**Non Tenure Eligible Notice (NTEN) faculty appointments in the School of Humanities and Sciences**

*Faculty Status:* In accord with their appointment letters, NTEN faculty members are considered full, continuing faculty, and are therefore invited to participate in the working life of the department and College, including: participating in department meetings, committees, and activities; proposing new courses in the department; supervising independent studies and theses; applying for any internal grants or course releases for which they may be eligible; serving on School and College committees, etc., with the approval of the Chair. However, any such activities which are expected must be accounted for in the faculty member’s workload and clearly specified in the activity agreement (see below). Under certain circumstances, NTEN faculty members may be eligible for unpaid leaves with the expectation that their position will continue upon their return. If there is any chance or likelihood that an NTEN appointment might be converted into a tenure-eligible appointment, the NTEN faculty member should be clearly informed concerning the ramifications of such a change, including the NTEN faculty member’s eligibility for the position, and whether the conversion will involve a national search.

*Workload:* NTEN and TE faculty have the same overall workload—24 credit hours—but these credit hours can be variably apportioned for NTENs depending upon a department’s needs. There is no scholarship expectation for NTEN faculty, and they therefore normally have higher teaching loads than other tenure eligible faculty members in the department. Therefore, it is necessary for departments to reflect on the demands placed on their NTEN faculty to ensure that they are not being overburdened. If an NTEN faculty member has a 12/12 teaching load, then no service responsibilities beyond basic citizenship activities (e.g., attendance at department meetings) should be required. Expectations of each NTEN faculty member should be clearly articulated in an “activity agreement,” which is negotiated between the department or planning unit, Dean, and the NTEN faculty member at the start of each contract period. The agreement should specify additional expectations—if any—beyond teaching, so that NTEN faculty members can be evaluated in light of their specific job expectations (instead of being compared to other NTEN faculty). Depending upon a department’s circumstances, it is possible that the terms of an NTEN appointment may need to be re-adjusted at some point; ideally, the institution will offer as much flexibility as possible for NTEN faculty members to serve their departments in optimum fashion. Departments should be cautioned against adding on responsibilities, either formal or informal, to the NTEN appointment without re-configuring the faculty member’s overall workload.

*Review:*  NTEN faculty on multi-year contracts are normally reviewed in the spring of the penultimate year of the contract; policies governing the review are spelled out in the H&S policy *Timetables and Expectations for Reviews of Multi-year NTEN faculty.* The purpose of the review is to determine whether the faculty member is meeting the expectations of his or her job, and whether the department recommends renewal for another contract cycle. It should be noted that a successful performance review does not guarantee renewal of the appointment, which may be contingent upon a variety of institutional factors, including curricular need and budget support. In the event that an NTEN appointment is terminated upon completion of the contracted term, the NTEN faculty member must be notified by June 1 of the academic year preceding the final year of the appointment (*Policy Manual*, 4.15.4). If it is determined that an NTEN line will not be continued, there is no need to conduct a review.