

# Faculty Appointments, Contracts, and Titles

Loyola University Chicago published a new Faculty Handbook in 2009. The stipulations of that Handbook andbook prevail in all cases.

The following document, published by the Office of Faculty Administration, is available at: [http://www.loyola.edu/faculty-administration/faculty-handbook/2009-faculty-handbook.pdf](#)

C. Faculty with Special Appointments

- C.1 Part -time Faculty
- C.2 Library Faculty
- C.3 Terminal Year Faculty
- C.4 Temporary Faculty
- C.5 Contributed Services Faculty

D. Faculty with Courtesy and Honorific Appointments

- D-1 Visiting Faculty
- D-2 Courtesy and Affiliate Faculty
- D-3 Coterminous Faculty
- D-4 Emeritus Faculty

FACULTY APPOINTMENTS

A faculty appointment is a kind or type of faculty position within a system of employment categories applicable to faculty. Different appointments have different features and characteristics. Tenured faculty appointments are positions of indefinite duration. Other full-time or part-time appointments are positions of definite duration.



redound to the positive reputation of Loyola, its schools/colleges, its departments and its other academic units. However, consulting activity must not interfere with the faculty member's attending to the full range of his or her teaching, advising thesis supervision, research/scholarship

Assistant Professor, Associate Professor, Professor Appointments:

College / School	Academic Rank	Term of Appointment	Tenure / Promotion Review	Notice of non-reappointment	Annual Evaluation
The College and all Schools	Assistant Professor	Academic Year or Full Year  Pre-tenure: Annually renewable with recommendations of Chair/Dean.	Mid-probationary review : 3 <sup>rd</sup> year  Tenure Review occurs in 6 <sup>th</sup> year of service on the tenure-track at Loyola, if not otherwise indicated in initial letter of appointment. Up to three years of credit for prior full-time faculty service may be negotiated, but only at the time of initial hire into the tenure-track.	First year: 3 months prior to expiration of initial appointment  Second year: 6 months prior to expiration of initial appointment  After 2 <sup>nd</sup> year: no later than end of current contract- next academic year will be final appointment	Yes:
	Associate Professor	Pre-tenure: Same as above.  Tenured: term - continuing and indefinite.	Unless otherwise specified in the		

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department appointments. However the primary department may not be changed except in extraordinary circumstances, and only with the approval of the Senior Academic Officer.

In other cases, a joint appointment will describe full-time tenured or tenure-track faculty who hold continuing appointments in two departments within the same school or college, or in two different schools or colleges. In these cases, the faculty member's letter of appointment and/or annual contract will stipulate issues such as annual evaluations, mid-probationary review, tenure, promotion, and teaching responsibilities. Joint tenure may be possible if specified in the letter of appointment and/or annual contract. The letter of appointment and/or annual contract must be signed by the departmental chairpersons, deans, Senior Academic Officer, and faculty member at the time of hire or at the time when the joint appointment is initiated.

Graduate Faculty: The Graduate School distinguishes between Full Graduate Faculty Status and Associate Graduate Faculty Status. Full Graduate Faculty status is granted by the Dean of the Graduate School to faculty members actively involved with graduate students, in particular in teaching courses and directing dissertations or theses. Consideration is normally given to faculty who demonstrate significant professional and research accomplishment and, where appropriate, administrative responsibility in graduate

evaluations reflect these specific faculty assignments in proportion to their significance for the school's needs and department's and curriculum. Promotions are appropriate, depending on departmental and college or school policies and standards. Years of service as a non-tenure-track instructor or lecturer do not accrue toward eligibility for tenure. Full-time lecturers and instructors are eligible to be Principal Investigators on externally funded projects.

College / School	Rank and Working Title	Term of Appointment	Appointment renewal	Notice of non-reappointment	Annual Review
The College and all Schools	Post-Doctoral Teaching Fellow Full-time Instructor (Not Base Budgeted) Full-time Lecturer (Base Budgeted) Full-time Advanced Lecturer (Base Budgeted) Full-time Senior Lecturer (Base Budgeted)  Working titles associated with academic disciplines may be used, e.g. "Philosopher / Scientist / Scholar in Residence."	1 to 5 years, renewable multiple times.	If multi-year term, review in second to the last year.  Regardless of the number of years in the term of appointment, a contract for a subsequent year requires at least that the individual's performance of assigned duties has been evaluated as satisfactory or higher, the department/program has a continuing instructional need for which the person is qualified to provide, there is sufficient funding in the department/program to support the salary, and the dean makes a positive recommendation to the Provost.	First year of full-time service: 3 months  Second year of continuous full-time service: 6 months  Third year of continuous full-time service: one year	Yes: Based on specific duties assigned.

Lab Instructor and Clinical Faculty Appointments: This appointment status is used for a faculty member with specific skills and substantial professional experience who is assigned teaching related duties in science labs, studios, language skills, professional practice, or clinical settings and/or more standard kinds of classroom or on-line teaching and faculty service duties in relationship to a given discipline or

instructional need for which the person is qualified to provide, there is sufficient funding in the department/program to support the salary, and the dean makes a positive recommendation to the Provost .





Library Faculty: Loyola's librarians and archivists have faculty status without eligibility for tenure or other types of continuing appointment. Their terms of employment do not correspond to the academic year as with the teaching faculty; rather, they work a 12-month year at a fixed rate of compensation. They receive an annual renewal letter which states their salary for the coming year. They may apply for internal and external grant funds and are eligible for unpaid or subvented leaves of absence (but not for paid leaves) for professional reasons, subject to approval by the dean and the Senior Academic Officer. They may occasionally engage in outside employment, but only with the approval of their dean (and/or Library Director, if applicable) and the Senior Academic Officer.

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Department	Position Titles	Kind of Appointment	Non - reappointm(N)0..4(r)6( a)751.733 0[(r
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At the Stritch School of Medicine, this appointment status indicates a faculty member who holds or held a faculty appointment at another institution of higher education but is reserved for very senior, nationally or internationally renowned scientists who provide considerable prestige.