

Faculty Appointments, Contracts, and Titles

Loyola University Chicago published a new Faculty Handbook in 2025. The stipulations of that Handbook prevail in all cases.

The membership of the faculty includes the President, the Senior Academic Officer, 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, or revisions to faculty titles must follow the procedures outlined in the *Faculty Handbook* (2025).

Typically, the general terms and conditions of every faculty appointment will be stipulated in the faculty member's initial letter of appointment. Additionally, each faculty member, full-time and part-time, tenured, tenure-track, and non-tenure track, with the exception of librarians and archivists, is offered an annual, semester, or other academic term contract (referred to as an "annual contract" in the *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. The University 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 Officer of the University are the only individuals authorized to issue letters of appointment and/or annual contracts to the faculty, except for graduate faculty appointments, emeritus faculty appointments, and courtesy and affiliate faculty appointments. All appointments issue from the Senior Academic Officer after review and consultation with the President, except for: graduate faculty appointments, which issue from either the Senior Academic Officer or the Senior Academic Officer's designee; emeritus faculty appointments, which issue from either the Senior Academic Officer or the Senior Academic Officer's designee; and courtesy and affiliate faculty appointments, which issue from the dean of the school or college granting the appointment.

FACULTY TITLES

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FACULTY APPOINTMENTS

A *faculty appointment* is a 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 non-tenure track faculty 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 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., non-tenure track 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 the equivalent of at least four organized courses of instruction assigned over both the fall and 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 indicating 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 Senior Academic Officer of the University are the only individuals authorized to issue letters of appointment and/or annual contracts to the faculty, except for graduate faculty appointments, emeritus faculty appointments, and courtesy and affiliate faculty appointments.

Academic Year Contracts: Faculty who hold continuing appointments (e.g., renewable, multi-year, probationary, 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 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 at 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 the University'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 the University, its schools and colleges, departments, and 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 school or college, department, academic unit, 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 the University'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 chairperson or director, for the entire year.

One-Semester (One-Academic Term) Contracts: Typically, these contracts are issued to a faculty member 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 contract. Regardless of the quality of the faculty member's work or the instructional needs of the institution, the University has no obligation to offer a contract for a subsequent term; however, at its discretion the University may do so.

Procedures: The Office of Faculty Affairs 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 Senior Academic Officer may assign to the deans' offices the workflow 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 chairpersons. Unpaid courtesy appointments may be made by the dean of the school or college. Per the [Graduate Faculty policy](#), at the time of appointment or promotion to a tenure-track or tenured position, each faculty member of the University is, by definition, automatically granted the status of Graduate Faculty by the Senior Academic Officer. The status of Affiliate Graduate Faculty may be conferred on full-time non-tenure track faculty and other qualified members of the University. Appointment is made by the Senior Academic Officer on the recommendation of the faculty member's dean or department chairperson or program director.

FACULTY TITLES

In accord with the *Faculty Handbook* (2025), the following pages provide expanded definitions of the faculty titles.

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 accord 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; curriculum development and research/scholarship; as well as for promoting the mission of the University. Tenured and tenure-track faculty titles include those listed below.

Assistant Professor: The rank of an Assistant Professor is ordinarily awarded to a faculty member who has attained the doctorate or, in certain fields, the advanced professional status usually required for this rank and who has demonstrated a promise of excellence in teaching and scholarship.

Associate Professor: The rank of Associate Professor is ordinarily awarded only to a faculty member who has performed his or her academic and teaching duties with distinction, has merited internal and external recognition in his or her field by evidence of scholarship and professional contributions, and has provided service to the University.

Professor: The rank of Professor is ordinarily awarded only to a faculty member who has a sustained record of excellence in teaching and research, who has achieved recognition for a record of excellence in research and scholarship inside and outside of the University, who has made an ongoing contribution to his or her field of learning and to the University, and whose achievements make it likely that he or she will continue to develop as a scholar and teacher.

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

In some cases, where a faculty member has a joint appointment, one department or school or 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. The secondary department(s) is 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: Per the [Graduate Faculty Status Policy](#), appointment to the Graduate Faculty is a special appointment usually conferred in addition to a regular full-time faculty appointment. The Graduate Faculty are responsible for teaching graduate-level courses, designing the academic content of graduate degree programs, mentoring students in research settings, serving on graduate student committees, and supervising graduate students in the research and writing of theses and dissertations. Graduate Faculty are responsible for ensuring the academic and professional development of graduate students in a supportive and inclusive environment.

Graduate Faculty Appointments: At the time of appointment or promotion to a tenure-track or tenured position, each faculty member of the University is, by definition, automatically granted the status of Graduate Faculty by the Senior Academic Officer.

Affiliate Graduate Faculty Appointments: The status of Affiliate Graduate Faculty may be conferred on full-time non-tenure track faculty and other qualified members of the University. Appointment is made by the Senior Academic Officer on the recommendation of the faculty member's dean, department chairperson, or program director. The specific roles and contributions of Affiliate Graduate Faculty are established at the level of the relevant academic unit. The duration of the appointment may not exceed the length of the faculty member's contract.

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 the endowed chair is often defined by the academic goals of the donors who establish such chairs. Normally, endowed chairs are evaluated every five years, unless otherwise stipulated in their original letter of appointment and/or annual contract. Additional information regarding endowed chairs and endowed professorships is available in the University's [Guidelines for](#)

Endowed Chair and Professor Appointments and Renewals.

B. Non-Tenure Track Faculty

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, science labs, studios, language skills, academic advising, and faculty service duties. Full-time non-tenure track 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 college or school's needs. Promotions are appropriate, depending on departmental and college or school policies and standards. Years of service as a non-tenure track faculty member do not accrue toward eligibility for tenure. Full-time non-tenure track faculty with renewable terms are eligible to be Principal Investigators on externally funded projects.

Rank titles for non-tenure track faculty with renewable appointments, with the exception of the Stritch School of Medicine, include:

Clinical Professor: Faculty positions modified as “Clinical” include faculty in clinical, practical, or professional teaching programs that require field-based or applied experiences that may lead to licensure and/or certification. Clinical faculty must have a terminal degree (e.g., Ph.D., J.D., M.D., Ed.D., or the equivalent) in an appropriate discipline. Clinical faculty have the following rank titles:

- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Professor

Teaching Professor: Faculty positions modified as “Teaching” support the academic mission of the University through distinguished teaching, curriculum innovation, advising, and professional development. Teaching professors must have a terminal degree in their discipline. Teaching faculty have the following rank titles:

- Teaching Assistant Professor
- Teaching Associate Professor
- Teaching Professor

Professor of Practice: Faculty positions modified as “of practice” bring extensive practical experience in industry to the teaching field. Generally, professors of practice are licensed professionals or hold similar certifications or credentials in their area of responsibility. There is no minimum degree requirement for faculty who hold one of the professor of practice titles. Nonetheless, all faculty must meet the credentialing requirements set forth in the University's [Faculty Credentialing and Course Assignment Policy](#) in order to teach at Loyola. Faculty positions modified with “of practice” have the following rank titles:

- Assistant Professor of Practice
- Associate Professor of Practice
- Professor of Practice

Lecturer: Faculty who have renewable appointments and do not hold a terminal degree have the following rank titles:

- Lecturer
- Advanced Lecturer

- Senior Lecturer

Stitch School of Medicine: Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

Please see Table 1 below for the specific titles used in each School/College. Importantly, faculty can only use the rank titles available in their school or college.

Table 1 *NTT Titles by School/College*

School/College	NTT Rank Titles
College of Arts and Sciences	Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles: • Teaching Assistant Professor • Teaching Associate Professor • Teaching Professor Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles in the Department of Engineering only: • Clinical Assistant Professor • Clinical Associate Professor • Clinical Professor
Arrupe College	Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles: • Clinical Assistant Professor • Clinical Associate Professor • Clinical Professor

Quinlan School of Business School of Continuing and Professional Studies School of Education School of Law Institute for Pastoral Studies School of Social Work	Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles: • Clinical Assistant Professor • Clinical Associate Professor • Clinical Professor Full-time non-tenure track faculty with renewable appointments who do not hold a terminal degree must use the following rank titles: • Lecturer • Advanced Lecturer • Senior Lecturer
Marcella Niehoff School of Nursing	Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles: • Clinical Assistant Professor • Clinical Associate Professor • Clinical Professor
School of Communication	Full-time non-tenure track faculty with renewable appointments who are licensed professionals or hold similar certifications or credentials in their area of responsibility (no minimum degree requirement) must use the following rank titles: • Assistant Professor of Practice • Associate Professor of Practice • Professor of Practice Full-time non-tenure track faculty with renewable appointments who do not hold a terminal degree must use the following rank titles: • Lecturer • Advanced Lecturer • Senior Lecturer
Parkinson School of Health Sciences and Public Health	Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles: • Clinical Assistant Professor • Clinical Associate Professor • Clinical Professor OR • Teaching Assistant Professor • Teaching Associate Professor • Teaching Professor

	Full-time non-tenure track faculty with renewable appointments who are licensed professionals or hold similar certifications or credentials in their area of responsibility (no minimum degree requirement) must use the following rank titles: • Assistant Professor of Practice • Associate Professor of Practice • Professor of Practice Full-time non-tenure track faculty with renewable appointments who do not hold a terminal degree must use the following rank titles: • Lecturer • Advanced Lecturer • Senior Lecturer
School of Environmental Sustainability	Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles: • Teaching Assistant Professor • Teaching Associate Professor • Teaching Professor Full-time non-tenure track faculty with renewable appointments who do not hold a terminal degree must use the following rank titles: • Lecturer • Advanced Lecturer • Senior Lecturer
Stritch School of Medicine	Full-time non-tenure track faculty with renewable appointments and a terminal degree must use the following rank titles: • Instructor • Assistant Professor • Associate Professor • Professor

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. Research Faculty may hold the following rank titles:

- Research Professor
- Research Associate Professor
- Research Assistant Professor
- Research Associate (for a faculty member who does not hold a terminal degree)

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 and teaching responsibilities with the secondary department(s) being afforded a consultative role in these processes.

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 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 non-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, promotion, and teaching responsibilities.

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.

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. Part-time faculty titles include:

Table 2 *Part-Time Faculty Titles by School/College*

School/College	Titles
College of Arts and Sciences	In accordance with the Collective Bargaining Agreement: - Part-time faculty who teach on a semester-by-semester basis should hold the title Adjunct Instructor. - Part-time faculty who have a 1-year appointment should hold the title Adjunct Instructor I. - Part-time faculty who have a 2-year appointment should hold the title Adjunct Instructor II.
Arrupe College Quinlan School of Business School of Education Marcella Niehoff School of Nursing School of Social Work School of Law School of Communication School of Environmental Sustainability School of Continuing and Professional Studies Parkinson School of Health Sciences and Public Health Institute of Pastoral Studies	Part-time faculty should hold the title Adjunct Instructor.
Stritch School of Medicine	Part-time faculty members who are appointed to a clinical department and hold a terminal clinical (therapeutic) degree (e.g., MD, DO, PhD or PsyD in Psychology, DDS, DPM) may hold the title: - Clinical Instructor - Clinical Assistant Professor - Clinical Associate Professor - Clinical Professor Part-time faculty members who are appointed to a non-clinical department and who hold a terminal degree may hold the title: - Adjunct Instructor

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.

Table 3 *Titles for Librarians*

Department	Position Titles	Kind of Appointment
Cudahy, Information Commons, Lewis, Law, HSC, Rome Center	• Assistant Librarian • Senior Assistant Librarian • Associate Librarian • Senior Librarian	Same as Exempt Staff

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 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. Faculty who hold temporary appointments must use the title Instructor.

D. Faculty with Courtesy and Honorific Appointments

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

Table 4 *Visiting Faculty Titles*

College / School	Title
All Schools/Colleges	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.

Courtesy or Affiliate Appointments: These are non-salaried honorific appointments given to persons with appropriate professional or academic credentials whom the school or the college, department, or other academic unit wishes to include within its academic community. The positions confer an academic affiliation, title, identification card, and library privileges. The school or college, department, or other academic unit 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. A coterminous faculty appointment will terminate upon the completion of the individual’s administrative duties unless terminated earlier for reasons set forth in the faculty member’s letter of appointment/individual contract, or as permitted by the *Faculty Handbook*. Coterminous faculty may hold the same title as non-tenure track faculty with renewable appointments in the school or college.

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: <https://www.luc.edu/academicaffairs/facultyaffairs/facultyappointments/>.

Contributed Service Faculty Appointments: In the Stritch School of Medicine, these appointments are 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. For more information, please see Chapter 4(D), subpart 5 of the *Faculty Handbook*.