

Catholic International University
Faculty Rank and Promotion

Approved by Academic Senate 11/12/2024

Approved by Board of Trustees 1/14/2025

I. Part-time (Adjunct) Faculty

Part-time faculty will be classified based on academic credentials, professional experience, and longevity, and their eligibility to serve as voting members of the Academic Senate will be determined, as follows:

- Without terminal degree
 - **Instructor**: with the university 0-5 years, ineligible to serve as voting member of Senate
 - **Lecturer**: with the university 5+ years, eligible to serve as voting member of Senate

- With terminal degree
 - **Lecturer**: with the university 0-5 years, eligible to serve as voting member of Senate
 - **Senior Lecturer**: with the university 5+ years, eligible to serve as voting member of Senate

- Professional/practitioner
 - **Fellow**: with the university 0-5 years, ineligible to serve as voting member of Senate
 - **Senior Fellow**: with the university 5+ years, eligible to serve as voting member of Senate

II. Full-time Faculty

A. Rank

1. Full-time faculty will be appointed to the rank of **Assistant Professor**, **Associate Professor**, or **Ordinary Professor**.
2. Teaching loads for full-time faculty will be three courses per year for those with administrative duties (chair, etc.) and five courses per year for others.
3. All full-time faculty will be eligible to serve as voting members of the Academic Senate.
4. Unless circumstances warrant appointment to a different rank, new full-time faculty will be appointed to the rank of **Assistant Professor**. Appointment to the rank of Assistant Professor requires:
 - a. Possession of the appropriate academic degree, ordinarily the terminal degree;
 - b. Some teaching experience at the university level, preferably online;
 - c. Some scholarly publications and a research agenda to demonstrate potential for future scholarly work;
 - d. Three letters of recommendation from individuals familiar with the candidate's scholarship and teaching experience;
 - e. Statement of alignment with *Ex corde Ecclesiae* and commitment to the University's mission.
5. **Associate Professor**. Appointment or promotion to the rank of Associate Professor requires:
 - a. Sufficient experience, i.e., (i) four years of service as a regular Faculty member in this University or elsewhere; or (ii) acquisition by the candidate of such professional experience as may reasonably be considered the equivalent of the teaching service;
 - b. Possession of the appropriate academic degree, ordinarily the terminal degree;
 - c. Demonstrated competence as a teacher; and

- d. Consistent research productivity, giving evidence of a high level of scholarly ability and the expectation of future recognition and advancement in academic achievement. Reasonable rates of publication on the part of a productive university scholar and teacher vary among fields of specialization, and such norms are to be given careful attention by the reviewing bodies. In case of publications with multiple authors the candidate's contribution must be clearly defined.
- e. Statement of alignment with *Ex corde Ecclesiae* and commitment to the University's mission.

In exceptional cases, appointment or promotion to the rank of Associate Professor may be based primarily on:

- a. Outstanding and widely recognized achievement as a teacher and director of students; or
 - b. Other extraordinary contribution or service to the academic aims of the University or the scholarly community at large; or
 - c. Distinctive professional service related to the candidate's field of competence.
 - d. Even in these instances, however, some scholarly publication appropriate to the academic field is required if the candidate teaches at the graduate level.
6. **Ordinary Professor**. Appointment or promotion to the rank of Ordinary Professor requires:
- a. Four years in the rank of Associate Professor in this university or elsewhere, or such professional experience as may be reasonably considered its equivalent; and
 - b. Fulfillment of the criteria listed above for the rank of Associate Professor; and
 - c. Achievement of recognized standing in the academic field or profession, evidenced by continuing research productivity acknowledged as

significant by the scholarly community at large.

B. Appointment Terms and Review Schedule

1. The initial appointment will commence in the fall semester and be for a term of two years, and is subject to renewal up to a maximum of six years of service. Any exceptions shall be made in consultation with the Provost. Departments will determine the guidelines and criteria for evaluation of faculty performance in their respective disciplines. Evaluation and renewal for successive two-year terms will follow the following schedule:
 - a. After an initial appointment to a term of two years, the review for the first reappointment is conducted during the third semester of full-time service (excluding the Summer term).
 - b. After the first reappointment, the review is conducted during the eighth semester of full-time service.
 - c. The review for reappointment is initiated by the Department Chair, who submits the case to the Senior Faculty of the Department. The vote of the Chair and Senior Faculty constitutes the final recommendation of the Department on the reappointment.
 - d. The recommendation of the Department is transmitted to the Provost. If the recommendation is positive, the Provost forwards it to the President for approval. If the recommendation is negative, the Provost notifies the candidate of the decision.
2. In the fifth year of service at the rank of assistant professor the faculty member must express the intention to seek promotion, and his or her file must be submitted by the end of the year. If at the end of the fifth year the faculty member decides not to seek promotion, he or she will receive notice of non-renewal.
3. After six years of continuous service, subsequent reappointments shall be for periods of five years. Evaluation and renewal for successive five-year terms will follow the following schedule:
 - a. The review for reappointment shall be conducted and concluded during the year prior to the last year of appointment then in force.
 - b. The review for reappointment is initiated by the Department Chair, who

submits the case to the Senior Faculty of the Department. The vote of the Chair and Senior Faculty constitutes the final recommendation of the Department on the reappointment.

- c. The recommendation of the Department is transmitted to the Provost. If the recommendation is positive, the Provost forwards it to the President for approval. If the recommendation is negative, the Provost notifies the candidate of the decision.
4. If an appointment is not renewed for a subsequent term for those serving two-year terms, written notice of non-renewal will be given by December 15 of the second academic year of service if the appointment expires at the end of the academic year, or at least six months in advance of the expiration of the appointment if this occurs at some other time during the year. If an appointment is not renewed for those serving in a five-year term, written notice of non-renewal will be given in the spring of the fifth year, and the faculty member's contract will be renewed for one year only.

C. Promotion

1. All departments will have guidelines for promotion standards specific to their discipline(s). New full-time faculty members should talk with their chair in the first year of their appointment about the departmental standards. The departmental standards lay out the normative departmental considerations for appointment, reappointment, and promotion, but the ultimate authority for appointment, reappointment, and promotion rests with the President, who is not bound by departmental standards.
2. Review Process
 - a. Reviews for promotion will consider each faculty member's contributions through research, teaching, and service, with an emphasis on research as necessary for promotion. Applications must include evaluations of the scholarly or professional reputation of the candidate from persons outside the university.
 - b. Reviews for promotion are conducted at the level of the Academic Department and the Academic Senate.
 - c. At the level of the Department, the Senior Faculty acts as a committee of the whole.

- d. At the level of the Academic Senate, reviews are conducted by its Committee on Appointments and Promotion.
- e. The review process for promotion in rank is initiated by the Faculty member, who notifies the Provost in writing of his or her intent to submit an application for promotion. The Faculty member will then prepare and submit to the Department Chair of a completed application, which should include the names of possible outside evaluators. The candidate should notify the Office of the Provost in writing that the application has been submitted.
- f. If the Chair is not a Senior member of the faculty, a Senior member of the faculty should handle this application, including collecting from other faculty within the department the names of possible outside evaluators. The Chair or Senior faculty member handling the application should contact a defined number of individuals from the list of names provided by the candidate and other faculty in order to obtain outside evaluations of the candidate's scholarly or professional reputation.
- g. Reviews are conducted in the following order: (1) the Senior Faculty of the Department, (2) the Committee on Appointments and Promotion of the Academic Senate, and (3) the Academic Senate.
- h. Each successive reviewing body shall act upon the application with reasonable speed so that, barring exceptional circumstances, action on the application will be taken within one academic year from the date of submission of the formal application.
- i. The votes of each reviewing body are forwarded to the next reviewing body up to the level of the Academic Senate. When forwarding the results of deliberations in Departments, the Chairs may make their own separate recommendations to the next reviewing body.
- j. If any two reviewing bodies fail to recommend the candidate for promotion, the negative recommendation is considered conclusive and the sequence of reviews is terminated at that point. In such a case, or if the Academic Senate fails to recommend promotion, the negative recommendation is transmitted to the Provost, who notifies the President and the candidate of the decision.
- k. A negative recommendation may be appealed to the Provost in writing by the faculty member. If the Provost denies promotion, that decision is considered conclusive. If the Provost approves, the decision goes to the President. If the President denies promotion, that is considered conclusive. If the President approves, the matter goes to

the Board for a final decision.

- l. A positive recommendation of the Academic Senate is transmitted to the Provost for approval by the President.
- m. Candidates approved by the President for long-term contracts (five years or longer) will be presented to the Board of Trustees for final approval.
- n. Promotions in rank become effective at the beginning of the academic year following their approval by the President. If the review is concluded in the Department or the School before the end of the spring semester but other required stages of the review are not completed until the following academic year, the promotion is made effective retroactively as of the beginning of the academic year in which it is finally approved.