Non-Tenure Track (NTT) Faculty Policy

Frequently Asked Questions (FAQs)

1. When will the NTT Faculty Policy be implemented?

The policy will be implemented beginning fall 2016 with the understanding that academic year 2016-2017 will be a transition year to accommodate working through college appointment issues including identification and consideration of any potential exception requests that may arise.

2. Is the policy applicable to new hires beginning fall 2016?

Yes, the policy is applicable to new NTT faculty hires for both promotion-eligible (PE) and non-promotion eligible (NPE) pathway positions and classifications. Titles and job responsibilities should be aligned with those defined in the NTT policy.

3. What if a current faculty member does not wish to participate in conversion to the new PE NTT pathway?

A faculty member may choose to remain in his/her current position but their position title will be converted to the equivalent NPE faculty title if they do not already hold the appropriate NPE faculty title. Please see the Grand-fathering Procedures (page 1) and the NTT policy (page 4), posted on the Provost’s website for further guidance.

4. What is the outcome of choosing to remain in one’s current NTT position?

If a faculty member elects to remain in a NPE pathway position they may be eligible for a promotion in rank under existing departmental and college criteria, but will not receive a continuing employment contract. Please refer to the Grand-fathering Procedures (page 1), posted on the Provost’s website for further guidance.

5. How is title conversion for existing NTT positions handled?

If a faculty member chooses to remain in a NPE position, the faculty title should be converted to one aligned with the new titles/roles outlined in the NTT policy as stated in the Grand-fathering Procedures.
6. **Are there any exceptions to this practice?**

If there are special circumstances and good reason why the faculty member should retain his/her current title which is defined a PE-NTT title in the new policy, then a written justification statement should be prepared by the department head following steps outlined in the Grand-Fathering Procedures (page 1), posted on the Provost’s website.

7. **What experience is required for transition to the new PE-NTT pathway?**

Existing NTT faculty holding the title of Assistant Instructional, Clinical or Research Professor who wish to be considered for the new PE-NTT pathway must complete a six (6) year probationary period before being eligible for a continuing employment contract. To satisfy this requirement, an individual must have served continuously in a full-time NTT faculty position at or above the rank of assistant professor. Please refer to the Grand-Fathering Procedures (page 1) posted on the Provost’s website.

8. **What if an existing NTT faculty member already has the required years of experience, how can she/he qualify for promotion?**

Existing NTT faculty holding the title of Assistant Instructional, Clinical or Research Professor may request that up to five (5) years of continuous service at UH be counted towards the probationary period. For qualifying conditions, please refer to the Grand-Fathering Procedures page 1, posted on the Provost’s website.

9. **What if an existing NTT faculty member already promoted to the rank of Associate or Full Instructional, Clinical or Research Professor wishes to apply to be eligible for a continuing employment contract?**

Existing NTT faculty already holding the title of Associate or Full Instructional, Clinical or Research Professor may apply for and be granted a continuous employment agreement without a promotion in rank by satisfying the same eligibility criteria and review requirements for individuals at the assistant professor level seeking promotion to associate professor, or, at the associate professor level seeking promotion to full professor. Under these conditions, a request may be made that up to (3) years of continuous service at UH be counted towards the probationary period of four (4) years. For qualifying conditions, please refer to the Grand-Fathering Procedures page 1, posted on the Provost’s website.

10. **How does a department/college begin the process of consideration for faculty promotion?**

The administrative head of the academic unit should prepare a list of names, annually, identifying NTT faculty eligible for promotion consideration. This list should be forwarded to the
committee/body in the academic unit that considers faculty promotions. The appropriate parties should confer then review the list of potential candidates to determine whether each is eligible for promotion consideration. Please see the Grand-Fathering Procedures page 1, posted on the Office of the Provost’s website. Also see the general policies outlined in the NTT Policy related to promotion beginning on page 19, per link found on the Provost’s website.

11. Whose responsibility is it to notify the potential candidates of their promotion eligibility?

It is the administrative head of the academic unit’s responsibility as outlined in the Grand-Fathering Procedures page 1, see Provost’s website. Also see Appendix A of the NTT Policy.

12. What is the faculty candidate’s responsibility if seeking promotion?

The faculty member should assemble their promotion packet as outlined in the NTT policy and upload it to the Office of the Provost’s SharePoint site with exception of the external reviewer letters. See Appendix A, page 40 of the NTT policy, per link found on the Office of the Provost’s website.

13. When does promotion, if awarded, occur?

Promotion and award of a continuous employment agreement normally occurs at the end of the sixth year of continuous service or four years depending on the academic rank of the faculty member. See the NTT Policy and promotion guidelines found in Appendix A of the NTT Policy, as well as the Grand-Fathering Procedures page 2, posted on the Office of the Provost’s website.

14. How does the NTT three-year continuing employment agreement operate?

If favorably promoted, a continuing employment agreement is awarded for a 3-year duration and is subject to renewal for multiple three-year terms on a rolling basis. This is predicated upon satisfactory annual performance review and progress of the faculty member. For research faculty, this is also predicated upon evidence of continuing external funding for the duration of the 3-year term going forward each year incrementally. Please refer to the NTT policy addressing promotion eligible faculty positions, pages 11, 14, and 17, per the link posted on the Provost’s website.

15. Is there any distinction in rank for adjunct faculty (NPE title)?

No, there is no distinction in rank. The only title available is adjunct faculty. Please see the NTT policy, page 10, per the link posted on the Office of the Provost’s website.
16. What must be done if a college already has a previously approved instructional and/or clinical faculty policy on file with Academic Affairs and contents of the existing policy are not in sync with the new NTT policy?

Each college should determine whether any such policy was approved by Academic Affairs, identifying the most current version of the dated and approved policy bearing appropriate approval signature(s) and/or supporting documentation establishing review and approval by Academic Affairs. The terms of any such policy should then be reconciled with the provisions of the new NTT policy, and any conflicting provisions identified and revised. Any missing provisions that are required by the new NTT policy should be incorporated into the revised policy as well. The revised policy should be submitted to the Office of Provost for consideration and approval as early as possible in the upcoming academic year. All changes should be clearly identified in the policy document for comprehensive review. Please refer to the NTT policy provisions pages 11-12, 14, and 16 per the link posted on the Office of the Provost’s website.

17. For instructional and clinical faculty without continuing employment agreements pursuant to the NTT policy, how will we reconcile issuance of the rehire letter of intent due no later than May 15 of the current academic year, with the university’s current practice of full-time reappointment notification/contract issuance by July 1?

The new NTT policy requires that faculty to be rehired receive a letter of intent for the next academic year no later than May 15 of the current academic year. All contracts for full-time instructional/clinical faculty should be issued by July 1. The current practice of early July reappointment notification was instituted to satisfy Texas Education Code 51.943. Please refer to the NTT policy, pages 12 and 14. The written notification of reappointment deadline for full-time research faculty remains July 1, per policy provisions found on page 17. See the NTT policy link posted on the Provost’s website.

18. Does the NTT policy require that faculty without continuing employment agreements be notified of non-renewal by a specific date?

There is no expectation of renewal for part-time NPE faculty so the appointment expires at the end of the stated term. Full time NPE NTT faculty on semester-to-semester or annual contracts should be notified of non-renewal for the following successive academic semester or academic year as soon as practicable, but no later than Dec 15th or May 15th of the last semester of appointment. Please see page 21 of the NTT policy, per the link posted on the Provost’s website.
19. **Does the policy require that PE NTT faculty while in their probationary period be notified of non-renewal by a specific date?**

For those PE NTT faculty members in probationary status notification of non-renewal of their probationary contract must be given not later than March 1st (or as soon thereafter if there is a substantial budget delay) that their appointments will end at the conclusion of the current academic year; or, in the case of PE NTT faculty members employed on contracts extending beyond the 9-month academic year, notification of non-renewal of their probationary contract must be given at least three months in advance of its expiration.

20. **Does the policy require that PE NTT faculty with continuing employment agreements be notified of non-renewal by a specific date?**

The policy sets out a structured notification schedule with dates tied to those in clinical or instructional faculty positions and research faculty positions with continuing employment agreements. Generally, that date is May 31st although in the case of PE research faculty members this is also subject to the availability of grant support. With certain exceptions, those with continuing employment agreements have the benefit of completing a full 3-year term following the current academic year. For guidance, please refer to the schedule as outlined in the NTT policy on pages 22-23, per the link posted on the Office of the Provost’s [website](#).