

**Department of Wildlife Ecology and Conservation  
University of Florida**

**DEPARTMENTAL POLICY ON  
NON-TENURE ACCRUING  
FACULTY APPOINTMENTS**

Appointment of non-tenure accruing faculty of the Department of Wildlife Ecology and Conservation is mechanism for supporting and/or complementing one or more of the functional programs--teaching, research, or extension--relating to the Departmental mission. Individuals appointed in non-tenure accruing positions are rewarded for their professional contributions through participation in the scholarly pursuits of the Department of Wildlife Ecology and Conservation. Mutually productive appointments are contingent upon the collaboration, cooperation, commitment, and trust of both parties.

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Various types of collaborative faculty appointments are available in the Department of Wildlife Ecology and Conservation (hereinafter, WEC) to facilitate the involvement of the university of Florida and other scientists in the teaching extension, and research programs. They type of appointment available to potential faculty varies depending on the nature of their involvement and with whom they are employed. The descriptions of the appointments listed below are consistent with those of the Office of Academic Affairs and The Graduate School.

Faculty Appointment Status Modifiers. Faculty appointment status modifiers may be included with the titles of certain conditions of the faculty appointment. The University of Florida's modifiers currently used in WEC include:

**UF Faculty Associated with WEC**

**Joint** (regular participation)  
**Affiliate** (occasional participation)

**Non-UF Employees Associated with WEC**

**Courtesy** (regular participation)  
**Visiting** (specific, temporary, in-depth participation)

**Joint** This modifier denotes a faculty member employed in another University department, but who is performing responsibilities in teaching, extension, or research in WEC on a regular basis.

**Affiliate** This modifier denotes a faculty member employed in another University department, but who participates in teaching, extension, or research in WEC on an occasional basis.

**Courtesy** This modifier denotes individuals not currently employed by the University, but who participate in teaching, extension, or research in WEC on a regular basis.

**Visiting** This modifier applies to appointments extended to qualified persons who are available for limited periods of time, or to appointments to positions that are available for specific temporary periods of time. They may or may not receive a stipend or salary from UF. Time spent in the appointment in excess of 3 years must have the written approval of the Office of Academic Affairs before the reappointment for the 4th year is made. This title may not be held for more than 5 years, by UF policy.

Faculty whose title includes any of the above-mentioned status modifiers are considered members of WEC for the term of their appointment and for the purpose of the assignment of duties and responsibilities. The appointees may attend WEC meetings and speak and/or vote on WEC matters, and represent WEC, subject to the policy of WEC (described later in this document). These appointments will be reviewed periodically by WEC. Such appointments may be subject to change, reassignment, renewal, or non-renewal in accordance with University procedures.

The Florida Cooperative Fish and Wildlife Research Unit (hereinafter, Coop Unit) is a program established through a cooperative agreement among the U.S. Geological Service, Florida Fish and Wildlife Conservation Commission, U.S. Fish and Wildlife Service, University of Florida, and Wildlife Management Institute. As a consequence of this agreement, the Leader and Assistant Leaders of the Coop Unit are considered to be UF Faculty (designated as **CU** faculty), although their salaries are paid by the DOI. Thus, the integrative link between the Coop Unit and WEC makes the relationship of these faculty unique compared to other courtesy faculty, and, accordingly, is reflected in the privileges conferred on these appointees. In summary the CU faculty participate in all WEC activities with the same privileges accorded T faculty (including promotion) with the exception of tenure.

Given the variety of faculty types who interact with WEC, the following WEC faculty classification scheme is designed to alleviate some of the inherent confusion associated with modifiers and special circumstances.

<u>WEC Faculty Code</u>	<u>Description</u>
<b>T</b>	Tenured and tenure-accruing in WEC; supervised by WEC Chair
<b>CU</b> USGS/DOI	Coop Unit Leader and Assistant Leaders, supervised by and reviewed by WEC Chair.
<b>NT</b>	Non-tenure accruing; term (contract or grant) appointment; supervised by WEC chair or tenured faculty member.
<b>J</b>	Joint Faculty (see above).
<b>A</b>	Affiliate Faculty (see above).
<b>C</b>	Courtesy Faculty (see above).
<b>V</b>	Visiting Faculty (see above).

## **REQUIRED QUALIFICATIONS OF JOINT (J), AFFILIATE (A), COURTESY (C), AND VISITING (V) FACULTY**

1. Candidates, who are willing to actively contribute to programs of WEC in a meaningful way, will be considered as prospective appointees.
2. Candidates must possess professional expertise supportive of WEC programs.
3. Candidates will be required to actively participate, upon appointment, in at least one of the three functional elements (teaching, research, and extension/service) of WEC. For appointments involving participation in graduate studies programming, substantive participation in teaching may be required.
4. **J** and **A** candidates who wish to participate in graduate studies programming must possess credentials satisfactory for appointment to the Graduate School, and be approved by two thirds vote, as determined by secret, written ballot, of the appropriately-ranked **T**, **J**, **CU** faculty, and subsequently, by the Graduate School. **C** and **V** candidates who wish to participate in graduate studies programming must possess credentials satisfactory for appointment to the Graduate School, they must be stationed in the greater Gainesville area, and their applications will be pre-screened by the WEC Graduate Programs Committee prior to being put forward for approval by two-thirds vote, as determined by secret, written ballot, of the appropriately-ranked **T**, **J**, and **CU** faculty, and subsequently, by the Graduate School. **C** and **V** candidates who will not participate in graduate studies programming may be approved by two thirds vote, as determined by secret, written ballot, of the appropriately-ranked **T**, **J**, and **CU** faculty, but the department will not forward their application to the Graduate School.
5. Candidates for **C**, **V** faculty must maintain a partnership with at least one **T**, **CU** faculty with respect to one of the functional elements of WEC.

## **NOMINATION AND INITIAL APPOINTMENT PROCEDURES**

1. Prospective candidates for **NT, CU, J, A, C, V** faculty appointments can be nominated only by a **T, CU, J** WEC faculty member. Candidates for **C, V** appointments are expected to work closely with their nominator (potential partner), especially those who wish to be involved in advising/supervising graduate students.
2. The nominating faculty member shall provide a written statement, addressed to the Chair, detailing the anticipated contributions that the prospective appointee will make to WEC, including the expected period of time required for such contributions to be made, as well as the professional qualifications of the prospective appointee. The nominating faculty also will recommend the professional rank (e.g., Assistant, Associate, Professor) for the respective appointee, consistent with the status held elsewhere.
3. The nominee will supply to the Chair a written statement indicating his/her intended activities in WEC program elements.
4. All nomination materials for prospective appointees shall be submitted to the WEC chair for review by the **T** and **CU** faculty at least 14 days prior to a meeting at which the nomination will be considered by the **T** and **CU** faculty.
5. Recommendation of individuals as **NT, J, A, C** faculty, at any rank, must be supported by a two-thirds majority vote, as determined by a secret written ballot, of the **T** and **CU** faculty. Appointment of individuals as **V** faculty, at any rank, requires only the approval of the WEC chair.
6. Results of the votes on candidates for **NT, CT, J, A, C** appointments will constitute a recommendation to the WEC Chair, who will be responsible for recommending the appointment of candidates to IFAS/UF. The Chair also will notify, in writing, each nominee of appointment, or denial of same.

## **PARTICIPATION IN WEC AFFAIRS**

1. All faculty members. Regardless of faculty-code classification, are expected to periodically participate in WEC faculty meetings, seminars, candidate interviews, strategic planning, and other departmental activities.
2. All faculty with graduate faculty status may serve on graduate supervisory committees. **T, NT, CU** faculty with graduate faculty status may chair or co-chair graduate committees; **A, C, V** faculty with graduate faculty status may co-chair graduate committees with a **T, NT, CU** faculty member who has graduate faculty status. They will also be expected, if asked, to serve on a minimum of 2 additional graduate committees for every committee they chair or co-chair. All faculty are expected to assist their graduate students with all departmental and university requirements for their respective degrees.
3. **T, NT, CU, J** faculty are eligible to serve on WEC standing committees and search and screen committees. Further, **A, C, V** faculty may serve on these committees by approval of the WEC Chair. In no case shall **CU, A, C, NT, V** faculty members collectively constitute a majority of the membership of any WEC standing committee.
4. All faculty are encouraged to participate in discussion of WEC curricula development and instructional policy; however, only **T, CU, and J** faculty may vote on the adoption of changes in curricula or instructional policy.
5. All faculty are encouraged to participate in discussion of WEC research and extension programs and policies; however, only **T, CU, and J** faculty are eligible to vote on issues relating to these programs and policies.
6. Only **T** and **CU** faculty may vote on WEC **T** faculty appointments and consideration of tenure and/or promotion (**CU** faculty may vote on promotions, not tenure).

## **PROCEDURES FOR RENEWAL OF NON-TENURE ACCURING FACULTY APPOINTMENTS**

1. During odd-numbered years, appointments of **NT, A, C, V** faculty will be reviewed by the Department Chair. The WEC Chair may request a written statement detailing both the nature and extent of their involvement with the other WEC faculty and students during the previous calendar year and their intended future involvement with WEC programs, and solicit additional information from the WEC faculty in this review.
2. Renewal of **NT, A, C, V** faculty shall be made at the discretion of the WEC Chair based on the review conducted. However, any **T, CU** faculty member may request formal reconsideration of any **NT, A, C, V** faculty by the entire **T** and **CU** faculty, and in these cases, renewal of the appointment requires a two-thirds majority vote, as determined by secret ballot, of the **T** and **CU** faculty. The vote will be preceded by an official meeting of the **T** and **CU** faculty, at which time the involvement and contributions of the appointees will be evaluated.
3. **J** faculty who wish to maintain their appointment in WEC will submit to the WEC Chair, by 28 February of every third year (beginning in 1995), a written statement detailing both the nature and extent of their involvement with the other WEC faculty and students during the preceding 3 calendar years and their intended future involvement with WEC programs.
4. Renewal of **J** faculty appointments shall be at the discretion of the WEC Chair. However, any **T, CU** faculty member may request formal reconsideration of any **NT, A, C, V** faculty, and in these cases, renewal of the appointment requires a two-thirds majority vote, as determined by secret ballot, of the **T** and **CU** faculty. The vote will be preceded by an official meeting of the **T** and **CU** faculty, at which time the involvement and contributions of the appointees will be evaluated.
5. **NT, C, CU** faculty at the Assistant and Associate levels also will be reviewed by **T** and **CU** faculty of higher rank, similar to **T** faculty undergoing tenure and promotion consideration. Advancement in rank will be determined according to IFAS and University procedures.
6. Results of the votes on candidates for reappointment or promotion in rank will constitute a recommendation to the WEC Chair, who will be responsible for recommending the appointment of the candidates to

IFAS/UF. The Chair also will notify each nominee, in writing, of reappointment or promotion in rank, or denial of same.

7. In case of denial of re-appointment, the length of time remaining as WEC faculty will be consistent with UF policy as it applies to **Tenure-track** faculty (i.e., tied to length of time of service). Exceptions may be made as appropriate to accommodate in-progress graduate students working with the faculty member.

## **PROCEDURE FOR RENEWAL OF THIS DOCUMENT**

1. Only **T, CU, J** faculty may call for an ad hoc review of the document. Any ad hoc review of the document must be approved by a two-thirds majority vote of the **T** and **CU** faculty, or by request of the WEC Chair. In any case, this document shall be reviewed or updated every 3 years.

This document was originally adopted on March 27, 1995 and was modified and renewed on August 21, 2000. On October 15, 2007 it was reviewed and updated. The document was approved by a vote of 13 yes, 0 no, and 0 abstained of the faculty in the Wildlife Ecology & Conservation Department present at the faculty meeting where this policy was discussed on October 15, 2007.

**John P. Hayes, Department Chair**

**October 15, 2007**