

Darla Moore School of Business

Policies and Procedures for Non-Tenure Track Faculty

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A. Non-tenure Track Titles

The Moore School recognizes the importance and contributions of non-tenure track faculty to the educational, research, and service missions of the school. Within the Moore School of Business, non-tenure track faculty members hold one of the following titles:

Lecturer, Senior Lecturer, Distinguished Lecturer

Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor

Assistant Research Professor, Associate Research Professor, Research Professor

Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor

Adjunct Faculty Member

Titles that include the word “professor” are reserved for faculty members with a terminal degree. Non-tenure track faculty members are part of an assigned academic department within the Moore School.

B. Responsibilities and Appointments

Lecturers

The primary responsibilities of faculty holding the Lecturer titles are teaching and student development, although other duties may be assigned. Appointment at the rank of Lecturer normally requires that the candidate hold a master’s degree. An initial appointment may not be made at the rank of Senior Lecturer (ACAF 1.06). The Distinguished Lecturer title is used only on rare occasions and must have approval of the president. (ACAF 1.06)

Clinical Faculty

Clinical Professors hold a terminal degree. In addition to teaching, clinical professors are assigned other duties such as (1) supervise and instruct students in applied projects or field research, (2) advance the School’s outreach mission, (3) administer academic programs and other activities, (4) facilitate internships and job placements for students in a particular field, (5) advise students, and (6) research. With regards to research, clinical professors generally focus on the applied aspects of business as opposed to the theoretical foundations.

Appointment at the Clinical Associate Professor title requires a record of excellent clinical performance. Appointment at the Clinical Professor title requires outstanding clinical performance and at least nine years of effective relevant experience.

Research Faculty Titles

Research faculty should have a terminal degree, research expertise and experience, and evidence of scholarly accomplishments (ACAF 1.06). Appointment as a Research Associate Professor requires an established reputation in the field (ACAF 1.06). Appointment as a Research Professor requires that the candidate be recognized internationally or nationally in the field and have at least nine years of effective relevant experience.

Visiting Professor Titles

Visiting professors typically are faculty members from other institutions who are visiting the Moore School on a temporary basis.

Adjunct Faculty Titles

Adjunct faculty members are hired on a temporary basis, usually one semester at a time. Adjunct faculty members typically have substantial professional experience and a masters degree.

C. Staffing Procedures

When searching for a non-tenure track faculty member (except unpaid visiting faculty and adjunct faculty), an advertisement for the position must be posted for five working days and preferably for ten calendar days (ACAF 1.00) before interviewing candidates. Generally, multiple candidates will be interviewed. The department chair is responsible for selecting a search committee of at least three faculty members to select candidates to be interviewed and to make appointment recommendations to the dean. Both tenure track and non-tenure track faculty members, as well as the department chair, are eligible to serve on the search committee. Multiple year appointments are possible. See ACAF 1.00 for university policies regarding faculty searches. Hiring above the rank of Lecturer, Assistant Clinical Professor, or Assistant Research Professor requires the majority vote of the tenured faculty within the unit, with hires at the Clinical or Research Professor level requiring approval by the Provost. ACAF 1.06 specifies that the hiring authority for the college (the Dean) is responsible for ensuring appropriate faculty qualifications. As such, the Dean is empowered to judge whether qualifications presented meet the requirements associated with a position identified in this policy.

The specific responsibilities (e.g., teaching, outreach, student services) of a non-tenure track faculty member must be specified in the offer letter (contract).

D. Review and Promotion

Performance reviews of non-tenure track faculty members are based on the responsibilities specified in the faculty member's contract. Guidelines for the evaluation of teaching and student development, research, and service are described below.

Evaluation of Teaching and Student Development

Evaluations of teaching should consider such factors as the course level, course content, the exam process, course rigor, class size, grade distribution, course development and efforts to provide creative and effective learning experiences. When a non-tenure track faculty member is being considered for

promotion, the evaluation of the candidate's teaching and student development performance must include peer evaluations (with at least 3 reviews based on observations of performance in the classroom), student evaluations and a synthesis of the candidate's teaching and student development performance by another member of the Department.

Evaluation of Service

Evidence of service includes, but is not limited to, the following activities within four primary areas.

(1) To the Profession: Includes service roles in academic and professional organizations and conferences; editorial work for academic and professional journals; reviews of grant proposals; and collaborating with programs and activities with other universities and colleges.

(2) To USC and the Moore School: Includes activities such as service and leadership roles on committees and task forces at USC, the Moore School of Business, and the candidate's department; administrative responsibilities and functions; special projects for USC; development of programs for the Daniel-Mickel Center; participation in activities sponsored by the school or centers; advising students and student organizations.

(3) To the State and Local Community: Includes activities such as academically based presentations to, and involvement with, community groups, the media, and government committees and task forces.

(4) To the International Community: Includes activities such as involvement in NGOs and the World Bank.

Evaluation of Research and Scholarship

Research and scholarship can assume a variety of forms and represents contributions in the theoretical, conceptual, methodological, and empirical domains. Both the quantity and quality of a candidate's contribution are important to the evaluation of scholarly activity, with primary weight placed on the quality of the candidate's output.

Evidence of scholarly contribution includes the following: publication of scholarly book chapters or monographs; acquisition of research grants/contracts from outside the University; publication in professional and applied journals; book reviews; and presentations at meetings and conferences.

Guidelines for Promotion Decisions

The following criteria should guide promotion decisions: Promotion from entry level positions, (i.e., Lecturer, Assistant Clinical Professor, and Assistant Research Professor) to the next level (i.e., Senior Lecturer, Associate Clinical Professor, and Associate Research Professor) requires that the candidate has served at least six years and demonstrated excellent performance in their respective roles.

Promotion from Associate Clinical Professor to Clinical Professor or from Associate Research Professor to Research Professor requires that the candidate has served at least nine years and demonstrated outstanding performance in their respective roles. Promotion to Distinguished Lecturer is rare and must be approved by the president (ACAF 1.06). Candidates for promotion will also be evaluated in terms of whether they are making satisfactory progress with regard to maintaining the appropriate faculty

qualification within the AACSB framework. A description of faculty qualifications and engagement can be found in the discussion of Standard 15 in the most recent accreditation standards (http://www.aacsb.edu/~media/AACSB/Docs/Accreditation/Standards/2013_BusinessStds_Update-Jan2015_Final.ashx).

Annual Reviews

Non-tenure track faculty members are evaluated annually by the department chair. As part of the annual review, the department chair must assess and communicate to the faculty member his/her progress toward promotion.

Promotion Process

A non-tenure track faculty member can request to be considered for promotion within one month after the annual review by submitting to the department chair a file containing evidence on the faculty member's performance on the assigned activities and responsibilities since the last promotion or hire date. Within two months of the annual review, a promotion committee (appointed by the department chair) will review the file and vote on the promotion. The committee must include at least five members and may include tenured members of the faculty and non-tenure track faculty who are at a higher rank in the same classification. The department chair may appoint faculty from elsewhere in the college if the department does not have five eligible members. The results of the vote will be added to the file and the file will be forwarded to the department chair who will add his/her vote and justification letter to the file. Within three months of the annual review, the department chair will forward the file to the dean, who will add his/her vote and justification letter to the file and forward the file to the provost.

Non-Reappointment and Termination

Decisions associated with reappointment will comply with requirements specified in the faculty manual and ACAF 1.16.

Change of Status

A non-tenure track faculty member may be considered for a tenure track position if the dean has authorized a search for a tenure track position. Service in a non-tenure appointment is not considered part of a probationary period for tenure consideration.

A tenure-track faculty member may switch to a non-tenure track position with a majority vote of the tenured faculty within the department and the permission of the dean and the provost.

E. Participation and Voting Rights

To the extent permitted by the faculty manual and university policy, non-tenure track faculty may serve on committees at the department and college level and participate in college and department faculty meetings. Non-tenure-track faculty are ineligible to vote with regard HR processes involving tenure-track positions and faculty (e.g., hiring, tenure and promotion, or post-tenure review).