates for suitable degrees and certificates.

### I.B.1. Definitions

A faculty member's *appointment* (also known as "job profile" or "position") is for internal use within the university. The appointment includes an explicit workload allocation across defined workload categories (Section III.C) that broadly define a faculty member's position responsibilities. More detailed expectations for these responsibilities are codified in the college and unit workload policies, and these expectations inform annual reviews and consideration for promotion and tenure.

A faculty member's appointment consists of the *category* (academic, library, extension), *track* (tenure, career, or short-term), *status* (e.g., tenured, retired with merit, visiting, adjunct, or adjoint), *rank* of the faculty member, and the *unit* in which the faculty member is assigned. In the case of career-track and extension faculty, a faculty member's appointment will also include a *sub-track* designation.

A faculty member's *working title* (also known as a *business title*) is how a faculty member's position at WSU is communicated externally, e.g., on WSU web pages, program documents, letterhead, email signatures, etc. For the purposes of external communication and identification, each college must determine appropriate working titles for faculty. If these titles deviate from the recommendations below, then the College working titles need to be approved by the Office of the Provost.

#### *Faculty Categories*

All faculty *categories* defined below are afforded equal rights and privileges. The various faculty categories, which are not mutually exclusive, are defined as follows:

#### **Academic Faculty**

The academic faculty consists of ranked faculty assigned to degree-granting units or the Honors College.

Academic faculty are responsible for developing, maintaining, and delivering university programs. These faculty have significant responsibilities in some combination of the following areas: (a) research, scholarship, and creative activity; (b) teaching, mentoring, and student advising; (c) academic and administrative service; (d) clinical or professional practice; and/or (e) community outreach.

#### **Extension Faculty**

The extension faculty consists of ranked faculty assigned to Extension, Continuing Education, or Public Service.

Extension faculty are responsible for disseminating science-based knowledge to communities across Washington state and beyond. These faculty have significant responsibilities in some combination of the following areas: (a) community outreach; (b) research, scholarship, and creative activity; (c) teaching, mentoring, and student

advising; (d) academic and administrative service and/or (e) clinical or professional practice.

### Library Faculty

The library faculty consists of ranked faculty assigned to Libraries.

Library faculty are responsible for developing, maintaining, and teaching library services to the university, communities across Washington State, and beyond. Library faculty have significant responsibilities in the following areas: (a) teaching, mentoring, and directly supporting the teaching and research missions of the university; (b) research, scholarship, and creative activity; and/or (c) academic service.

Depending on their appointment and assigned responsibilities, faculty are expected to establish and maintain a record of productivity and achievement specific to their workload.

### Faculty Ranks

The *ranks* for academic and extension faculty in the tenure and career tracks include assistant professor, associate professor, and professor. The highest tenure-track rank is regents professor, and the highest career-track rank is laureate professor. The ranks for library faculty include librarian 2, librarian 3, librarian 4, and regents librarian.

### Faculty Tracks

The faculty *tracks* include the tenure track, the career track, and the short-term track. In the career track, *sub-tracks* include the clinical sub-track, the extension sub-track, the research sub-track, the scholar sub-track, and the teaching sub-track.

Faculty in all tracks must be assessed in accordance with their assigned workload.

Expectations are concordant with the percentage of the faculty member's appointment assigned to each area.

## I.B.2. Tenure Track

### Pre-tenure and Tenure Contracts

Tenure-track faculty may hold pre-tenure or tenured contracts.

Pre-tenure contract. The faculty member is on probation during the time prior to consideration for tenure. At the time specified in the offer letter, the University will decide whether to grant tenure.

Tenure contract. Upon attaining tenured status, the faculty member shall continuously hold an appointment with WSU until retirement, resignation, or termination pursuant to the terms of Section III.F.

### Academic Faculty

Appointments are as an assistant professor, associate professor, professor, or regents professor, tenured or pre-tenure. A tenure-track faculty member's working title is assistant professor, associate professor, professor, or regents professor. Colleges may opt to further identify tenure-track faculty externally as tenured, tenure track, accepting graduate students, research active, etc.

A terminal degree is normally required. Alternative credentials will be approved in consultation with department faculty, by the administrative head and chancellor (if appropriate), and by the provost. A faculty member hired as an assistant professor who arrives without having

completed their terminal degree may be given a maximum of one (1) year to finish their degree and a position with a lecturer title until they finish their degree.

#### *Library Faculty*

Positions are pre-tenured or tenured with the rank of librarian 2, librarian 3, librarian 4, or regents librarian.

A terminal degree is normally required. Alternative credentials will be approved in consultation with department faculty, by the administrative head and chancellor (if appropriate), and ultimately by the provost. A faculty member hired as a librarian 2 who arrives without having completed their terminal degree may be given a maximum of one (1) year to finish their degree and a position with a lecturer title until they finish their degree.

#### *Extension Faculty*

Appointments are as assistant professor, associate professor, professor, or regents professor; tenured or pre-tenure. A tenure-track faculty member's working title is similarly assistant professor, associate professor, professor or regents professor. Colleges may opt to further identify tenure-track extension faculty externally based on their specific extension roles.

Extension faculty must hold an appropriate terminal or professional degree and/or demonstrate relevant experience and success in their field that is recognized by their discipline and/or college as appropriate for the position. Credentials and/or appropriate experience will be approved in consultation with the department faculty, by the administrative head and chancellor, and ultimately by the provost. A faculty member who arrives without a terminal degree may be given a maximum of one (1) year to finish their degree and a position with a lecturer title until they finish their degree.

### **I.B.3. Career Track**

#### *Contracts (Fixed-Term, Contingent, Continuous) for Career-Track Faculty*

All career-track appointments should align with current Washington Administrative Code Regulations (WAC 250-61-100).

Career-track faculty contracts may be divided into three (3) categories: (a) Fixed term one (1) to five (5) year contracts. Specific end dates are determined by the nature of the assigned task, funds, or contracts; (b) contingency contract, with end dates, in which contingencies determine continued employment; and (c) continuous contracts.

#### *Fixed-Term Contract Definition*

A *fixed-term* contract ends on a specific date. Renewal depends upon mutual agreement, needs of the department, college, or university, renewal of funding or contracts, extension of the assigned tasks, and positive action taken to reappoint the incumbent. The offer of such a position implies no obligation on the part of the University to continue employment beyond the termination date of the fixed-term contract; such decisions lie solely within the University's discretion.

#### *Contingency Contract Definition*

For a faculty member with a *contingent* contract, in addition to termination dates, hiring actions for contingency contracts include a statement that continuing employment is contingent upon specific qualifications. If the contingency specifies a date by which some action must be completed and if the specifications are not met, the University has no obligation to the employee beyond the contingency date. Employees are hired in this

category with one (1) to three (3) year terms, as are employees holding temporary visas who will become eligible for permanent positions upon requisite changes in immigration status.

### Continuous Contract Definition

A faculty member with a *continuous* contract holds a contract with no contractual end date. Continuous contracts may be terminated in accordance with Washington state and federal contract law and notification requirements based on the length of employment (as defined in Section III.F).

### *Sub-tracks for Academic or Extension Faculty*

Career-track appointments should include a specified sub-track designation in the appointment/job profile (e.g., clinical, extension, research, scholarly, or teaching). Guidance for all sub-tracks and working titles should be listed in the college's promotion and tenure guidelines.

For career-track working titles and external communication, colleges typically choose from three (3) options:

- (a) use assistant professor, associate professor, professor, or laureate professor with no mention of tenure track versus career track;
- (b) use assistant professor, associate professor, professor, or laureate professor followed by either "career track" or "CT" in parentheses – e.g., "associate professor (career track)";
- (c) use assistant professor, XXX; associate professor, XXX; professor, XXX; or laureate XXX professor, where XXX represents "clinical," "extension," "research," "scholarly," or "teaching."

The term "sub-track" is intended only for internal use at WSU (i.e., at the program, department, school, college, and/or university levels) and ordinarily should not be employed on program, department, school, college, and/or university websites or documents.

### Clinical Sub-track

Clinical faculty are those whose primary responsibilities are clinical practice and/or the supervision and clinic-based instruction of professional students, interns, residents, and/or fellows. Many, but not all, will have significant expectations in one or more of the following areas: (a) research, scholarship, or creative activity, (b) teaching, (c) outreach, (d) educational leadership, (e) administration, or (f) academic service. For example, these faculty may also play a role in the pre-clinical/pre-clerkship phases of the professional curriculum and/or perform clinical research. Promotion in this sub-track is based on significant achievement and/or national/international recognition for excellence in clinical practice, teaching, educational leadership, and/or scholarship.

### Extension Sub-track

Only individuals reporting to Extension programs in CAHNRS or other colleges may use the extension sub-track. Extension faculty primarily engage in Extension programs that provide science-based information and education to the public, including non-traditional educational environments, published materials intended for public audiences, and the use of train-the-trainer approaches and/or trained volunteers with appropriate oversight for program delivery. These activities typically include engagement with communities and other external partners—both public and private—to address identified needs through services such as evaluations and assessments; survey development, dissemination, and analysis; training; technical assistance; and preparation of reports. Research and scholarly components may include work conducted in laboratories, fields, forests, and waters, with a scope ranging from basic science to applied, developmental, or translational work, and/or the production of creative works. Concurrent activities may include scholarly publications, peer review and editorial activities, production of educational or informational media (e.g., videos), and development of curricula or educational resources.

### Research Sub-track

Faculty in the research sub-track predominantly conduct research, scholarship, or creative activity and may serve as principal or co-principal investigators on grants or contracts administered by the university. Typically, the institution has made a commitment of office and research space. Start-up funds and salary may be provided. However, departments or schools, and colleges, may expect these faculty members to provide all or significant portions of their own salary through extramural funding. The terms for start-up, space, and salary will generally be negotiated during the hiring process, although those terms can be renegotiated by the institution or the faculty member. In general, these faculty will have no significant teaching or service expectations unless those responsibilities are negotiated and commensurate funding support is provided. Promotion in this sub-track is typically based on traditional measures of research or scholarship, i.e., publication, extramural funding, and national or international reputation.

### Scholar Sub-track

Faculty in the scholar sub-track have significant responsibilities in at least two (2) of the following areas: (a) teaching, (b) student advising, (c) research or scholarship, (d) creative activity, (e) outreach, (f) practice, (g) educational leadership, (h) administration, or (i) academic service. Most faculty in this sub-track will have a significant teaching or student advising responsibility. However, carrying a large teaching or advising load and receiving good student ratings is not sufficient for promotion in this sub-track. Applicants for promotion are expected to demonstrate a scholarly approach to teaching, evidence of teaching effectiveness, and achievement or recognition in one or more of the additional areas (e.g., research/scholarship, educational leadership, outreach, etc.).

### Teaching Sub-track

Faculty in the teaching sub-track are those whose primary responsibility is teaching, student advising, or both, and who have little or no additional expectations in research, scholarship, creative activity, leadership, or academic service. Faculty with a teaching appointment often have large teaching commitments according to their assignment and contract. In some colleges, teaching may involve teaching in a clinical setting. Promotion criteria will be determined by the department, school, or program, and college, but should include evidence of teaching effectiveness and innovation.

### Library Faculty

Positions are as librarian 2, 3, 4, and laureate librarian.

## I.B.4. Short-Term Track

Short-term faculty may hold one (1) semester up to three (3) year fixed-term or contingent contracts (see Section I.B.3). The equivalent of a master's degree or higher is normally required. Alternative credentials will be approved in consultation with department faculty, by the administrative head and chancellor, and ultimately by the provost. Voting rights within a department are determined by the department's bylaws. Eligibility for faculty participation in graduate education is determined by the program's graduate bylaws, the *Graduate Policies and Procedures*, and the dean of the graduate school and vice provost for graduate education.

Short-term appointments are contracts for a specified period, teaching positions to cover unexpected enrollments in courses, visiting faculty appointments, grant-funded positions, summer appointments, adjunct, adjoint, and non-service appointments, appointments to teach courses, exchange faculty appointments, appointments of persons who have not attained permanent visas or citizenship, research associate positions, internships, and positions occurring because of permanent employees' leaves or separations.

The responsibilities and appointments for short-term faculty fall into one of the following designations:

### Lecturer

A lecturer position is considered non-permanent or part-time and is typically a short-term teaching contract. A lecturer's primary responsibility is teaching. In some colleges, a lecturer's teaching may involve teaching in a clinical setting. These appointments can be renewed indefinitely at the discretion of the University. If a department, school, or campus consistently uses lecturer positions to cover teaching, they are encouraged to create career-track positions to fill this need.

The lecturer title may also be used for faculty hired as assistant professors who arrive without having completed their terminal degree requirements. Such faculty members are expected to complete the terminal degree during the first year of appointment or be given a terminal appointment for the second year.

### Visiting Faculty

Visiting faculty are fixed-term appointees who are faculty members or professionals from another institution who work at WSU for purposes of teaching, collaboration, or research. They are normally expected to return to their own institutions at the expiration of the appointment and are appointed as visiting faculty. Whenever a department plans to employ or host a foreign professor, researcher, or scholar, it is important to contact the Office of International Programs

regarding arrangements for the appropriate immigration status. Refer to the HRS website for appropriate titles.

### *Adjunct and Adjoint Faculty*

Adjoint and adjunct faculty are faculty who may hold positions with employers other than WSU and are appointed temporarily to a WSU faculty position. Adjoint and adjunct faculty provide various types of teaching, service, research, scholarship, or creative activity within individual colleges according to established criteria. If a department wishes to distinguish between the two titles, adjoint should be used for positions with a higher emphasis on research, scholarship, or creative activity. If a department, school, or campus consistently uses adjunct or adjoint positions to cover department needs, they are encouraged to create career-track positions to fill this need.

### *Affiliate Faculty*

Affiliate faculty are comparable to adjunct or adjoint appointments except that the person is already a WSU employee (faculty or administrative professional) and has been invited to serve in a faculty role in a program other than the one paying their salary. They are usually appointed as non-paid affiliate faculty. If the appointment is paid, please contact Human Resource Services for assistance with the appropriate process and title.

### *Research Associate*

Research associates are faculty in short-term appointments who conduct research, obtain grants, and develop and maintain an extramurally funded research program. Positions may include scholarship, creative activity, teaching, administration, outreach, or service. After 3 consecutive years, a research associate with an academic year appointment of >0.4 FTE should be reviewed biennially by the chair or director, dean, and department faculty for potential transfer into a career-track position.

### *Community Faculty*

Community faculty hold positions with employers other than Washington State University (WSU) and are appointed on fixed-term WSU community faculty appointment that is non-salaried. Community faculty are experienced practitioners, usually with professional credentials (e.g., DNP, DO, DVM, MD, PharmD, PhD), licensures, or appropriate experience, who serve as preceptors by providing supervision, instruction, feedback, and/or mentorship to professional students, particularly in clinical or practical settings.

Community faculty are not paid employees of WSU, but they are expected to adhere to university policies regarding conduct and behavior as outlined by the *Faculty Manual* including, but not limited to, *University Policies and Procedures Manual* (UPPM), *Safety Policies and Procedures Manual* (SPPM) (e.g., UPPM 10.60, UPPM 45.30, UPPM 10.65, UPPM 50.31, SPPM 2.24). Community faculty appointments, additional disciplinary processes, annual reviews, and working titles are managed based on written policies established by the respective college or designee (e.g., department chair or program director). Titles for community faculty include instructor, lecturer, assistant professor, associate professor, and professor.

### *Postdoctoral Research Associate/Fellow*

Postdoctoral research associates are persons who have received a doctoral degree (or equivalent) and are engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue their chosen career path. Most research post-docs are funded using extramural funds. Postdoctoral research

associates should receive active and ongoing mentoring from one or more designated advisors throughout their post-doctoral period.

#### *Postdoctoral Teaching Associate/Fellow*

Postdoctoral teaching associates are persons who have received a doctoral degree (or equivalent) and are engaged in a temporary and defined period of mentored training related to teaching and pedagogy to allow them to prepare for a career devoted primarily to teaching or a career in which teaching will be a primary responsibility. A teaching postdoctoral associate will be appointed for a two-year term with the possibility of one (1) two-year renewal. Postdoctoral teaching associates should receive active and ongoing mentoring from one or more designated advisors throughout their post-doctoral period.

### **I.B.5. Changing Tracks or Sub-Tracks**

Moving successful faculty between the short-term track and the career track, or between different sub-tracks, can be advantageous for the faculty member and the University. To consider moving a faculty member between the short-term track and the career track, or from one sub-track to another, approval must first be obtained from the chair and dean, as well as the academic director and campus chancellor, as appropriate.

If a faculty member is currently on a continuous contract, the faculty member can agree to start a position in the new track/sub-track at any time; however, without the agreement of the faculty member, the notification periods from Section III.F.1 must be observed. If a faculty member is currently on a contract with a terminal date, the faculty member can agree to start a position in the new track/sub-track at any time; however, the faculty member may also choose to finish the current contract before moving to the new track/sub-track.

If a change in track/sub-track is approved, the offer letter for the new track/sub-track should specify how much of the time served in the previous track/sub-track will be counted as time in rank towards promotion in the new track/sub-track.

Moving faculty between the career track and the tenure track is more complicated because of budgetary differences in how these two (2) tracks are funded. Because of this, prior approval from both the dean and provost is required. The details of the procedure for switching from the career track to the tenure track are available from the Office of the Provost upon request. Before a faculty can be awarded tenure, the normal procedure for deciding if tenure is warranted must be followed.