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October 2011

### 5.301 Faculty Classifications

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Faculty Classifications</b>  <b>Policy 5.301</b>	
<b>Academic Policies</b>		Effective date: July 1, 2012	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
Approved	Chancellor	N/A	September 6, 2011
Revised	Chancellor	N/A	May 1, 2012
Revised (Non-substantive)	Office of University Counsel	N/A	May 19, 2017
Revised (Non-substantive)	Office of University Counsel	N/A	April 13, 2018
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Faculty

## I. Introduction

Antioch University recognizes the importance of faculty engagement in student learning, scholarship and service in order to provide high-quality education that supports student achievement and promotes vital engagement with learners and communities. As stated by the Higher Learning Commission, a higher education institution must have “the faculty needed for effective high quality programs,” and specifically that an institution has “sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty.” At Antioch, Core Faculty members have responsibility in all classroom and non-classroom roles. At the same time, the institution recognizes the value of including the talents and contributions of all members of the faculty to build and serve inclusive communities.

Antioch University’s academic programs are practitioner focused and value the power of experiential learning for adult learners. To best provide such an education, Antioch recognizes the importance of a range of faculty categories. It also recognizes the significance of flexibility in roles, which provides opportunities for practitioner faculty to join our ranks. It is within this context that Antioch University has developed specific faculty employment classifications. The provision of a range of faculty contracts is not intended to supplant core faculty positions. Regular

program reviews examine faculty staffing patterns to ensure that program needs are addressed adequately and sufficiently to provide high quality education.

This policy defines and governs the faculty classifications that are recognized by Antioch University.

## **II. Definitions**

**A. Full-time Faculty:** Faculty who are hired to work at 75% or more of a standard faculty workload. Full-time faculty will be benefitted according to the prevailing human resources policies of the University.

**B. Part-time Faculty:** Faculty who are hired to work at less than 75% of a standard non-core faculty workload. Part-time faculty are not eligible for employee benefits, but may be eligible for inclusion in the faculty retirement plan if they meet ERISA eligibility requirements.

## **III. Faculty Classifications**

### **A. Full-time Faculty Appointments**

#### **1. Core Faculty**

Core faculty members are employees hired through the core faculty appointment process, normally on a full-time basis, who have responsibility in all four areas of faculty engagement including student learning, scholarship, institutional citizenship and service in a manner prescribed by the University and its officers. Core faculty members are ordinarily hired through a national search process, according to AU search procedures, and must hold a degree in the discipline or field(s) appropriate to the position for which they are hired and at no less than the level recommended by the regional accrediting body. Exceptions may occasionally be made to the above educational requirements for experience or for those who are nearing completion of their degree provided there is an approved plan for completion. Core faculty members are eligible for three-year rolling contracts after successfully completing the initial appointment period of two 2-year terms. Core faculty members are evaluated according to the terms set forth by the University and its officers for the evaluation of core faculty.

#### **2. Other Full-time Faculty Appointments**

In order to provide a flexible and suitable faculty force to supplement the work of the core faculty and serve the strategic goals of the University, other types of full-time faculty appointments are made available. In most cases, recommendations and requests for these appointments originate with the academic program/unit and are forwarded to the Provost

Antioch University, in accordance with its mission, vision, and values, supports and encourages faculty participation in shared governance and institutional service. Additional responsibilities in these areas, at the campus or AU level, may be included in the faculty member's annual contract and are most often based on the recommendation from the academic program/unit.

**a. Teaching, Clinical, Public Service, and Research Faculty**

Teaching, Clinical, Public Service, and Research faculty members are appointed to full-time (at least 75% appointment), fixed-term contracts of no more than one academic year at a time by the Provost, according to the practices of the campus for hiring into these positions. In most cases, recommendations and requests for these appointments originate with the academic program/unit and are forwarded to the Provost. The workloads of Teaching, Clinical, Public Service, and Research faculty are administered by the unit heads of the academic programs in which the appointments are made in a manner consistent with University guidelines and approved program procedures. The workload expectations differ from those of the core faculty in that Teaching, Clinical, Public Service, and Research faculty members are not expected to fulfill all four areas of core faculty workload. They are salaried faculty members responsible for a specific set of responsibilities during their term of employment. These responsibilities vary according to the type of faculty appointment and must be clearly delineated in the appointment letter. Teaching, Clinical, Public Service, and Research faculty members are not eligible for multi-year contracts nor are they subject to the notice of nonrenewal as specified in the University's non-renewal policy. These contracts expire by their terms at the end of each academic year. Teaching, Clinical, Public Service, and Research faculty need not be hired as a result of a national search. Faculty hired for less than 75% of a full-time standard faculty workload shall be classified as "adjunct" or "affiliate" faculty and are not eligible for University benefits.

- i. **Teaching Faculty** members have responsibility primarily for engagement in student learning through scheduled University course instruction and related student advisement. Other activities in support of student learning may also be part of the specified responsibilities. Exceptions to this primary area of responsibility must be approved by the Provost.
- ii. **Clinical Faculty** members have primary responsibilities in the area of clinical supervision and instruction including, for example, clinical supervision, student teaching, practica, internships, field placements, and/or professional practice supervision. The balance of workload may involve regularly scheduled instructional and advisement responsibilities. Additions to this primary area of responsibility must be approved by the Provost.
- iii. **Public Service Faculty** members have responsibilities primarily for campus, departmental or program-based public service programs such as applied research, technical assistance, community and professional development, training, and education. The balance of workload may involve regularly scheduled instructional and advisement responsibilities. For example, a Public Service Faculty member might be primarily responsible for the development of continuing education programs for teachers in school districts to be delivered at local schools on a contract basis. Other responsibilities might involve the teaching of some of the continuing education courses or a course which is part of the curriculum. Additions to this primary area of responsibility must be approved by the Provost.
- iv. **Research Faculty** members have primary responsibilities for externally-funded and sponsored programs of research. Since the salary of Research Faculty members derives largely or exclusively from grants and contracts, research responsibilities generally constitute all or most of the Research Faculty's workload. External funding to support the appointment of Research Faculty must be continuous during

the term of the Antioch appointment contract. Renewals that are congruent with the terms of external contracts may be approved. Research Faculty members do not normally have responsibility for regularly scheduled instruction and advisement, but may supervise students who participate in their research programs. Occasionally, at their discretion, Research Faculty may participate in scheduled instruction or serve on thesis/dissertation committees. If Research Faculty are to be assigned these responsibilities with compensation, they shall be awarded an affiliate or adjunct faculty contract for this work. Additions to this primary area of responsibility must be approved by the Provost.

- v. **Visiting Faculty** members are appointed from time to time to meet specific program or campus needs. These appointments shall not exceed one year. The responsibilities in these positions are determined by the Provost according to need . Renewal or extensions to the one-year appointment shall be rare and approved by the Provost for extraordinary circumstances only.

## **B. Part-time Faculty Appointments**

In order to provide a flexible and suitable faculty force that supplements the work of the full-time faculty and to serve the strategic goals of the University, part-time faculty appointments are made available.

- 1. **Affiliate Faculty** members perform defined tasks related to student learning for a specified period in a manner prescribed by the University. Compensation for performing defined tasks is set by the Provost.

Individuals employed as Affiliate Faculty are not eligible for employee benefits.

- 2. **Adjunct Faculty** members are hired to teach scheduled courses during a specified academic term in a manner prescribed by the University. Compensation for teaching courses is set by the Provost. Individuals employed as adjunct faculty are not eligible for employee benefits.

## **C. Honorary Faculty Appointments**

Distinguished Faculty and Emeritus Faculty are honorific titles and, standing alone, do not create an employee-employer relationship. To the extent that a Distinguished or Emeritus Faculty member is assigned faculty responsibilities for which compensation will be paid, such faculty member shall be issued a contract appropriate to the nature of the assignment. The University maintains a separate policy regarding the honorary faculty appointments.

## **IV. Implementation Timeline**

The above faculty employment classifications become effective July 1, 2012.

## Policy Cross Reference

Core Faculty Contracts & Development Plans	Policy # 5.305
Faculty Emeritus Policy	Policy # 5.337
Distinguished Faculty Appointments	Policy # 5.339