

Faculty Appointments, Contracts, and Titles

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

The following document, published by the Office of Faculty Administration, reprints the text of the Faculty Handbook and provides useful further detail regarding the categories of faculty identified in the Handbook as well as the contracts and titles ordinarily associated with them.

The membership of the faculty includes the President, the Senior Academic Officers, the deans of each school and college, and those with the following status: (1) tenured and tenure-track faculty; (2) non-tenure-track faculty; (3) faculty with special appointments; and (4) faculty with courtesy and honorific appointments. Additions, changes to, or revisions of faculty titles must be referred to and recommended by the Faculty Affairs University Policy Committee and approved by the President.

Typically, the general terms and conditions of every faculty appointment will be stipulated in writing at the time of the faculty member's initial appointment in the letter of appointment. Additionally, each faculty member, full-time and part-time, tenured and not tenured, other than librarians and archivists, is offered an annual, semester or other academic term contract (which is referred to as an "annual contract" in this Faculty Handbook) stipulating such things as faculty appointment status, salary, special administrative assignments, availability of paid or unpaid professional leaves, or any phased-retirement agreement which may exist. Non-tenured faculty, regardless of appointment status, must indicate affirmatively their acceptance of the terms of employment as indicated in their letter of appointment and/or annual contract. Loyola will assume that all tenured faculty are in agreement with the terms of their respective letter of appointment and/or annual contract unless an individual's non-acceptance is indicated in writing within the time specified in such letter of appointment and/or annual contract. The President and the Senior Academic Officers are the only individuals authorized to issue letters of appointment and/or annual contracts to the faculty. All appointments issue from the Senior Academic Officer after review and consultation with the President.

FACULTY TYPES

Faculty of the University are of the following types:

A. Tenured and Tenure-Track Faculty

- A-1 Assistant Professor, Associate Professor, Professor**
- A-2 Joint Appointments – Tenured and Tenure Track**
- A-3 Graduate Faculty**
- A-4 Endowed Chairs and Professorships**
- A-5 University Professors**

B. Non-Tenure-Track Faculty

- B.1 Full-time Renewable Term Lab Instructors, Instructors, Lecturers and Clinical Faculty**
- B.2 Research Faculty**
- B.3 Joint Appointments – Non-Tenure-Track**

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 with specific durations. Some full-time faculty appointments are for one academic year, some are for more than one year, and some are coterminous with an administrative appointment. Some full-time *clinical faculty* appointments in some schools and some non-tenure-track *instructor* appointments may be for up to five years in duration. In some cases these are renewable one or more times. Individual faculty members may be included in multiple appointment categories at the same time. For example, some tenured faculty enjoy appointment to the *graduate faculty*. Some faculty hold *joint*, *honorific*, or *courtesy* faculty appointments. *Tenure-track faculty* retain their appointments as Loyola faculty members even if they are on approved leave-without-pay status; that is, not under contract in a given semester or academic year to perform duties and receive a salary. The various types of full-time and part-time, paid and unpaid, faculty appointments available for use, and some of their more salient features and characteristics, are described in more detail below.

Full-time Faculty Appointments: All members of the University's full-time faculty are expected by virtue of their inclusion in this category of faculty appointment to devote their full time and professional attention to their University duties. Tenured and probationary (tenure eligible) faculty typically have a set of faculty responsibilities which require a balance of teaching and scholarship along with expectations in the area of faculty service. As indicated below, other types of full-time faculty appointments, e.g. clinical faculty, emphasize one or two of these areas of faculty responsibility substantially more than the other area(s).

Part-time Faculty Appointments: Part-time faculty may hold a contract for a single semester, quarter, or term, or for an academic year. An academic year appointment is appropriate if the instructional assignment is for the equivalent of at least four organized courses of instruction assigned over both the Fall and the Spring Semesters. Part-time faculty appointments are for up to four courses of instruction (12 semester credit units) over the academic year, with no research responsibilities and no faculty service responsibilities beyond staying current in one's field and being a good departmental citizen.

FACULTY CONTRACTS

A *faculty contract* is a documented agreement between the University and an individual person. Typically every member of the faculty, full-time and part-time, tenured and not tenured (except librarians), is offered annual or semester by semester contractual letters commemorating in writing such things as their faculty appointment status, their salary, special administrative assignments, paid or unpaid professional leaves, or phased-retirement agreement which may exist. Untenured faculty regardless of appointment status must indicate

affirmatively their acceptance of the terms of employment as indicated in their contract letter. The University will presume that all tenured faculty are in agreement with the terms of their employment contracts unless an individual's non-acceptance is indicated in writing within the time specified in the contractual letter. The President and the chief academic officers of LUC and LUMC are the institutional officers authorized to issue faculty contracts.

Academic Year Contracts: Faculty who hold continuing appointments (e.g. multi-year, probationary, clinical, tenured) should have the opportunity to pursue their scholarship free from teaching and faculty service responsibilities for an uninterrupted period of time during the year. Traditionally this is during the summer. Thus, a faculty member with an academic year contract is assigned teaching and faculty service duties only during the approximately nine months of the academic year, (Fall and Spring Semester, or Fall-Winter-Spring quarters, or four consecutive 8-week terms). A faculty member may, however, agree to accept the offer of additional paid duties from Loyola for teaching, scholarship, or service during the summer or as overload assignments for supplemental pay during the academic year. For the sake of curricular flexibility, with approval of the Provost and agreement of the faculty member a dean may assign a portion of the faculty member's in-load teaching and faculty service during a summer term, but only if the person is relieved of those duties for an equivalent amount of time during some other part of the academic year.

Academic Year Contracts and Full Year Appointments: In order to supply tenured faculty, probationary faculty, and other academic year faculty who hold multi-year or continuing appointments with the protection of the institution's statutory and discretionary benefits programs, such as health insurance, all faculty on academic year contracts who hold continuing appointment of any kind are considered to be appointed faculty of the University and University employees for the entire year from the start of one Fall Semester to the start of the next Fall Semester without a break in service.

Outside Employment: Outside employment is work performed as a salaried or wage-earning employee of some employer other than Loyola that qualifies under IRS rules as work as an employee. In general, income from outside work is reported on an IRS W-2 tax form.

Teaching in another institution is not permitted except with advance written approval from the Senior Academic Officer after consultation with the dean. Full-time faculty on academic year contracts are expected to devote themselves on a full-time basis to teaching, research/scholarship, professional practice (if applicable) and service to Loyola during the academic year. Full-time faculty on full-year contracts are expected to devote themselves on a full-time basis to teaching, research/scholarship, professional practice (if applicable) and service to Loyola all year. No full-time faculty member is to be employed in any other service or activity which, in the judgment of the University, interferes with the performance of the faculty member's obligations to the University. For this reason, all persons appointed to the full-time faculty are prohibited from outside employment at any time during the academic year without the prior written approval of the Senior Academic Officer. A full-time faculty member interested in outside employment must first discuss it with his or her dean. If the dean recommends permitting the outside employment, the faculty member should set forth this recommendation in writing to the Senior Academic Officer. The faculty member must not begin the outside employment until he or she has received written approval from the Senior Academic Officer. Any such outside employment must be done in accordance with Loyola's Conflict of Interest Policy. Additionally, librarians 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.

Professional Consulting Professional consulting is understood as providing one's expert advice on a fee for service basis or in exchange for compensation, including work that qualifies under IRS rules as work as an independent contractor rather than as an employee. In general, income from professional consulting is reported on an IRS Form 1099. Faculty are permitted to engage occasionally in such paid or unpaid consulting activities as are consistent with their professional expertise and which

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, professional practice (if applicable), service, or administrative obligations or prevent the faculty member from participating in the intellectual and professional life of their department, academic unit, school/college, and the University. In general, professional consulting should not exceed one day per week during the academic year. Any such professional consulting must be done in accordance with Loyola's Conflict of Interest Policy and is subject to review by the faculty member's dean. There is no limitation on professional consulting activity during the summer months for faculty on academic year contracts who do not have summer administrative duties. Librarians and archivists may engage in professional consulting with approval from the Dean of the Libraries when they are not on duty.

Full Year Contracts: Full year faculty contracts require teaching, scholarship, and faculty service, which may include academic leadership duties as a Chair or Director, for the entire year. In addition to designated official University Holidays, faculty on full year contracts may take up to four weeks (20 working days) of paid vacation per year, with approval of their Dean. However, paid vacation days not taken in the given contract year are forfeited and cannot be transferred forward into a subsequent year.

One-Semester (one-academic-term) Contracts: Typically these contracts are issued to a person to teach one or more courses within a specific semester, quarter, or academic term. A part-time faculty appointment automatically terminates with the expiration of the person's contract. Regardless of the quality of the person's work or the instructional needs of the institution, the University has no obligation to offer that person a contract for a subsequent term; however, at its discretion the University may do so.

Work Flow: At the Lakeside campuses and the Rome Campus the Academic Affairs Office is the only office that issues contracts to full-time faculty (including one-semester visiting faculty, overload teaching, supplemental pay, or summer) and all contracts for a duration of one or more academic years. The Provost may assign to the Deans' Offices the work flow duty of issuing Provost-approved contracts for part-time faculty teaching for one semester or term during the academic year. Deans may not assign this duty to Department Chairs. Unpaid courtesy appointments may be made by the Provost or by a school or college Dean; appointments to the graduate faculty are made by the Provost or the Graduate Dean.

FACULTY WORKING TITLES

In accord with the Faculty Handbook (2009) the following pages provide expanded definitions of the various types of Faculty as well as the Working Titles customarily used for each.

A. Tenured and Tenure-Track Faculty

Tenured and tenure-track faculty are teaching scholars who, by qualification, experience, and commitment, are appointed to full-time positions as tenured or tenure-track assistant professors, associate professors, or professors to engage in teaching, research/scholarship, professional practice (if applicable) and service. Such members of the faculty are tenured or eligible to earn tenure in accordance with the procedures described in the Faculty Handbook.

Full-time tenured and tenure-track faculty participate in, and have responsibility for, the shared governance of the University, for recommending faculty status, titles and promotions, for curriculum development and for research/scholarship, as well as for promoting the mission of the University. Tenured and tenure-track faculty include the faculty below.

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 rd year Tenure Review occurs in 6 th 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 nd year: no later than end of current contract- next academic year will be final appointment	Yes: A helpful template for annual evaluation is found at http://www.luc.edu/academicaffairs/pdfs/Eval_P%26T_of_TT_Faculty.pdf
	Associate Professor	Pre-tenure: Same as above. Tenured: term- continuing and indefinite.	Unless otherwise specified in the letter of appointment, the tenure review occurs in 3 rd year of service on the tenure-track at Loyola. However at the time of hire as an untenured associate professor, the probationary period is negotiable; the tenure review may occur as late as the 6 th year of probation. In exceptional cases an initial appointment with tenure at the rank of associate professor can be made.	Prior to tenure, same as above	Prior to tenure, same as above. Tenured: Dean may adjust criteria and/or frequency of review.
	Professor	Pre-tenure: Same as above. Tenured: term- continuing and indefinite.	Tenure review typically occurs in the 1 st or 2 nd year on the tenure-track at Loyola, but may occur later; the initial letter of appointment should indicate tenure review year. In exceptional cases an initial appointment with tenure at the rank of professor can be made.	Prior to tenure, same as above	Tenured: Dean may adjust criteria and/or frequency of review.

Joint Appointments (Tenured and Tenure-Track) These persons are full-time tenured or tenure-track faculty who split their time and effort among independent sets of faculty duties in more than one department, school/college, or other academic unit.

In some cases, where a faculty member has a joint appointment, one department or school/college (or other academic unit) shall be specified as the person's primary department, and the other (or others) as secondary. In these cases, the primary department is the locus for annual evaluation, mid-probationary review, tenure, promotion and teaching responsibilities with the secondary department(s) being afforded a consultative role in these processes. If tenure is granted, it is granted in the primary department only. Teaching schedules, office hours and other logistical considerations must be coordinated among the departmental chairpersons, academic supervisors, and/or deans in whose areas the faculty member has work responsibilities for a given academic term. Agreements for joint appointments may be revised either to increase, decrease, or eliminate entirely the number of secondary

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. This 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 education. A Full Graduate Faculty member is either in a tenured or tenure-track appointment or holds some continuing status such as Adjunct or Research Professor while engaged in teaching and research. Appointments to Graduate Faculty status occur on an annual basis upon the recommendation of the department chair.

The Associate Graduate Faculty member is or has been involved in research activities, but either is in the initial stages of research or has become notably less active or productive in this regard.

Additional information regarding the Graduate Faculty is outlined in the Handbook for the Faculty of the Graduate School which may be found at http://www.luc.edu/gradschool/faculty_handbook.shtml.

Endowed chairs and Professorships: These appointments are reserved for outstanding faculty performing in the top echelons of their disciplines or professional fields who have achieved national or international recognition for their sustained and influential contributions. Endowed chairs may be used to recruit distinguished faculty members to the University. The area of expertise of endowed chairs is often defined by the academic goals of the donors who establish such chairs. Normally, the chairholders of endowed chairs are evaluated as such every five years, unless otherwise stipulated in their original letter of appointment and/or annual contract. Additional information regarding endowed chairs and endowed professors is available at www.luc.edu/academicaffairs/pdfs/endowed.pdf.

University Professors: In rare circumstances, a tenured faculty member may hold an appointment as a University Professor. In this instance, the faculty member reports to and is reviewed annually by the Senior Academic Officer, and the faculty member's tenure home is the University rather than a specific school/college or department. Ordinarily, appointment as a University Professor will be reserved for a senior-level faculty member who is expected to contribute to more than one school or college and whose unique circumstances merit such an appointment.

B. Non-Tenure-Track Faculty

Instructor and Lecturer Appointments: This appointment status is typically used for a person who is assigned standard teaching responsibilities as the faculty member of record for a substantial number of organized courses, academic advising, and faculty service duties. Full-time non-tenure-track instructor or lecturer appointments are typically multi-year appointments. Although these appointments are for a fixed number of years, they may be renewed multiple times. Annual 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. After six years of continuous full-time Loyola University Chicago employment full-time instructors or full-time lecturers are eligible for those faculty development professional programs that directly relate to their normally assigned responsibilities in instruction, curriculum development, or faculty service. These faculty are eligible for paid teaching related leaves, but not paid research leaves.

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 Full-time Senior Instructor Full-time Lecturer Full-time Senior Lecturer 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 professional field. Clinical faculty and Lab Instructor typically hold multi-year appointments, but they may receive one-year appointments. These appointments may be renewed multiple times. Although typically full-time, these appointments may be for a single semester or academic term, or they may be part-time for an academic year, semester, or term. (See part-time faculty appointments below.) Evaluations of lab instructors and clinical faculty should reflect these specific assignments in proportion to their significance for the school and its curriculum. Promotions are appropriate, depending on departmental or school policies and standards. Years of service as a non-tenure-track clinical faculty member or lab instructor do not accrue toward eligibility for tenure. Full-time lab instructors and full-time clinical faculty are eligible to be Principal Investigators on externally funded projects. After six years of continuous full-time Loyola University Chicago employment full-time lab instructors and clinical faculty are eligible for those faculty development professional programs that directly relate to their normally assigned responsibilities in instruction, curriculum development, or faculty service. These faculty are eligible for paid teaching related leaves, but not paid research leaves.

College / School	Rank and Working Title	Term of Appointment	Appointment renewal	Notice of non-reappointment	Annual Review
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The College of Arts and Sciences	<p>Clinical Instructor Clinical Assistant Professor Clinical Associate Professor Clinical Professor Lab Instructor, Lab Assistant Professor , Instructor of Speech / of Writing</p> <p>["Assistant Professor of Writing / Speech" is being discontinued. It may be used only for those persons under contract with that title as of January 16, 2004]</p> <p>Additionally, working titles associated with professional fields may be used. E.g. "Artist / Writer / Poet / Executive / Engineer / Statistician / Film Producer / Teacher / Choreographer / Diplomat / Technician / in Residence,"</p>	<p>From 1 to 5 years, renewable multiple times.</p>	<p>If multi-year term, review in second to the last year. If positive, new appointment is offered at the end of the review year.</p> <p>(If "year to year" then each renewal is based on the conditions for the offering of a new annual contract, see next paragraph.)</p> <p>Regardless of the number of years in the term of appointment, a contract for a subsequent year requires at least that 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.</p>	<p>First year of full-time service: 3 months</p> <p>Second year of continuous full-time service: 6 months</p> <p>Third year of continuous full-time service: one year.</p>	<p>Yes: Based on specific duties assigned.</p>
Law School (Standards approved Mar 1994)	<p>Clinical Professor</p> <p>[Clinical Assistant Professor] [Clinical Associate Professor]</p>	<p>5 years, renewable multiple times.</p>	<p>Review in 4th year. If positive, new appointment is offered at the end of the year following the review year (that is, at the end of the full 5 year term.)</p> <p>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.</p>	<p>First year of full-time service: 3 months</p> <p>Second year of continuous full-time service: 6 months</p> <p>Third year of continuous full-time service: one year.</p>	<p>Yes: Based on specific duties assigned.</p>
Professional Schools (Nursing School Standards approved in 1998; revised 2000)	<p>Clinical Instructor Clinical Assistant Professor Clinical Associate Professor Clinical Professor</p>	<p>From 1 to 4 years, renewable multiple times.</p>	<p>If multi-year term, review in second to the last year. If positive, new appointment is offered at the end of the review year.</p> <p>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.</p>	<p>First year of full-time service: 3 months</p> <p>Second year of continuous full-time service: 6 months</p> <p>Third year of continuous full-time service: one year.</p> <p>Professional School clinical faculty contracts are subject</p>	<p>Yes: Based on specific duties assigned.</p>

				to reduction or to termination if sufficient course enrollments fail to materialize.	
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Research Faculty: Research Faculty are full-time faculty members whose primary responsibility is to develop the research programs of their department and/or their school or college. Years of service as Research Faculty do not accrue toward eligibility for tenure. These positions are dependent upon external funding and therefore may be terminated when external funding ceases.

College/School	Position Title	Duration of Appointment	Non-reappointment	Annual Review
The College and all Schools	Research Professor; Research Associate Professor; Research Assistant Professor; Research Associate; Post-Doctoral Fellow	Defined by grant(s). If more than 12-months, salary agreement issued yearly but contingent on availability of external funding. Appointment must be fully funded (salary and benefits) by external grants.	Automatic when external funding ceases; or when a yearly appointment to multi-year externally funded project expires; or if the individual is not recommended for renewal by the P.I., the Chair, or the Dean.	Yes: Based on specific duties assigned.

Joint Appointments (Non-Tenure-Track): These persons are full-time non-tenure-track faculty or, at the Health Sciences Campus, part-time faculty, who split their time and effort among independent sets of faculty duties in more than one school/college, department or other academic unit.

In some cases, where a faculty member has a joint appointment, one department or school/college (or other academic unit) shall be specified as the person's primary department, and the other (or others) as secondary. In these cases, the primary department is the locus for annual evaluation, mid-probationary review, tenure, promotion and teaching responsibilities with the secondary department(s) being afforded a consultative role in these processes. If tenure is granted, it is granted in the primary department only. Teaching schedules, office hours and other logistical considerations must be coordinated among the departmental chairpersons, academic supervisors, and/or deans in whose areas the faculty member has work responsibilities for a given academic term. Agreements for joint appointments may be revised either to increase, decrease, or eliminate entirely the number of secondary 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. This 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.

C. Faculty with Special Appointments

Part-time Faculty Appointments: Part-time faculty may be appointed for an academic year or for a single semester or other academic term. Part-time faculty appointments are not tenured or tenure-track appointments. Years of service on the part-time faculty do not accrue toward eligibility for tenure. Typically part-time faculty are assigned teaching responsibilities as the faculty member of record for a limited number of organized courses, academic advising, clinical instruction or supervision, and/or other instructionally related duties. Part-time faculty are expected to perform all teaching functions competently and to adhere to academic and other policies of their department, school/college or other academic unit. Part-time faculty status does not ordinarily require the publication of research/scholarship or service on University committees as expected of full-time faculty at Loyola. Ranks may vary in each school and college. At the discretion of the Senior Academic Officers, working titles may also vary in each school and college and may include Lecturer, Clinical Professor and Adjunct Professor.

Depending on the school or college, part-time faculty appointments may be renewable. For additional information on the status of part-time faculty in particular schools and colleges, please consult the dean of the school or college.

College/Schools	Rank and Working Title	Term of Appointment	Notice of non-reappointment Notice	Annual Review
The College and all Schools	"Adjunct," or "Part-time," or "Academic Year Part-time," modifying other titles as in these examples: Adjunct Lecturer Part-time Lecturer Academic Year Part-time Lecturer Adjunct Senior Lecturer Adjunct Assistant Professor Adjunct Associate Professor Adjunct Professor Part-time Professor Adjunct Instructor Part-time Instructor Adjunct Senior Instructor Part-time Clinical Instructor Adjunct Clinical Instructor Adjunct Teaching Fellow Adjunct Research Faculty Part-time Research Faculty	Semester, quarter, or term if assigned to teach 1- 2 courses in that term. Academic year appointment may be provided if assigned to teach 4 courses for the academic year.	None: The appointment expires at the end of the term or at the end of the academic year. There is no expectation of renewal. Contract subject to reduction or termination if sufficient course enrollments fail to materialize.	
School of Education	Student Teaching Supervisors			
School of Nursing	Clinical Instructor Part-time Clinical Instructor			
The College and all Schools	Senior Professor. [To be eligible for the title "Senior Professor," a person must be a Loyola University Chicago retired faculty member who has been awarded emeritus/a status.]	Same as above.	Same as above.	

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.

Department	Position Titles	Kind of Appointment	Non-reappointment Notice	Annual Review
Cudahy, Science, Lewis, Law, Rome Center	Various	Same as Exempt Staff	Not applicable; Non-reappointment may be issued at anytime	Yes: Based on specific duties assigned.

Terminal Year Appointment: This appointment status is used for a faculty member who has been denied tenure or whose multi-year non-tenure-track faculty appointment is not going to be renewed and who qualifies for prior notice, one year in length, of non-reappointment. This is a non-renewable appointment with no change in rank or title from the prior appointment. Faculty serving their terminal year do not accrue years of service toward eligibility for tenure. In no case should a person on such an appointment be hired as a full-time or part-time faculty member on any type of appointment whatsoever without a break in service of at least one semester.

Temporary Faculty Appointments: In schools and colleges other than the Stritch School of Medicine, these appointments are used for a faculty member engaged for the purpose of teaching for a temporary period using funding temporarily reallocated from other uses. Although the same individual may, in some cases, be provided such appointments on more than one occasion, each appointment is for a single semester, year or other academic term with no expectation of renewal. Years of service in these appointments do not accrue toward eligibility for tenure. Given the temporary nature of these appointments, such faculty are not eligible for paid faculty professional development leaves or for the University Summer Research Stipend Program. Faculty holding appointments in this Subcategory may be accorded ranks and/or working titles from Category B or D.

Contributed Service Faculty Appointments In the Stritch School of Medicine, these appointments are used for individuals who receive their compensation from a source other than the University, and who volunteer to participate in the academic activities of the Stritch School of Medicine, including teaching, without financial compensation from the University. These appointments may include physicians who are full-time between the Hines VA Hospital and the Stritch School of Medicine. These individuals may be eligible for full faculty status, but years of service in these appointments do not accrue toward eligibility for tenure.

D. Faculty with Courtesy and Honorific Appointments

Faculty with these types of appointments may have various titles in each school and college.

Visiting Faculty Appointments: For all schools and colleges other than the Stritch School of Medicine, this appointment status generally indicates a faculty member who holds or held a faculty appointment at another institution of higher education or an expert regularly employed elsewhere. It is made for a fixed period of time, normally one academic year, to engage in teaching, scholarship, and faculty service, with no expectation of renewal or continuation beyond the fixed period of time identified at the time of appointment. Years of service as a visiting faculty member do not accrue toward eligibility for tenure.

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 to the respective department to which they are assigned during their stay and to the Stritch School of Medicine. This appointment status is assigned for a limited period of time and normally does not involve compensation.

College / School	Rank & Working Title	Term of Appointment	Notice of non-reappointment	Annual Review
The College and all Schools	Visiting Assistant Professor Visiting Associate Professor Visiting Professor Additionally a working title may be used, as in the case of persons whose salaries are supported by endowment funds.	One academic year, or one semester or one academic term/quarter.	None. Contract issued for a specific semester or academic year only with no expectation of renewal. Contract subject to reduction or termination if sufficient course enrollments fail to materialize.	N/A

Courtesy or Affiliate Appointments: These are non-salaried honorific appointments given to persons with appropriate professional or academic credentials whom the department (or other academic unit), the school or the college wishes to include within its academic community. The positions confer an academic affiliation, title, identification card, and library privileges. The department, school or college may permit the use of an office, laboratory, copier, or e-mail. A letter of appointment will be issued by the dean of the school or college and/or the Senior Academic Officer granting the appointment for a specific period of time, which may be renewed. The recommended title should include the words "visiting scholar" (not to be confused with Visiting Faculty as described above) or "affiliate" as in "affiliate associate professor." The courtesy or affiliate appointment may be discontinued at any time without prior notice. Space or other resources made available to those on courtesy or affiliate appointments may be withdrawn at any time.

Coterminous Faculty Coterminous faculty are administrators who are given faculty status only for the time period during which they hold an administrative appointment.

College/School	Position Title	Duration of Appointment	Non-reappointment	Annual Review
The College and all Schools	Various	Coterminous with the administrative contract.	Automatic when administrative duties are completed for any reason.	Yes: Based on specific duties assigned.

Emeriti Appointments: The honor of emeritus or emerita status may be awarded by the Senior Academic Officer, upon the recommendation of the departmental chairperson, if applicable, and the dean, to a full-time member of the regular faculty upon the faculty member's retirement from Loyola after having rendered distinguished service to Loyola for at least ten years. The title of Loyola Emeritus/Emerita is held indefinitely, unless the faculty member is employed on a full-time basis at another educational institution. For additional information regarding the rights and responsibilities of Emeritus faculty, see <http://www.luc.edu/academicaffairs/pdfs/emeriti.pdf>