

**PROCEDURES FOR “GRAND-FATHERING” OF EXISTING NON-TENURE TRACK (NTT) FACULTY MEMBERS
RELATIVE TO THE IMPLEMENTATION OF THE NEW NTT POLICY**

- Implementation of the new NTT policy and the provisions of this “grandfathering” document will be phased in over one calendar year beginning in the fall semester of 2016. This one year transition period will allow departments/colleges time, if required, to align their existing policies and procedures with the new university-level NTT policy. In addition, all title changes, clarification of roles and responsibilities and the transfer (or not) of existing NTT faculty members to the promotion-eligible career pathway must be by the end of the one year transition period.
- All questions, requests for clarification, written justifications, requests for position title changes and/or requests for exceptions concerning the new NTT policy should be initially addressed to Academic Affairs in the Office of Faculty Development and Faculty Affairs.
- Existing non-tenure track (NTT) faculty members **who do not wish** to be considered for the new promotion-eligible NTT pathway may elect to remain in their present position and retain their current faculty title under the following conditions:
 - If the existing NTT faculty member chooses to remain in their present position, then the administrative head of the academic unit should communicate in writing to the faculty member the consequences of that decision. In such cases, the faculty member will remain in a non-promotion eligible (NPE) pathway position; may be eligible for promotion in rank under the eligibility criteria existing prior to adoption of the NTT policy; will not receive a continuing employment contract upon any promotion in rank; will remain on a year-to-year contract or semester-to-semester contract.
 - In cases where the faculty member elects to remain in a non-promotion eligible (NPE) position, his/her position title will be converted to the equivalent NPE faculty title if they do not already hold the appropriate NPE faculty title. However, if there is good reason why the faculty member retain his/her current title, a written justification statement should be prepared by the department head, routed to the dean for recommendation, then submitted to the Office of the Provost for review and consideration of any such exception.
- Existing non-tenure track (NTT) faculty members **who do wish** to be considered for the new promotion-eligible (PE)-NTT pathway must complete a probationary period before being eligible for a continuing employment contract. In the case of existing NTT faculty members, assistant professors must satisfy a six (6) year probationary period, while associate or full professors must satisfy a four (4) year probationary period. To satisfy this probationary period an individual must have served continuously in a full-time NTT faculty position at or above the rank of assistant professor.
 - The normal probationary period for those appointed to a PE-NTT faculty position at the Assistant Professor rank is six (6) years. However, existing full-time NTT faculty members appointed at the rank of assistant professor may request that up to five (5) years of previous continuous service at the same rank at UH be counted towards this probationary period.

- The normal probationary period for those appointed to a PE-NTT faculty position at the Associate or Full Professor rank is four (4) years. However, existing full-time NTT faculty members appointed at the rank of associate or full professor may request that up to three (3) years of previous continuous service at the same rank at UH be counted towards this probationary period.
- Each year, the administrative head of the academic unit should prepare a list of names of the NTT faculty identified as eligible for promotion consideration (i.e. 5 years of continuous service), with promotion and a continuing employment agreement being granted at the end of the sixth year after appropriate review and approval.
- That list will then be forwarded to the committee/body in the department or college (if there are no departments in the college) that considers faculty promotions (usually the P&T committee with appropriate NTT faculty representation as laid out in the NTT policy). The administrative head of the academic unit should confer with the departmental or college promotion committee to review the list of potential candidates and determine whether each prospective candidate is eligible for consideration of promotion.
- The administrative head of the academic unit should notify each candidate of their potential eligibility for promotion consideration and provide them with the necessary information to apply for promotion to the next academic rank, following the steps outlined in the NTT policy (“Criteria by Rank”).
- The PE-NTT faculty member should put together their promotion packet as outlined in the NTT policy and it should be submitted to the appropriate parties/body as outlined in the policy for consideration in the course of the upcoming academic year along with other promotion applications in the department/college.
- Promotion and award of a continuous employment agreement to a PE-NTT faculty member will normally occur at the end of their sixth year of continuous service at the rank of Assistant Professor.
- In cases involving an existing full-time NTT faculty member requesting appointment at the same rank in the PE-NTT pathway (i.e. associate or full professor), the award of a continuous employment agreement is subject to the same eligibility requirements and review process as the award of a continuous employment contract with promotion to their current rank (i.e. assistant to associate professor, associate to full professor).
- The normal probationary period for those appointed to a PE-NTT faculty position at the Associate or Full Professor rank is four (4) years. However, existing full-time NTT faculty members appointed at the rank of associate professor or above may request that up to three (3) years of previous continuous service at the same rank at UH be counted towards this probationary period.