

## **SENATE BYLAW**

### **Bylaw 20: Types and Terms of Appointments**

ADOPTED by Senate: 4 June 1981

ADOPTED by Board: 25 May 1982, Amended 22 Jan 1985 [as Bylaw 57]

AMENDED by Senate: 27 Sep 1984, 13 Dec 1984, 30 May 1985, 20 Mar 1986, 18 Oct 1990, 15 Nov 1990, 18 Apr 1991, 20 Apr 1995, 16 Dec 1998, 18 Nov 1999, 20 Jan 2000, 29 Sept 2000, 21 Jan 2004, 11 May 2005, 9 June 2005, 7 June 2006, 7 Feb 2007, 5 Nov 2009, 11 Mar 2011, 13 May 2011, 10 June 2011, 08 Feb 2013, 10 Oct 2014, 12 June 2015, 10 June 2016, 9 March 2018, 13 December 2019, 14 February 2020.

AMENDED Due To Administrative/Organizational/Name Changes: April 11, 2014

### **1 Types of appointment**

Each appointment to an academic position at the University of Windsor shall be one of the following types: Regular appointment; Sessional Lecturer appointment; Temporary appointment; Special appointment.

#### **1.1 Regular appointments**

- (i) A regular appointment will be to a position within a given AAU or two AAUs and in the case of an appointment to two AAUs the appointment shall be called a joint appointment. In addition, a regular appointment may be made to a position within a given AAU and in a non-AAU based program or other non-administration unit within the University and shall be called a hybrid appointment.
- (ii) All regular appointments shall be to one of the following academic ranks: Professorial ranks (Assistant Professor, Associate Professor, Professor); Lecturer; Ancillary Academic Staff appointed as Learning Specialists (ranks I, II, III, IV). Members appointed to one of these ranks shall be defined as regular faculty members.

A Lecturer is a full-time member of the faculty who is engaged in independent teaching and/or research. To be eligible for appointment as a Lecturer, a person must possess necessary academic qualifications, have personal characteristics suggestive of teaching ability, and demonstrate an interest and ambition to advance in the academic field. Ordinarily, the lecturer should hold at least a Master's degree.

An Assistant Professor is a full-time member of the faculty who is engaged in independent teaching and/or research. To be eligible for initial appointment to this rank, a person must ordinarily possess, in addition to the qualifications required for a Lecturer, the terminal degree and/or professional registration or certification appropriate to the field of study.

An Associate Professor is a full-time member of the faculty who is engaged in independent teaching and/or research. To be eligible for initial appointment to this rank a person must ordinarily possess the appropriate terminal degree and/or professional registration or certification, substantial and successful experience in teaching and/or demonstrated research or professional accomplishments.

A Professor is a full-time member of the faculty who is engaged in independent teaching and/or research. To be eligible for initial appointment to this rank a person must ordinarily possess the appropriate terminal degree and/or professional registration or certification, distinguished achievements in teaching and/or a wide reputation for scholarship, creative accomplishment, or professional achievement amongst peers in the academic community, including, but not limited to, peers at this University.

1.1.1 Regular appointments shall be either probationary appointments or appointments with tenure, in the case of lecturer or professorial appointments. In the case of ancillary academic staff appointed as learning specialists, initial appointments shall be either probationary or contract.

1.1.1a Probationary appointments: Initial appointments for probationary members shall be for four years. In accordance with Bylaw 22, faculty members shall be considered for renewal during the fourth year, and the granting of tenure. The purpose of the probationary appointment is to provide a period of mutual appraisal for both the University and the candidate. Probation does not imply that the candidate will be given an appointment with tenure.

1.1.1.1 The total probationary period for a lecturer shall not exceed seven years' service at this University. If tenure has not been granted by the end of seven years, further reappointment shall be with tenure. However, tenure shall not be granted at this rank, except in special circumstances.

1.1.1.2 The total probationary period at any rank shall not exceed six full years of employment at this University. If tenure has not been granted by the end of six full years, further reappointment shall be with tenure.

1.1.1b Appointments with tenure: An initial appointment at this university may be made with tenure.

## 1.2 Sessional Lecturer

Sessional lecturers (ranks I, II, III) are permanent members of the teaching staff with teaching duties as their principal function for eight consecutive months of the year, followed by a four-month furlough.

## 1.3 Temporary appointments

A temporary appointment is one implying no commitment by the University to renewal or continuation beyond the specified term.

All temporary appointments shall be in one of the following categories:

1.3.1 A Limited Term Appointment is a full-time appointment to a position at any academic rank in the University for a specified length of time.

A Limited Term appointment will be to a position within a given AAU or two AAUs and in the case of an appointment to two AAUs the appointment shall be called a joint appointment. In addition, a Limited Term appointment may be made to a position within a given AAU and within another academic body within the University and shall be called a hybrid appointment.

1.3.2 A Sessional Instructor Appointment is held by a person to teach a course or courses in a Department, School, or Faculty.

## 1.4 Special appointments

All special appointments shall be in one of the following categories:

- 1.4.1 Distinguished University Professor: A distinguished university professor is a member of the faculty of the rank of professor who has distinguished achievements in teaching and wide national and/or international reputation for scholarship or creative or professional accomplishment. A distinguished university professor retains the rights and responsibilities of a regular appointment at the rank of professor.
- 1.4.2 Emeritus/Emerita Professor, Librarian IV, Associate Professor, or Librarian III: A professor, associate professor, librarian IV, or librarian III emerita/emeritus is a faculty member or librarian who has retired or ceased employment at the University, at the rank of professor, associate professor, librarian IV, or librarian III, with a minimum of 10 years of continuous service at the University of Windsor. The granting of the award is automatic, subject to the candidate accepting the honour. If accepted, the President will present the name(s) to the Senate and the Board of Governors for information.

Professors, associate professors, librarian IVs and librarian IIIs who do not meet the minimum required years of continuous service, but have demonstrated excellence in teaching, research/scholarship/creative activity or librarianship activity, and commitment and service to the University can apply or be nominated for this award, in which case the Special Appointments Committee will adjudicate completed applications/nominations. (see 2.4)

An emeritus/ta professor or associate professor may also be appointed as graduate faculty and serve in any capacity on a graduate student's research committee.

- 1.4.3 Honorary Professor: An honorary professor has achieved career distinction and is invited by the University to hold the position of honorary professor and to fulfill such duties as are specified by the University.
- 1.4.4 Visiting Appointment: A visiting appointment may be held by a person with an outstanding reputation by virtue of excellence in research, teaching or creative or professional endeavours, appointed for a period of up to two years. A person who holds a visiting appointment may be designated by a title appropriate to the discipline.
- 1.4.5 Adjunct Appointment: A person holding this appointment will be involved in the academic activities of an AAU, a non-AAU based program or other non-administrative unit. An adjunct appointment may be made at any academic rank in cases where a person is qualified for an appointment. Such appointments may be for any period up to five years. An adjunct professor may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Adjunct appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Adjunct appointments made in a non-AAU based program, or other non-administrative unit, may be renewed by the Provost on the recommendation of the executive committee of the program or unit.
- 1.4.5.1 Indigenous Scholar: A member of an Indigenous community holding this adjunct appointment will be involved in the academic activities of an AAU, a non-AAU based program or other non-administrative unit. Such appointments may be for any period up to five years. An Indigenous Scholar may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Indigenous Scholar appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Indigenous Scholar appointments made in a non-AAU based program, or other non-administrative unit, may be renewed by the Provost on the recommendation of the executive committee of the program or unit.
- 1.4.5.2 Clinical Appointment: A recognized member of the healthcare industry holding this adjunct appointment will be involved in the academic activities of an AAU, a non-AAU based program or other non-administrative unit. A Clinical appointment may be made at any academic rank in cases where a person is qualified for an appointment. Such appointments may be for any period

up to five years. A Clinical Professor may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Clinical appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Clinical appointments made in a non-AAU based program, or other non-administrative unit, may be renewed by the Provost on the recommendation of the executive committee of the program or unit.

1.4.5.3 Professor of Practice: A recognized leader in their field of practice, holders of this adjunct appointment will be involved in the academic activities of an AAU, a non-AAU based program or other non-administrative unit. A Professor of Practice appointment may be made at any academic rank in cases where a person is qualified for an appointment. Such appointments may be for any period up to five years. A Professor of Practice may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Professor of Practice appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Professors of Practice made in a non-AAU based program, or other non-administrative unit, may be renewed by the Provost on the recommendation of the executive committee of the program or unit.

## 1.5 Cross-appointments

A faculty member may hold or be appointed to a cross-appointment in a different AAU(s), in which case the appointment shall be called joint appointment, or in a non-AAU based program(s) or other non-administration unit(s), in which case the appointment shall be a hybrid appointment, subject to the following provisions:

- 1.5.1 The faculty member will be appointed to a position in the University within a given AAU or in the case of a joint appointment, AAUs, with a primary AAU identified in each case.
- 1.5.2 When a cross appointment is proposed, the AAUs, or the AAU(s) and non-AAU based program or other non-administration unit concerned, must agree to the proposal through their Councils or other appropriate decision-making body.
- 1.5.3 Cross-appointments and their renewals require the approval of the Provost and Vice-President, Academic.
- 1.5.4 The cross-appointee shall have the rights and privileges of a regular faculty member within the primary AAU. Voting and membership in an AAU Council shall not normally be extended to him/her within the other AAU, non-AAU based program or other non-administration unit.
- 1.5.5 Cross-appointments may be for any period up five years and may be renewed.

## 2 **Appointments Committees**

All regular and special appointments (except honorary, emeritus/emerita and distinguished university professor appointments specified in 2.4), and all temporary appointments involving teaching duties, must be made through the procedures as stated below:

### 2.1 All such appointments shall be considered by an appointments committee as follows:

2.1.1 An AAU appointments committee shall be composed as follows:

- AAU Head, ex officio (Chair)
- Dean, where the Faculty is departmentalized, (or Associate Dean as delegate), ex- officio
- EE/PA [non-voting]
- Three or more faculty members elected by and from all regular faculty members in the AAU

- student representation which shall equal the number of voting faculty members divided by three and rounded to the nearest whole number. The students shall be elected by and from the students in the AAU.
- student alternates, to a maximum of two, may be elected by and from the students in the AAU to serve as representatives in cases where the elected student representative(s) are unable to participate for an extended period of time due to program requirements (e.g., co-op or field placements, internships, etc.). In all instances, there shall be no alternating among and between student representatives during the course of a single search.

2.1.2 For joint appointments the appointments committee shall be composed as follows:

- Deans or Associate Dean(s) as delegate(s), ex officio (Co-Chairs)
- EE/PA [non-voting]
- two faculty members elected by and from all regular faculty members in each AAU (four total), one of whom in the case of an AAU that is also a Department shall be the Head
- one student representative from each AAU elected by and from the students in each AAU.
- student alternates, to a maximum of two, may be elected by and from the students in each AAU to serve as representatives in cases where the elected student representative is unable to participate for an extended period of time due to program requirements (e.g., co-op or field placements, internships, etc.). In all instances, there shall be no alternating among and between student representatives during the course of a single search.

2.1.3 For hybrid appointments the appointments committee shall be composed as follows:

- Dean or Associate Dean as delegate, ex officio (Chair)
- EE/PA [non-voting]
- two faculty members elected by and from all regular faculty members in the AAU, one of whom in the case of an AAU that is also a Department shall be the Head, and two representatives of the other body in which the appointment is held one of whom shall be the academic leader of the other body, or designate
- one student representative from the AAU elected by and from the students in the AAU.
- student alternates, to a maximum of two, may be elected by and from the students in the AAU to serve as representatives in cases where the elected student representative is unable to participate for an extended period of time due to program requirements (e.g., co-op or field placements, internships, etc.). In all instances, there shall be no alternating among and between student representatives during the course of a single search.

2.1.4 For adjunct appointments or visiting appointments made in a non-AAU based program or other non-administrative unit, the appointments committee shall be the executive committee of program or unit. The appointments committee for adjunct appointments or visiting appointments made in an AAU shall be as outlined under 2.1.1.

2.1.5 Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, all appointments committees shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member from a second gender identity shall be elected to the appointments committee by the AAU Council(s) from a list of eligible faculty members provided by the university.

## 2.2 Procedures for Regular, Temporary and Special Appointments Involving Teaching Duties

2.2.1 An appointments committee shall seek applications for faculty vacancies, review credentials of applicants, and recommend a single candidate for the consideration of the AAU Council or Councils and the executive of the other body, if any.

2.2.2 If an Appointments Committee does not have a quorum present at the time of the vote, there shall be a ballot conducted by the office of the Dean. The office of the Dean shall conduct the vote by either mail or electronic ballot. In the case of electronic ballots, the process as approved by Senate shall be employed. A simple majority of votes cast is required to endorse the named candidate.

2.2.3 Following the search, the Appointments Committee shall propose the name of a single candidate in writing with appropriate supporting material to the members of the AAU Council or Councils and the executive of the other academic body. At a meeting called on five calendar days' written notice, the AAU Council or Councils and the executive of the other academic body, if any, shall consider the recommendation of the Appointments Committee and shall forward their recommendation to the Provost and Vice-President, Academic, through the Dean of the Faculty. Voting shall be by secret ballot, and a simple majority of votes cast is required to endorse the named candidate. If the AAU Council or Councils and the executive of the other academic body, if any, does not have a quorum present at the time of the vote, there shall be a ballot conducted by the office of the Dean. The office of the Dean shall conduct the vote by either mail or electronic ballot. In the case of electronic ballots, the process as approved by Senate shall be employed. A simple majority of votes cast is required to endorse the named candidate.

2.2.4 A Dean shall negotiate with the candidate and recommend terms of appointment to the Provost and Vice-President, Academic.

2.2.5 Records shall be kept of all the proceedings. All records and proceedings of the meetings related to appointments shall be held *in camera* and kept strictly confidential. The AAU/Library Head shall prepare an annual report on each appointment to the Office of Human Rights, Equity and Accessibility. The University of Windsor's five designated groups are: aboriginal persons, persons with disabilities, sexual minorities, visible minorities, and women. The reporting format to be used for each appointment is in Appendix A.

2.3 All temporary appointments not including teaching duties must be made through procedures established by AAUs.

#### 2.4 Procedures for Special Appointments

2.4.1 The recommendation or nomination process for professor or librarian emerita/emeritus, honorary professor, and distinguished university professor shall be an open one. Recommendations or nominations must be made to the Chair of the Senate Governance Committee who will consult with the dean of the faculty of the nominee, or the University Librarian, or Law Librarian as appropriate, in the case of nominees from the Leddy Library.

2.4.2.1 The approval of a nomination for professor or librarian emerita/emeritus designation does not denote or imply that the professor or librarian so designated will have the right to the use of any AAU, library or University facilities or resources.

2.4.2.2 The appointment is without term and any agreement pertaining to the availability of facilities and resources shall be reviewed at least every three years.

### 3 **Rights and Responsibilities**

3.1 (i) All persons who hold regular appointments have the right and responsibility to participate in the governance of the University.

(ii) Subject to provisions of Bylaws 40 and 44, persons holding limited-term appointments have the right and responsibility to participate in the governance of the AAU.

- (iii) Subject to the approval of the AAU Council, persons holding other temporary appointments may participate in the governance of the AAU.
- (iv) Normally, persons holding special appointments, other than distinguished university professor, shall not participate in University governance.

**Appendix A**

**Format for Annual Reports to the Office of Human Rights, Equity and Accessibility**

Position Type/Title (include: rank, tenure status [probationary or limited term], full or part-time, salary)	Column 1			Column 2			Column 3			Column 4			Column 5		
	# of aboriginal persons			# of persons with disabilities			# of sexual minorities			# of visible minorities			# of women		
	applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed

Table continued from above:

Column 6  Total # of designated group applicants (do not double count individuals)*	Column 7  Total # of all applicants (designated and non-designated)	Column 8  # of offers made to:		Column 9  Offer accepted by:	
		Designated group member	Non-designated group member	Designated group member	Non-designated group member

\*An applicant may be a member of multiple designated groups categories. As such, the sum of the numbers from the first five columns may be greater than the total number designated group members. For the “total number of designated group members” column, each applicant is to be counted only once.