

I B. Faculty Structure

The faculty and staff include all employees, except student and non-student temporary hourly employees, of Washington State University, regardless of their location, who have received official appointments. There are three classifications of employees: faculty, administrative and professional personnel, and civil service personnel. Affiliated personnel who hold short-term appointments with academic responsibilities (e.g., lecturer, adjunct and adjoint faculty, etc.) are considered nonvoting members of the faculty. Whenever questions arise about the classification of a faculty member, the final decision will be made by the provost in consultation with the administrative officers concerned.

I B 1. The Faculty

The faculty includes academic faculty, extension faculty, library faculty, and short-term faculty. 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.

a) *Definitions*

A faculty member's APPOINTMENT (also known as "job profile" or "position") is for internal use within the university. It outlines more or less broadly a faculty member's position responsibilities. Therefore, it also provides a framework or set of guidelines by which a faculty member will be evaluated for annual review and promotion. (More specific criteria for annual review and promotion within a track and sub-track will be determined by the school or department, and college.)

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, or adjunct), *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 an internal *sub-track* designation. Sub-track designations are intended for internal use, i.e., at the program, department, college, and/or university levels.

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 by choosing from the options described under each track and sub-track.

(1) 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:

(a) Academic Faculty

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

(b) Extension Faculty

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

(c) Library Faculty

The library faculty consists of ranked faculty assigned to Libraries.

(2) Faculty Tracks

The faculty tracks include the tenure track (Section I.B.1.b) the career track (Section I.B.1.c) and the short-term track (Section I.B.1.d).

Faculty in all tracks must always be assessed in accordance with their assignment (e.g., expectations relative to research/scholarship and/or creative activity must be concordant with the percentage of the faculty member's appointment assigned to these areas.)

(3) Faculty Ranks

The ranks for academic and extension faculty in the tenure and career tracks include Assistant Professor, Associate Professor, and Professor. Additionally, the rank of Regents Professor is included as the highest possible rank for faculty in the tenure track. The ranks for library faculty include Librarian 2, Librarian 3, and Librarian 4. Librarian 4 is the highest rank.

b) *Tenure Track Faculty*

(1) 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 a time specified in the offer letter, the University will decide whether or not to grant tenure.

Tenure contract. Upon attaining tenured status, the faculty member shall continuously hold appointment with WSU until

retirement, resignation, or termination pursuant to the terms of the *Faculty Manual* Section III.E.

(2) *Academic Faculty*

Academic faculty have significant responsibilities in the following areas: (1) research/scholarship and/or creative activity, (2) teaching, and (3) academic service. In some units, tenure-track “academic faculty” may also play a significant role in the important missions of clinical service/practice and/or community outreach (e.g. extension.) Importantly, a faculty member in the tenure track is expected to establish and maintain a record of productivity and achievement in research, scholarship, or creative activity. Faculty in this track are also expected to meet the expectations of their college and department regarding the quantity and quality of their teaching, academic service, and (if applicable) clinical service/practice.

Appointments are as Assistant Professor, Associate Professor, or Professor; tenured or pre-tenure. A tenure track faculty member’s working title is similarly Assistant Professor, Associate Professor, or 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 unit faculty, by the administrative head and chancellor (if appropriate), and ultimately 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 year to finish their degree and a position with a Lecturer title until they finish their degree.

(3) *Library Faculty*

Library faculty have primary responsibilities centered on library services for the university community, research, scholarship, and service.

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

A terminal degree is normally required. Alternative credentials will be approved in consultation with unit 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 year to finish their degree and a position with a Lecturer title until they finish their degree.

(4) *Extension Faculty*

Extension faculty are responsible for extending the research and knowledge bases of Washington State University to communities of place and practice across the state. Extension faculty in the tenure track are expected to establish and maintain a record of productivity and achievement in research, scholarship, or creative activity. Depending on their appointment, extension faculty may also be involved in significant teaching and/or student advising.

Appointments are as Assistant Professor, Associate Professor, or Professor; tenured or pre-tenure. A tenure-track faculty member's working title is similarly Assistant Professor, Associate Professor, or 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 unit faculty, by the administrative head and chancellor (if appropriate), and ultimately by the provost.

c) *Career Track Faculty*

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

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

(a) Fixed Term Appointment Definition

A faculty member with a fixed-term contract holds an appointment that ends on a specific date. Reappointment is dependent upon mutual agreement, needs of the unit, 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 appointment; such decisions lie solely within the University's discretion.

Types of fixed 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 and non-service appointments, appointments to teach courses offered through Extended University Services, 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.

(b) Contingency Appointment Definition

For a faculty member with a contingent appointment, in addition to termination dates, hiring actions for contingency appointments include a statement that continuing employment is contingent upon specific qualifications. If the contingency specifies a date by which some action must be complete and if the specifications are not met, the University has no obligation to the employee beyond the contingency date. Employees hired on one- to three-year contracts are in this category, as are employees holding temporary visas who will become eligible for permanent positions upon requisite changes in immigration status.

(c) Continuous Appointment Definition

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

(d) Hiring Policies and Procedures

Information regarding recruitment, including special circumstances for grant employees, periodic advertisement to establish temporary applicant pools, and details regarding adjunct and visiting appointments may be found in the BPPM 60.11 and/or the Faculty Recruitment Toolkit found on the Human Resource Services website (hrs.wsu.edu).

(2) 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, Research, Scholarly, Teaching, or Extension subtrack). See the options under each sub-track for how these sub-track designations may be communicated externally via a faculty member's *working title* (see also above *Faculty Structure – Definitions Faculty Manual Section I.B.1.a*). All sub-tracks and working titles should be listed in the college's tenure and promotion guidelines.

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

(a) 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 subtrack is based on significant achievement and/or a national/international recognition for excellence in clinical practice, teaching, educational leadership, and/or scholarship.

For working titles and external communication, colleges may choose from three options: (1) simply as Assistant Professor, Associate Professor, or Professor, with no mention of tenure track versus career track, or sub-track; (2) as Assistant Professor, Associate Professor, or Professor followed in parentheses by either the designation Career Track or ‘CT’, with no mention of sub-track – e.g. Associate Professor (Career Track); or (3) as Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

(b) Research Sub-track

Faculty in the research sub-track are in non-tenure track research appointments who predominantly conduct research, scholarship, or creative activity and who 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 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.

For working titles and external communication, colleges may choose from three options: (1) simply as Assistant Professor, Associate Professor, or Professor, with no mention of tenure track versus career track, or sub-track; (2) as Assistant Professor, Associate Professor, or Professor followed in parentheses by either the designation Career Track or ‘CT’, with no mention of sub-track – e.g. Associate Professor (Career Track); or (3) as Research

Assistant Professor, Research Associate Professor, or Research Professor.

(c) Scholar Sub-track

Faculty in the scholar sub-track are those who have significant responsibilities in at least two 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.).

For working titles and external communication, colleges may choose from two options: (1) simply as Assistant Professor, Associate Professor, or Professor, with no mention of tenure track versus career track, or sub-track; (2) as Assistant Professor, Associate Professor, or Professor followed in parentheses by either the designation Career Track or 'CT', with no mention of sub-track – e.g. Associate Professor (Career Track). The scholar sub-track designation is intended only for internal use (i.e. at the program, department, college, and/or university levels) and ordinarily should not be employed on program, department, college and/or university websites or documents.

(d) Teaching Sub-track

Faculty in the teaching sub-track are those whose primary responsibility is teaching, student advising, or both and with little or no additional expectations in research, scholarship, creative activity, leadership, or academic service. Faculty with a teaching appointment will 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 and college but

should include evidence of teaching effectiveness and innovation.

For working titles and external communication, colleges may choose from two options: (1) simply as Assistant Professor, Associate Professor, or Professor, with no mention of tenure track versus career track, or sub-track; (2) as Assistant Professor, Associate Professor, or Professor followed in parentheses by either the designation Career Track or ‘CT’, with no mention of sub-track – e.g. Associate Professor (Career Track). The teaching sub-track designation is intended only for internal use (i.e. at the program, department, college, and/or university levels) and ordinarily should not be employed on program, department, college and/or university websites or documents.

(3) [Library Faculty](#)

Career Track library faculty have primary responsibilities centered on library services for the university community, research, scholarship, and service. The duties of career track library faculty may be more specialized than those of tenure track library faculty.

Positions are as Librarian 2.

(4) [Extension Faculty](#)

Career Track extension faculty are responsible for extending the research and knowledge bases of Washington State University to communities of place and practice across the state. As part of their outreach and engagement activities, extension faculty may do considerable teaching, most often in off-campus and/or informal settings. However, some extension faculty will teach credit courses.

For working titles and external communication, colleges may choose from two options: (1) simply as Assistant Professor, Associate Professor, or Professor, with no mention of tenure track versus career track, or sub-track; (2) as Assistant Professor, Associate Professor, or Professor followed in parentheses by either the designation Career Track or ‘CT’, with no mention of sub-track – e.g. Associate Professor (Career Track). Colleges may opt to further career track extension faculty externally based on their specific extension roles.

d) Short-term Faculty

Short-term faculty may hold one-semester to three (3) year fixed term or contingent contracts (defined in I.B.1.c.(1)). The equivalent of a master's degree or higher is normally required. Alternative credentials will be approved in consultation with unit faculty, by the administrative head and chancellor (if appropriate), and ultimately by the provost. The responsibilities and appointments for short-term faculty fall into one of the following designations:

(1) 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. After 3 consecutive years, a lecturer with an academic year appointment of >0.4 FTE should ordinarily be moved into a career track appointment presuming the faculty member meets the hiring unit's publicly-established minimum requirements for such a track.

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.

(2) Visiting Faculty

Visiting faculty are fixed-term appointees who are faculty members or professionals from another institution 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 and hiring guidelines.

(3) Adjunct Faculty

Adjunct faculty are faculty who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjunct faculty provide various types of service or teaching within individual colleges according to established

criteria and may serve on graduate committees as graduate faculty as indicated by graduate program bylaws. They are appointed as adjunct faculty. After 3 consecutive years, an adjunct faculty member with an academic year appointment of >0.4 FTE should ordinarily be moved into a career track appointment presuming the faculty member meets the hiring unit's publicly-established minimum requirements for such a track.

(4) *Adjoint Faculty*

Adjoint faculty are faculty who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjoint faculty provide various types of research, scholarship, or creative activity within individual colleges according to established criteria and may serve on and co-chair graduate committees as graduate faculty as indicated by graduate program bylaws. They are appointed as adjoint faculty. After 3 consecutive years, an adjoint faculty member with an academic year appointment of >0.4 FTE should ordinarily be moved into a career track appointment presuming the faculty member meets the hiring unit's publicly-established minimum requirements for such a track.

(5) *Affiliate Faculty*

Affiliate faculty are comparable to an adjunct appointment 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 appointed as affiliate faculty.

(6) *Research Associate*

Research associates are faculty in short-term appointments who support the research being conducted at the University. Positions may also include research, 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, dean, and departmental faculty for potential transfer into a career track.

(7) *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.

(8) *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 two-year renewal. Postdoctoral teaching associates should receive active and ongoing mentoring from one or more designated advisors throughout their post-doctoral period.

e. Changing tracks or subtracks

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 VCAA, 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.E.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 tracks are funded. Because of this, prior approval from both the dean and provost are required. The details of the procedure for switching from the career