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# Policy on Long-Term Non-Tenure Track Contracts

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**Version:** 1.0

**Responsible University Official:** Provost

**Version Effective Date:** October 1, 2024

## 1.0 Introduction

- 1.1 This policy complements the *Faculty Manual* by codifying the principles and policy statements governing eligibility for, as well as the issuance, duration, and renewal terms of, long-term (more than one-academic year) non-tenure-track faculty contracts.
- 1.2 This policy, drafted by a task force jointly charged by the Provost and Faculty Senate, was greatly informed by recommendations from the Faculty Senate's Academic Affairs Committee submitted to Provost Lewis in late Spring 2022. Those recommendations were, in turn, greatly informed by a Spring 2021 survey of the full SLU faculty (conducted by the Academic Affairs Committee of the Faculty Senate and supported by the Provost) specifically on the topic of long-term non-tenure-track contracts.
- 1.3 All references to "dean" include equivalent administrators.

## 2.0 Scope

- 2.1 This policy governs all faculty contracts issued to faculty who report to/through the Provost, as well as SOM faculty employed by SLU. This excludes faculty at the Madrid campus.

## 3.0 Governing Principle

- 3.1 When institutionally feasible and judicious (per this Policy), SLU supports the awarding of non-tenure track subsequent contracts of increasingly longer terms for all faculty serving on non-tenure track contracts.

## 4.0 General Policy Statements (including rehearsals of key stipulations from the *Faculty Manual*)

- 4.1 Section III.D.2 of the [Faculty Manual](#) defines "Non-Tenure-Track" (NTT) faculty as faculty who a) work on full-time basis and b) are not eligible to be granted tenure.
- 4.2 Visiting Faculty, Adjunct Faculty, and Artists-in-Residence (as defined in Section III.D.2 of the *Faculty Manual*) are not eligible for long-term NTT contracts.
- 4.3 All NTT faculty (at all ranks) must be covered by a college/school/department's NTT promotion policy and standards.

**4.4** NTT faculty serving at the rank of Instructor (as defined in Section III.D.2 of the *Faculty Manual*) are not eligible for a long-term NTT contract. Additionally, any years of service at SLU or any other university at the rank of Instructor may not count toward eligibility for a long-term NTT contract (per Section 5.4).

**4.5** NTT contracts may be issued with the following lengths:

- One-Year
- Two-Year
- Three-Year
- Four-Year
- Five-Year

NTT contracts with lengths greater than one year are considered to be SLU's "long-term NTT contracts."

*Note: All references to NTT contract length herein recognize that SLU faculty contracts are issued for a range of months in any given year (typically 9-12 months, depending on the academic unit in which the appointment is made.)*

**4.6** Faculty serving via multi-year NTT contracts are eligible for consideration of annual salary increases, even when such increases are not stipulated in the governing contract.

**4.7** NTT positions (not the people who occupy them) may not be "converted" into tenure-track positions. Faculty employed by the University on NTT contracts may apply for open tenure-track positions as would any other applicant. A faculty member offered a tenure-track position while serving on an NTT contract may choose to relinquish the NTT position and accept the TT position without penalty or prejudice.

## **5.0 NTT Faculty Promotion and Relationship of Promotion to Contract Length**

**5.1** All colleges/schools/department must have documented college/school/department NTT promotion-in-rank standards (a) approved at the college/school/department level; (b) recommended for the Provost's approval by the University Committee on Academic Rank and Tenure (UCART); and (c) approved by the Provost. *NOTE: This policy does not currently contemplate University-level NTT promotion standards, but does acknowledge that such standards may be established in the future.*

**5.2** Academic units that, as of the effective date of this policy, either (a) do not have fully-approved standards governing promotion in rank for NTT faculty or (b) require notable revision of their extant NTT promotion standards following the adoption of this Policy, must have their new or revised standards fully approved by the Provost no later than July 1, 2026.

**5.3** All colleges/schools/departments must have, and must implement with fidelity, documented processes by which NTT faculty may apply for promotion in rank.

**5.4** The relationship between promotion in rank and NTT contract duration must be established in each college/school/department's documented policy on promotion for NTT faculty (per 4.4), and must be consistent, in spirit, with the relationship between promotion in rank and contract status for tenure track faculty in the respective college/school.

**For example:** Most (but not all) colleges/schools/departments require six years in service at the Assistant Professor rank (on multiple one-year contracts) before becoming eligible for a) promotion to the Associate Professor rank and b) if applicable, the earning of tenure. In such colleges/schools/departments, the NTT faculty must also serve six years in service at the Assistant Professor rank (on consecutive one-year NTT contracts) before being eligible for a) promotion to Associate Professor and b) an initial three-year long-term NTT contract.

The exceptions articulated in the *Faculty Manual* for TT faculty (including early applications for promotion, Provost-approved credit for prior service at another institution, and Provost-approved promotion guidelines of individual units) also apply for NTT faculty at their request.

The table below provides an **example**, and it is an example that happens to not include any prior service that the Provost may approve as counting toward eligibility. **This is only an example.**

**EXAMPLE:** Table for Rank and NTT Contract Type Eligibility in College XYZ

Years of Service at SLU	Rank	Eligible for 1-YR NTT Contract	Eligible for Up To 3-YR NTT Contract	Eligible for Up To 5-YR NTT Contract
Any	Instructor	<input checked="" type="checkbox"/>	n/a	n/a
1 year	Assistant	<input checked="" type="checkbox"/>		
2 year	Assistant	<input checked="" type="checkbox"/>		
3 year	Assistant	<input checked="" type="checkbox"/>		
4 years	Assistant	<input checked="" type="checkbox"/>		
5 years	Assistant	<input checked="" type="checkbox"/>		
6 years	Assistant	<input checked="" type="checkbox"/>		
7 years	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8 years	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9 years	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10 years	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11 years	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12 years	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13 years+	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**5.5** Faculty shall be automatically considered for long-term NTT contracts at each point of contract renewal. When a governing academic leader deems a faculty member eligible for a long-term NTT contract, that leader is obligated to offer the longest possible NTT contract (per the “feasible and judicious” requirements of Section 3.1).

**5.6** Per the *Faculty Manual* (Section III.E.1), faculty serving on NTT contracts share in the right to submit an early application for advancement in rank.

## 6.0 Authority to Determine and Issue Long-Term NTT Contracts

- 6.1** Per the *Faculty Manual* (Section III.B.1), “The Provost or designee is the University official empowered to make a binding offer of employment to a faculty member.” Accordingly, authority to determine the type and duration of any faculty contract to be offered rests with the Provost, upon due consultation with the governing dean. That consultation is to include the dean’s recommendation on the optimal portfolio/mix of faculty position types and durations in the respective academic unit.
- 6.2** Determining the feasibility and judiciousness of any NTT faculty contract (either an initial contract or “renewal” contract of any duration), is a responsibility of the Provost. The Provost’s determination is to be based on multiple factors, including (but not limited to) the following:
- Formal reviews of the faculty member’s past performance (including, but not limited to, reviews of the quality and impact of the faculty member’s teaching at SLU and fulfillment of previous SLU contractual terms)
  - Consideration of the faculty member’s current earned academic rank and academic promotion history;
  - Recommendation of the faculty member’s department chair (or equivalent)
  - Recommendation of the faculty member’s dean
  - Past and projected student enrollment in, and net tuition revenue from, the faculty member’s assigned courses (if applicable)
  - Past and projected student enrollment in, and net tuition revenue from, the academic program(s) served by the faculty member’s assigned courses (if applicable)
  - Results of the most recent formal, University-level review(s) of the quality, viability, and/or sustainability of the academic program(s) served by the faculty member’s assigned courses (if applicable)
  - Applicable accreditation requirements; accreditor requirements for the “presumptive renewability” of long-term NTT contracts, and the nature and length of such contracts, will be honored.
- 6.3** Years of faculty service at other institutions on non-tenure track contracts may be applied to the calculation of total years of service per Section 5.4, per the discretion of the dean (as approved by the Provost).
- 6.4** Exceptions to allow the issuance of a long-term NTT contract at the point of initial hire may be approved only by the Provost. The limited rationales for such exceptions may include (but are not limited to):
- The faculty member was granted by the Provost enough years of service (per previous related employment at SLU or a similar institution, per Section 6.3) that an initial appointment with a long-term contract is warranted;
  - The faculty member has been (or will be) hired in support of a grant that fully funds the NTT position for multiple years (not exceeding the term of the grant itself); or
  - Severe market conditions for a necessary position that preclude the hiring or retention of an appropriately qualified faculty member.

## 7.0 “Renewal” and New Contracts

- 7.1** Each NTT contract expires on the date established at its adoption. Because of the necessity for

the University to discern the feasibility and judiciousness of any NTT contract (new or renewal), the issuance of any NTT contract in no way commits the University to renewal on any grounds other than those stipulated in the initial contract; the only exception to this stipulation is a documented external accreditor requirement for “presumptive renewability” (per 6.2).

## 8.0 Contract Termination and Non-Renewal

- 8.1** Per Section III.I.1 of the *Faculty Manual*, “The University may terminate the contract of such [NTT] faculty members during the term of the contract only for situations involving medical or other extended leaves, and then only as provided for in Sec. III.H.12.b or pursuant to academic reallocation or financial exigency under Secs. III.I.12-13, or for cause, and then only on the grounds given in Sec. III.I.6, and only according to the procedures given in Sec. III.I.6 or III.I.14-15.”
- 8.2** Per Section III.I.1 of the *Faculty Manual*, “the University may decline to renew the contract of such a faculty member, subject to the specifications in Sec. III.I.5, as long as adequate notice of nonrenewal has been provided. Official notice of nonrenewal for continuing, full-time non-tenure-track faculty must be given in writing by the Provost or designee:
- no later than three months before the end of the appointment for a faculty member who has served fewer than two years;
  - no later than six months before the end of the appointment for a faculty member who has served more than two years but fewer than four years;
  - no later than twelve months before the end of the appointment for a faculty member who has served four years or more.”

## 9.0 Approvals

### **This policy was:**

1. Approved by CADD: September 25, 2024
2. Approved by the Provost: September 26, 2024
3. Amended by the Provost April 16, 2025 to (a) make Section 4.4 more clear and (b) remove the erroneous Section 5.7 (which was mistakenly not removed with the addition of Section 5.5)