

## FACULTY REGULATIONS

### 10. Faculty Rank: General Conditions of Appointment

#### *a. Full-Time Faculty*

Full-time faculty ranks are: Instructor, Assistant Professor, Associate Professor, Professor, and University Professor and Distinguished Professor.

Except as provided below, all appointments to faculty ranks within the Washington College of Law are on the recommendation of the faculty of the Washington College of Law (with the concurrence of the dean) and constitute appointments to the faculty of the recommending school or college. Appointments at any rank may be made jointly to two or more faculties of the University, with the same rank in each.

#### *b. Visiting Faculty*

A person who is on leave from the full-time teaching faculty of an accredited college or university or from a comparable educational, research, or policy institution may be appointed on an annual basis as Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor. If full-time faculty appointment to the University faculty is desired, the same qualifications and procedures shall apply as for initial appointments to full-time faculty ranks. Recommendations for reappointment of visiting faculty shall be made annually. A visiting appointment should not be renewed for more than two consecutive years.

Visiting Faculty are entitled to specific resources and access to specific facilities of the university as determined by the dean of the college or school to which they have been appointed. While the conditions and prerequisites of employment are not the same as tenure or tenure track faculty, all other rules, policies and procedures that relate to the teaching faculty of the university apply.

#### *c. In-Residence Faculty*

An "In-Residence" faculty appointment allows for flexibility where there is a desire to provide for the presence of a distinguished and prominent individual to American University. The positions that are given "In-Residence" designation may be full- or part-time and include, but are not limited to, Writer, Artist, Diplomat, Poet, Scholar, Lecturer, Executive, Journalist, Jurist, Practicing Attorney, and Emeritus In-Residence. Such an appointment is initiated by the Committee on Rank and Tenure with prior consultation with the dean of the Washington College of Law and the dean of academic affairs on behalf of the provost. The procedures for making the appointment will be those regularly followed for personnel appointment to full- and part-time positions. The specific duties, privileges, and remuneration of In-Residence appointees will be negotiated on an individual basis. In all cases of multi-year, In-Residence appointments, the holder of an In-Residence appointment will be evaluated annually on the specifications stipulated in the negotiated contract by the Committee on Rank and Tenure, and the dean of the Washington College of Law, and the dean of academic affairs. No holder of an In-Residence appointment may be reappointed without a positive evaluation

on the specifications stipulated in the negotiated contract by the faculty of the Washington College of Law, the dean of the Washington College of Law, and dean of academic affairs.

Moreover, with the exception of emeriti/emeritae, no person who has served in any other full-time position at American University may be appointed as In-Residence faculty. Normally, the In-Residence appointments would be no more than five years in duration, but in exceptional circumstances, may be renewed beyond that time.

*d. Emeriti/ae Faculty*

A Distinguished, University Professor, Professor or Associate Professor or Assistant Professor, who has been a member of the full-time faculty of the University for eight years or more immediately prior to retirement will be given emeriti/emeritae status as of the effective date of retirement.

Emeriti/ae are entitled to reasonable use of the facilities of the University. They retain their right to speak in faculty meetings but do not have voting rights unless they are serving as Emeriti/Emeritae-in-Residence. The names of emeriti shall be included in published faculty listings. They may serve on committees and perform such other occasional services as are in keeping with their desires and capabilities and with the needs of the University. Emeriti/ae who teach for the University after retirement shall be accorded the title of "Emerita/Emeritae-in-Residence."

*e. Adjunct Faculty*

Adjunct faculty ranks are: Lecturer, Professorial Lecturer, Adjunct Associate Professor, Adjunct Professor, Distinguished Adjunct Professor, and the In-Residence designations described in Section 10.c. of this *Manual*.

Each adjunct faculty appointee must satisfy the requirements for the rank of Assistant Professor and shall in addition have special competence in the particular course or clinical course for which the adjunct faculty member is to be responsible.

Lecturers are appointed with the approval of the Committee on Appointments. In the case of appointment or promotion to the rank of Professorial Lecturer, Adjunct Associate Professor, Adjunct Professor, and Distinguished Adjunct Professor, the approval of the Committee on Appointments and/or the Committee on Rank and Tenure is required. In addition to satisfying the requirements for appointment to the rank of Assistant Professor, an adjunct faculty member under consideration for promotion to the rank of Professorial Lecturer, Adjunct Associate Professor, or Adjunct Professor shall have at least three years satisfactory teaching experience at this or any other accredited law school. Acceleration in promotion based on documented exceptional scholarship or professional service may be recommended by the Committee on Rank and Tenure and the dean of the Washington College of Law, consistent with the appropriate provisions of Section 9 of this *Manual*.

For Adjunct Professor, either the qualifications stated for the full-time rank of Professor must be shown or relevant full-time professional responsibility and achievement, a high standing in his/her professional field, and highly satisfactory teaching performance.

An adjunct faculty member may be appointed to the rank of Distinguished Adjunct Professor. For Distinguished Adjunct Professor, either the qualifications stated for the full-time rank of Professor in Section 12.d. of this *Manual* must be shown or relevant full-time professional responsibility and exceptional achievement. Distinguished service in the candidate's professional field or outstanding teaching performance is also required. All adjunct appointments are processed through the office of the dean of faculties consistent with the appropriate provisions of Sections 8.c. and 9 of this *Manual*.

A member of the adjunct faculty who has not been called upon to teach for three successive academic years shall be removed from the roster of adjunct faculty. Reinstatement requires compliance with the procedures for appointment to the adjunct faculty.

*f. Status of Professional Staff*

Membership on the professional staff of the University, including professional library staff, professional counselors, and research specialists or scientists, does not confer membership on the faculty. A member of the professional staff may hold concurrent faculty rank or receive a faculty appointment with tenure only if appointed in accordance with the procedures governing all faculty appointments as detailed in Section 9 of this *Manual*.

The director of the Law Library of the Washington College of Law shall be accorded the status of a faculty member and considered for promotion along with other members of the faculty. Unless otherwise agreed in writing at the time of initial appointment, the director of the Law Library shall not be eligible for tenure as a member of the faculty of the Washington College of Law.

*g. Research Faculty*

A person engaged primarily in research or professional activities relevant to the work of the University may be given an appointment to the research staff. See additional information and policies concerning research and research appointments in Research Policies Manual (Section IV of The Manual of Information and Procedures), the Principal Investigator's Handbook, and in Section 11.c. of this *Manual*.

Upon the recommendation of the Committee on Rank and Tenure, and subject to the same review procedures as full-time faculty appointments, a phrase such as "with the rank of Research Assistant Professor, Research Associate Professor, or Research Professor" may be appended to the title, provided that research faculty member possesses the educational and research qualifications appropriate to the particular rank. Persons appointed with such titles shall have the nature and extent of their duties clearly expressed in a letter of appointment. Such an appointment does not confer membership on the faculty. Research faculty appointments and reappointments are recommended by the departments and school or college, subject to approval by the provost, and are made according to procedures established by the provost. A research faculty appointment expires at the end of the appointment period unless it is renewed according to the procedures set out by the provost. Employment beyond the contract period cannot be expected by a member of the research faculty. These appointments carry no implication of or credit toward academic tenure. Appointments may be made on a part-time or full-time basis. A person having such an appointment will normally have his/her salary entirely funded by sources outside the University. Exceptions will

require the written approval of the provost upon recommendation of the dean of the Washington College of Law and the Committee on Rank and Tenure. Research Faculty are entitled to specific resources and access to specific facilities of the University as determined by the dean of the college to which they have been appointed. While the conditions and prerequisites of employment are not the same as tenure or tenure track faculty, all other rules, policies, and procedures that relate to the teaching faculty of the university apply.

*b. Faculty Fellows*

Occasionally, a faculty member or scholar from another institution may wish to have a short-term affiliation with the University for the purpose of doing research or participating in other scholarly, creative or professional activities. These individuals receive no compensation from American University but may participate in campus activities that are of mutual benefit to the individual and the University. The title of Faculty fellow may be granted to such individuals with the understanding that they may receive the privileges determined by the dean of the school or college consistent with all university policies. The appointment process follows that of adjunct appointments for the unit.

*i. Administrative Officers and Staff Members with Faculty Rank*

The assignment to a University administrative or professional staff position and the conferring of faculty rank represent separate and distinct actions. A member of the faculty appointed to an administrative or staff position must understand clearly the dual nature of his/her relationship with the University. An individual holding both an administrative/staff position and faculty rank is subject to the rules and regulations for both appointments. Administrative/staff actions will be governed by staff policies and faculty actions will be governed by faculty policies.

When a full-time member of the faculty is appointed to an administrative or staff position, it is expected that s/he will retain faculty status. Unless it is agreed in writing between the faculty member and the provost (acting on the recommendations of the dean of the Washington College of Law and the Committee on Rank and Tenure at the time of the appointment to the administrative or staff position) that there be an extension of time for compliance with the requirements for promotion and tenure, such faculty member shall be considered for promotion in rank or for an appointment with tenure on the same basis and after the same interval in time as other full-time faculty members. Eligibility for promotion in rank or appointment with tenure is subject to two provisos:

- that s/he continues to participate in the activities of the Washington College of Law; and
- that s/he consents to teach without compensation at least one course per year.

Administrative and staff appointments are made annually.

Faculty appointments may be made coterminously with an administrative appointment and therefore have no implication of tenure. The same procedures for appointment are those outlined in section 9 of the *WCL Faculty Manual*.

A recommendation involving the faculty rank of an administrative officer or a member of the staff shall be processed in the same manner as any recommendation relating to full-time faculty members.

*j. Temporary Faculty*

Under limited circumstances, such as to replace faculty on leave, to fill vacancies that occur too late for any appropriate search to be conducted for a tenure-track faculty appointment, to fill a vacancy resulting from an unsuccessful search to fill a tenure-track appointment, or to staff an experimental program, persons may be appointed as temporary faculty at the rank of instructor, assistant professor, associate professor or professor, subject to the qualifications set out in Section 12 below.

Initial appointments are for one year, except in exceptional circumstances they may be for two years. In rare instances, reappointments may be made for a total service in temporary ranks not to exceed five years. If temporary faculty are subsequently appointed to tenure-track positions, they may waive all or part of their prior American University service credit.

*k. Affiliate Faculty*

An affiliate faculty appointment recognizes a formal arrangement between a faculty member and a department or teaching unit outside that of the faculty member's primary appointment. Ordinarily, only tenured faculty members are eligible for such an appointment. Individual faculty members are encouraged to initiate informal discussions regarding a possible cross-unit affiliation with the heads of both the primary and proposed affiliation units.

An affiliate faculty appointment must be supported by a written affiliation agreement which describes the responsibilities and benefits of the affiliate agreement as well as its resource implications, if any. The extent to which the faculty member will participate in the governance of the affiliate academic unit must be specified in the affiliation agreement. An affiliate faculty appointment and the related affiliation agreement must be approved by the head of the faculty member's primary teaching unit and dean as well as by the teaching unit head, rank and tenure committee and dean of the proposed affiliate unit. Final approval of an affiliate faculty appointment will be made by the dean of academic affairs. Review criteria for affiliate faculty appointments will be the potential affiliate's past and/or envisaged contributions to research, teaching and/or service in the unit where affiliation is sought. It is not necessary that the proposed faculty affiliate have strong credentials or a track record relevant to the proposed affiliate unit so long as there is mutual agreement about the potential for future contributions to the unit's mission. The term of an affiliate appointment may vary from one to three years and may be renewed. An affiliate faculty member will retain academic rank held in the faculty member's primary discipline and may use a title such as "Associate Professor of History and Affiliate Associate Professor of Government."

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