

I. NON-PROMOTION ELIGIBLE FACULTY

A. Definition. Non-promotion eligible (NPE) faculty are those individuals that have been invited to participate in the institution's research, teaching, or clinical care missions, to pursue collaborative efforts, or other benefit to EVMS. NPE faculty may, for example, teach one or more courses for one semester, give a series of lectures within a course developed by an EVMS full-time faculty, supervise students or prepare them for various professional roles, teach specific clinical skills or graduate seminars, or oversee graduate research conducted by EVMS students (they may not be principal advisors on masters or doctoral theses).

B. Appointment and Termination.

1. *Appointment*. NPE faculty may be appointed for periods of up to one year and each appointment shall end on June 30. Initial appointment to any of the NPE ranks require the submission of: a) CV of the individual and 2) Justification for Appointment of non-promotion eligible faculty with or without a Terminal Degree form. Thereafter, NPE faculty may be renewed for additional year to year periods, upon satisfactory performance review, with no limit on the number of renewals. Activity reports must be submitted to the academic administrator of the academic program unit in which the individual is assigned. Recommendations for or against reappointment must originate from the academic administrator of academic program unit in which the individual is assigned and must be approved by the Faculty Affairs and Professional Development office.

2. *Termination*. NPE faculty may be terminated before the end of their terms for the following reasons:

- a. change in programmatic need, including budgetary considerations;
- b. not meeting accreditation requirements for teaching; and
- c. for cause.

If an NPE faculty is employed by EVMS in another primary capacity, termination applies only to the NPE Faculty appointment and does not affect the individual's primary EVMS employment.

C. Status. NPE faculty may be unpaid, or paid as employees, are not required to sign employment agreements and are subject to benefits as determined by Human Resources. In addition, NPE faculty shall not vote, hold office, or serve on the Faculty Senate, or on Committees of the Faculty Senate or as a standing member on any Institutional Standing Committees. However, they can serve as ad-hoc members on any Institutional Standing Committees due to their unique expertise.

D. Ranks and Promotion. NPE faculty are not promotion or tenure eligible. The ranks for NPE Faculty include Teacher, Senior Teacher, Educator, Senior Educator, Lecturer and Senior Lecturer as follows:

1. *Teacher/Senior Teacher.* Individuals with Teacher appointments are responsible for providing educational or administrative services within the academic departments or other units within the institution under 50% FTE. They devote their time to faculty responsibilities including, but not limited to, teaching, advising, and student mentoring. Teachers may also have responsibility for administering special academic projects, systems support, and other administrative services based on their credentials. Individuals in this rank may or may not hold a terminal degree, but have the necessary academic background and expertise to participate in teaching or other academic activities. Their primary professional involvement is in business, industry, government and their primary involvement in these sectors continues during their appointment at EVMS. After at least five years of consecutive service and following a successful performance review, Teachers could be reappointed as Senior Teachers. Advancement to Senior Teacher is an honorary title, not a promotion, and does not change the specifications and restrictions of the appointment.

2. *Educator/Senior Educator.* Individuals with Educator appointments are EVMS non-faculty employees whose participation in the academic programs of EVMS encompasses a portion of their professional time or their extracurricular time. These individuals may or may not hold a terminal degree and have the necessary academic background and expertise to participate in teaching or other academic activities (i.e. mentoring of students, research, community engagement projects). An Educator must make contributions to the academic program through approved educational activities as determined by the appropriate Full-Time Faculty academic administrator (i.e., department chair, division chief, program director). After at least five years of consecutive service and following a successful performance review, an Educator will be reappointed as Senior Educator. Advancement to Senior Educator is an honorary title, not a promotion, and does not change the specifications and restrictions of the appointment.

3. *Lecturer/Senior Lecturer.* Individuals with Lecturer appointments are EVMS employees whose primary job duty is to provide instruction for a stated term of service, as specified in their appointment letter. The Lecturer ranks do not require a terminal degree but do require a strong teaching ability and/or substantial relevant work or professional expertise and experience of at least one year for the Lecturer rank. The Senior Lecturer title requires a Bachelor's or Master's degree and at least two years of related professional experience. Degree equivalencies (work experience in lieu of a degree) may be approved in limited circumstances for positions within the Lecturer ranks following analysis of job duties, industry standards, and recruiting constraints. In such cases, position may be advertised with equivalent requirements. It is acceptable for departments to require an additional year of experience or other qualifications than what is represented within the Lecturer guidelines. Degree equivalencies are both incumbent and position specific, and require the approval of the Faculty Affairs and Professional Development office.