

Term-Based Instructional Faculty at UW Tacoma: Principles for Determining Contract Length

Context

This policy is intended to serve two campus-wide interests:

1. It provides transparency, consistency, and predictability in the determination of contract lengths, for which Deans are the recommending authority. This is achieved by providing the same broad guidance to all Deans at UW Tacoma and by informing all term-based faculty of that guidance.
2. It encourages term-based faculty in the midst of existing appointment contracts, and eligible for promotion by virtue of their achievements, to apply for promotion without seeing that process as placing their remaining contract length at risk.

Policy Summary

When recommending a new contract length for term-based instructional appointments, Deans shall be guided both by the limits stated in Faculty Code 24-41 and considerations of the instructional need for the position, as well as projected funding availability over the period recommended. If the new contract is the result of a successful promotion, the minimum contract length shall generally be no shorter than the remainder of the faculty member's current contract, except in cases of lack of funding.

Scope

This guidance applies to term-based academic appointments¹ where the primary responsibility is the delivery of instruction or supervision of students in educational settings (i.e., classroom or lab instruction, professional practicum or pre-licensure supervision in a clinical setting):

- Lecturer (full-time), Lecturer (part-time),
- Artist in Residence* (full-time), Senior Artist in Residence (full-time),
- Professor of Practice,
- Assistant Teaching Professor*, Associate Teaching Professor*, Teaching Professor, and
- Assistant Professor of Clinical Practice*, Associate Professor of Clinical Practice*, and Professor of Clinical Practice.

*denotes promotion-eligible ranks and titles.

Reappointment Reviews

As term appointments, the above positions are subject to renewal review prior to the end of their contract², per [Faculty Code 24-53.A](#). "The voting members of the appropriate department [...] who are superior in academic rank or title to the person under consideration shall decide *whether to recommend renewal or termination* of the appointment" (emphasis added). While faculty of the requisite rank(s) and/or title(s) must recommend renewal or non-renewal, the Dean has the added responsibility, in positive reappointment cases, of recommending the length of the appointment term.

¹ See [Faculty Code Section 24-41](#) regarding the Duration of Nontenure Appointments at specified ranks.

² "at least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment of a full-time lecturer, artist in residence, senior artist in residence, or professor of practice, the dean shall determine, pursuant to Section 24-53, whether this appointment shall be renewed and shall inform the faculty member in writing of the decision." (*Ibid.* Section 24-41 B.3.)

A unit’s recommendation whether to reappoint a faculty member with one the above titles/ranks and if so, for what length of term, should be based on performance, instructional need for the position, and projected funding availability over the period recommended. Instructional need may be assessed through consideration of relevant course and program enrollment trends, significant projected changes for the program, need for specific instructional expertise, and ongoing need to hire excessive numbers of lecturers to support the curriculum. Schools may consider additional criteria relevant to term length according to their specific instructional needs. Non-reappointment may also be considered for performance-related reasons.

Promotion Reviews

Individuals in a promotion eligible position “may, prior to expiration of an existing appointment, be considered for appointment as, or promotion to” a higher rank within their appointment track.³ Therefore, appointment length must also be recommended to the EVCAA by the Dean during the process of promotion for the promotion-eligible ranks, for the purpose of issuing a new contract upon successful promotion.

In cases of promotion, the recommendation of whether to promote must be based on performance; Deans are expected to also make new contract length recommendations that are, like reappointments, based on an analysis of instructional need and projected funding availability over the period recommended. In addition, the minimum contract length shall generally be no shorter than the remainder of the faculty member’s current contract, except in cases of lack of funding.

In all cases, evaluators must be guided by the standard durations of nontenure appointments, as stated in Faculty Code, Section 24-41 (B., C., & E.).

For convenience, the most frequently used of these appointment categories, and their term limitations as specified in faculty code, follow. Information in [brackets] is not found in faculty code, but is consistent with current Provost/Academic Personnel and Faculty (APF) policy:

<u>Appointment Title/Rank</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Other Note</u>
Full-time Lecturer	1 year	[1 quarter]	Limited to 3 consecutive years of appointment
Part-time Lecturer	1 year	[1 quarter]	[Limited to 3 consecutive yrs. at or above 50% FTE]
Assistant Teaching Professor	5 years	[1 year]	
Associate Teaching Professor	7 years	3 years	Exceptions to minimum subject to Provost review
Teaching Professor	10 years	3 years	Exceptions to minimum subject to Provost review

Consultation with APT Committee April 28, 2026.

Revised May 1, 2026.

³ *ibid.* Section 24-41 D. & F.