**ARTICLE VI**

**DEFINITION OF RANKS**

1. Ranking System for Faculty

All instructional appointments and promotions shall be to a designated faculty rank either as described in this Article or in accordance with the provisions of Article VIII (Promotion and Tenure).

For all colleges of Rider University, faculty ranks will be consistent with the standards described below and in Article VIII (Promotion and Tenure). Newly hired faculty with previous experience and advanced training may be appointed to any rank described in the position announcement, depending on their qualifications, and if recommended by the appropriate department.

For purposes of this Article, as well as Articles VII, VIII, X, XIII, XV, XVIII, and XXXVI, the library system shall be considered equivalent to a college.

* 1. Instructor and Instructor-Librarian

The ranks of Instructor and Instructor-Librarian are pre-probationary ranks (time in this rank does not count towards the individual’s tenure clock). Appointments to faculty rank made during the term of this Agreement with the designation “Instructor” shall be limited to individuals who, at the time of their appointment, have completed all course work for the applicable terminal degree but have not yet received that degree. Such appointments shall be made only with the mutual agreement of the Dean and the applicable department. Appointments with the designation “Instructor-Librarian” shall be limited to individuals who, at the time of their appointment, have not completed a graduate degree in a subject field other than Library Science. Such appointments shall be made only with the mutual agreement of the Dean of University Libraries and the library faculty. Up to two (2) annual appointments may be made for Instructors or Instructor-Librarians and they shall be non-tenure track appointments. Instructors and Instructor-Librarians who receive the appropriate terminal degree or qualification shall be promoted to the rank of Assistant Professor I or Assistant Professor I-Librarian, effective the Fall

semester following receipt of the degree, without having to apply for promotion under Article VIII.

The regular probationary period (the time that an individual has to earn tenure or be issued a terminal contract) for such individuals shall begin in September of the year following completion of the appropriate terminal degree. At the expiration of an appointee’s pre- probationary period as described herein, Instructors and Instructor-Librarians who have not received the appropriate terminal degree or qualification may be promoted to the rank of Assistant Professor I or Assistant Professor I-Librarian only with the mutual agreement of the Dean and the department or of the Dean of University Libraries and the library faculty.

Promotion of Instructors or Instructor-Librarians to Assistant Professor I or Assistant Professor I- Librarian shall be subject only to the procedures for annual reappointment under Article X. Pre- probationary appointments, as described in this Section, shall not constitute grounds for a claim by the individual or the AAUP that service during the pre-probationary period may be counted towards the probationary period.

* 1. Assistant Professor and Assistant Professor-Librarian

Appointment of newly hired faculty to the rank of Assistant Professor or Assistant Professor-Librarian shall be either a first-term appointment (Assistant Professor I or Assistant Professor I-Librarian) or a second-term appointment (Assistant Professor II or Assistant Professor II-Librarian). For appointment to Assistant Professor I, the person should (but is not required to) possess an appropriate terminal degree or qualification and appropriate graduate education and potential for effective teaching and scholarly activity in their field of specialization as well as the potential for carrying out value activities at the department, college/school, and University levels. For appointment to the rank of Assistant Professor I- Librarian, the person should (but is not required to) possess a master’s degree in Library Science (hereinafter the “M.L.S.”), and prior professional library experience and the potential for scholarly activities and contributions to the library profession, as well as the potential for carrying out value activities at the department, college/school, and University levels. At this rank, possession of a graduate degree in a subject field (other than Library Science) is desirable. Appointments to Assistant Professor I or Assistant Professor I-Librarian shall be made on a year- to-year basis for a period not to exceed three (3) years at which time the individual will be given a second-term appointment (Assistant Professor II or Assistant Professor II-Librarian) or a terminal contract.

For appointment to the rank of Assistant Professor II, the person must possess the appropriate terminal degree or qualification and two (2) years of acceptable teaching experience and appropriate scholarly activities. The minimum qualifications for appointment to the rank of Assistant Professor II-Librarian include the M.L.S., a graduate degree in a subject field (other than Library Science), and demonstrated professional growth and development. A second-term appointment shall be for a period not to exceed three (3) years, at which time the individual will be promoted to the rank of Associate Professor or Associate Professor-Librarian or will be given a terminal contract.

A person hired at the rank of Assistant Professor I, with either one (1) or two (2) years full-time teaching experience prior to coming to Rider University, shall apply during their- second year at Rider for a second-term appointment to take effect in their third year.

A person appointed to a second-term appointment to Assistant Professor II or Assistant Professor II-Librarian shall not be subject to annual reappointment, but shall undergo such evaluation as requested by the candidate or deemed necessary, respectively, by the department or Dean or by the library faculty or the Associate Provost and/or Dean having responsibility over the University Libraries to prepare documentation required for promotion to Associate Professor or Associate Professor-Librarian with tenure pursuant to the procedures set forth at Article VIII, below.

While the ranks of Assistant Professor II and Assistant Professor II–Librarian shall remain open to any employee hired subsequent to September 1, 2022, there shall be no corresponding increase to the applicable minimum pay. Full-time Faculty (other than Lecturers) hired after September 1, 2022 shall nevertheless be required to apply during their third year at Rider for a second-term appointment, which shall be for a period not to exceed three (3) years, at which time the individual will be promoted (through the process outlined herein) to the rank of Associate Professor or Associate Professor-Librarian or will be given a terminal contract.

* 1. Associate Professor and Associate Professor-Librarian

The rank of Associate Professor is the first senior rank of faculty at Rider University.

This rank or the rank of Professor is held by all tenured faculty. Standards for newly hired faculty appointed to the rank of Associate Professor include appropriate graduate education, appropriate terminal degree or qualification as defined above, and a record of effective teaching, and scholarly activity in the field of specialization, and potential value to a department, a college/school, and the University. Standards for newly hired faculty appointed to the rank of Associate Professor-Librarian include the M.L.S., a graduate degree in a subject field (other than Library Science), demonstrated evidence of scholarly activities, and contributions to the library profession.

* 1. Professor and Professor-Librarian

The rank of Professor is the highest faculty rank at Rider University. Newly hired faculty appointed to this rank are expected to exemplify distinguished achievement in the areas of classroom teaching, scholarly activities, and potential value to a department, a college/school, and the University.

* 1. Adjunct, Acting, and Visiting
     1. Appointments to faculty rank with the special designation “Adjunct” shall be limited to part-time appointments made on a semester-by-semester, or year-by-year basis. Bargaining unit members holding adjunct faculty rank shall be assigned such rank in and assigned to a department or program within a college or school of the University. Persons with appropriate academic qualifications may be appointed

Adjunct Lecturer, Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor, based on their credentials and experience.

* + 1. Appointments to faculty rank with the special designation “Acting” shall be limited to temporary full-time appointments as provided for in Article VII, Section B.
    2. Visiting Faculty. The University shall notify the AAUP when it intends to make a visiting appointment. Visiting faculty will be included in the unit. Appointments to faculty rank with the special designation “visiting” (which may carry such working titles as “Artist-in-Residence,” “Clinical Instructor,” or “Executive-in- Residence,” etc.) shall be limited to individuals deemed to be distinguished faculty on leave of absence from another institution, distinguished faculty holding emeritus status from another institution, a person distinguished in their field, or a person possessing specialized knowledge or skills without the usual regard for academic degrees. Visiting appointments may be full- or part-time, renewable for a maximum not to exceed six years. Reappointment shall be subject to evaluations for reappointment as set forth in Article X. Section C Reappointment of Full-Time Visiting Faculty.
       1. Visiting faculty are to be appointed in accordance with the existing appointment process for full-time tenure track faculty as described in Article VII (Appointments) of this Agreement except in the circumstance defined in (ii.). This process will include the authorization of such a line by the Provost, the development of a job description, the development of a recruitment plan consistent with the University’s affirmative action goals, the selection of candidates to be interviewed by the department, on-campus interviews, the ranking of candidates by the department and the offer of the position by the Dean.
       2. Any member of a department, including the department chairperson, or the Dean may propose to their departmental colleagues for a visiting appointment an individual who is either distinguished faculty on leave of absence from another institution, distinguished faculty holding emeritus status from another institution, a person distinguished in their field, or a person possessing specialized knowledge or skills without the usual regard for academic degrees. This proposal shall be in writing and shall document (for example, by a curriculum vitae) how this individual qualifies for visiting status and why the University and the AAUP should waive the full search process in this case. In response, the department shall meet to discuss the proposal. At the meeting, members of the department shall discuss the visiting appointment, the desired length of the position, the workload, and the specific courses to be taught. With approval from two-thirds of the department, the department may propose to the Dean and the Provost that this visiting appointment be considered, specifying the desired length of the initial authorization (one to three years), the workload, whether the appointment is full-time or part-time, and the specific courses to be taught. If the Dean and the Provost approve, the potential appointee will be invited to interview, on-campus or by other means, allowing participation of members of the department in the interview. After a departmental meeting to

discuss the interview, upon a vote of not less than two-thirds of the department, the department may recommend that the University make the offer of a visiting appointment, specifying the desired length of the initial authorization (one to three years), the workload, whether the appointment is full-time or part-time, and the specific courses to be taught. With the approval of the Dean, the individual shall be offered the visiting appointment.

* + - 1. The Provost, when they approve the interview, shall authorize and shall inform the department of the maximum number of years for the visiting appointment, the number of which may exceed that of the initial appointment, but in no case shall exceed six years. Copies of the Provost’s authorizing letter to the department and the department’s proposal letter to the Dean and Provost will be sent to the AAUP at the time the Provost informs the department; a copy of the final appointment letter to the visiting faculty will be sent to the AAUP immediately after the offer of appointment has been accepted by the individual. The authorized maximum number of years for the appointment shall be included in the visiting faculty member’s letter of appointment and each subsequent letter of reappointment. Authorization of a visiting faculty position for a period greater than the initial appointment is possible, but that authorization does not guarantee reappointment. Reappointment shall be subject to evaluations for reappointment as set forth in Article X, Section (C) Reappointment of Full- Time Visiting Faculty. Visiting faculty will be evaluated for reappointment on those aspects of their teaching, scholarly, or professional activity and value to the department that are consistent with their appointment as visiting faculty.
      2. A full-time visiting faculty member may be offered a workload with fewer contact hours than the regular full-time faculty workload, but shall not have a base workload with more contact hours than that of the full- time faculty workload. Visiting faculty, with the exception indicated in vi. below, shall not teach any courses on an overload basis.
      3. Visiting faculty will be restricted to teaching those courses specified in their letters of appointment and, with the exception indicated in vi. below, they shall not teach core courses.
      4. A department will have no more than one full- and one part-time visiting appointment at any one time; except that, the University may

hire full-time visiting faculty exceeding this limit up to a maximum of twenty (20) percent of the full-time faculty in the department, when the department has demonstrated a shortage of tenure-qualified faculty in the specific field and when a good faith effort has been made to hire tenure-qualified faculty and when the members of the department recommending the visiting appointment agree that the failure to hire a tenure-qualified faculty member was due to market forces. A visiting faculty member hired due to a demonstrable shortage of tenure-qualified faculty may teach core courses as well as upper level specialized courses and may teach courses on an overload basis as per any full-time faculty member.

* + - 1. A part-time (adjunct) visiting faculty member shall not be offered courses that would otherwise be in the workload of an adjunct member of the bargaining unit with either preferred or priority status. Part-time (adjunct) visiting faculty shall be held to the same restrictions on the number of courses as any other recently appointed adjunct faculty member. In order to include workload activities other than traditional teaching (i.e., guest conducting a single performance, teaching a master class, etc.), the University and the AAUP will meet and agree upon a contact hour equivalent for such work.
  1. Lecturers

The University may hire Lecturers to a University wide maximum of twenty (20) percent of the total full-time faculty. Lecturers shall:

1. Have a regular academic-year teaching load of four courses in the Fall Semester and four courses in the Spring Semester;
2. Be ineligible for tenure;
3. Be appointed for an initial term not to exceed three years;
4. Be subject to the annual reappointment process in Article X; and
5. Be eligible for continuing status.

The primary duties of Lecturers shall be teaching, advising (relating to courses taught), and performing value responsibilities as defined in Article XXIX. Lecturers shall have Value responsibilities primarily to their home departments or programs, and may also provide service to their college and the University. Lecturers shall have no Scholarly Activity responsibilities, except to remain current in their fields.

The Provost shall have sole authority to determine that full-time faculty lines will be filled with Lecturers, and assign their ranks, up to the limit of twenty (20) percent of the total full-time faculty of the University and either two (2) Lecturers per department or discipline, or twenty (20) percent of the full-time faculty of any single department or discipline, whichever is greater.

The process for hiring lines designated as Lecturer lines shall follow the procedures specified in Article VII: Appointments.

As of the later of: (i) September 1, 2028 or (ii) six (6) years from the Lecturer’s date-of- hire, Lecturers shall have the ability to apply for “Continuing Status.” While it is understood that Lecturers are not eligible for tenure, applications for Continuing Status shall be reviewed by the Promotion and Tenure Committee, in accordance with the procedure set forth in Article VII of this Agreement, with the exception that Lecturers are not obligated to engage in scholarly activity. A Lecturer who has received Continuing Status, shall remain employed by the University, subject to removal on the basis of: (1) just cause; (2) an involuntary separation from employment as part of a reduction in force, in accordance with Article XV of this Agreement; or

(3) where there is not sufficient work for the Lecturer at the University, which shall be defined as any instance where the Lecturer has taught a half-load or less for two (2) consecutive academic years.

Upon their hire, Lecturers shall bear the job title of “Lecturer.” Following the completion of their third consecutive academic year, a Lecturer shall receive the job title of “Assistant Professor – Lecturer.” In the event the Lecturer has received Continuing Status, as set forth in the previous paragraph, they shall receive the job title of “Associate Professor – Lecturer.” Lecturers who have more than two years of service with the University as of ratification of this Agreement, shall immediately receive the title of “Assistant Professor – Lecturer.”

In order to be eligible for Continuing Status, a Lecturer must possess an earned degree above that of baccalaureate.

In filling full-time faculty lines, the department shall give consideration to applicants with Rider teaching experience. Rider adjunct faculty members who are appointed to Lecturer positions may revert to their prior adjunct faculty status upon completing their Lecturer terms.

1. Athletic Staff Ranks

Descriptions of titles and ranks for professional athletic staff are set forth in Article XVI of this Agreement.