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POLICY

NAME	Faculty Classifications and Appointment
CATEGORY	Academic Affairs
POLICY NUMBER	AA08
ACCOUNTABILITY	
Office of Accountability	Senate
Office of Administrative Responsibility	Vice President Academic and Research
Approved By	Senate
RELEVANT POLICY DATES	
Last Approved	June 2021
Changes Effective	June 2021
Review Frequency	5 years
MODIFICATION HISTORY	
June 2019	Taken from the Faculty Handbook 2010
June 2021	

POLICY STATEMENT
1. GENERAL PRINCIPLES

- 1.1. The King's University (King's) believes that all people are worthy of respect. Our faculty, staff, and Board of Governors are committed Christians and affirm Christ's call to love others as we love ourselves. Held by this strong foundation, we consciously cultivate a safe, inclusive environment of mutual respect, where all may belong and flourish.
- 1.2. The hiring of faculty is an important part of how the University stays true to its mission and vision. King's seeks faculty who will engage in the shared endeavour of developing and maturing as a Christian scholarly community that is part of the global body of Christ. The University therefore seeks out diversity of experiences, perspectives, races, ethnicities and more whenever possible so that it may more truly reflect the diversity of those who follow Christ. Grounded in our Christian understanding of human brokenness, the University acknowledges its own failures and shortcomings when it comes to representing a diverse community through faculty hiring and strives to have an inclusive hiring process and constantly to improve, through the power of the Holy Spirit.
- 1.3. Faculty recruitment should always proceed in consultation with Human Resources in order to ensure that proper procedures and records are being maintained.

2. TENURE TRACK FACULTY

- 2.1. Tenured and Tenure Track Faculty: Faculty members appointed at the ranks of assistant, associate, or full professor are said to be appointed in the tenure track but do not necessarily have continuous tenures.
- 2.2. Continuous tenure is a term used to describe an appointment or contract that is continuous over the time the faculty member is employed at The King's University; such faculty are considered to be tenured. A limited tenure appointment is for a period of two years and is subject to renewal. Such an appointment is referred to as "tenure track" and is intended to lead to long-term appointment as a tenured faculty member. All initial appointments shall be a limited tenure appointment.
- 2.3. Occasionally, faculty members are appointed to tenure-track positions before their doctorates are completed. Such appointments are for two years only, and faculty members are expected to complete the doctorate within

this period. They are given an appropriate slate of responsibilities, with consideration for additional work they must do to complete their dissertations. If the doctorate is not completed within two years, faculty members may request a single, two year extension. Faculty members appointed to tenure track positions prior to completion of their doctorates will serve at two steps below their level of appointment until documentation is received that their doctoral work is completed. Upon receipt of such documentation, they assume the level to which they were appointed. If such faculty members receive an annual merit incrementation prior to completion of the doctorate, they will serve at two steps below the level to which they are incremented until documentation is received that their doctoral work is completed.

2.4. Tenured and Tenure Track Faculty have full faculty Status which implies voting rights in General Faculty Council meetings and an obligation to serve on one or more faculty committees and hold faculty office.

2.5. Qualifications of Tenure Track Faculty

The King's University appoints Christians to its tenure track teaching faculty who profess a desire to be a part of a community whose vision is defined in our Statement of Faculty Faith Commitment. In addition to the specific points listed in section 2 of the statement, tenure track faculty:

- a. Normally have completed doctoral studies or, as in such fields as the arts, an equivalent terminal professional degree or who have achieved professional distinction or credential in their field of specialization. Occasionally, faculty members are appointed to tenure-track positions requiring a doctorate before their doctorates are completed – such appointments are for two years only, and faculty members are expected to complete the doctorate within this period;
- b. Intend to contribute to integrated, interdisciplinary education and are able to articulate what this means in their work;
- c. Have demonstrated teaching ability, or show promise of its development;
- d. Demonstrate a commitment to inclusion within the scholarly community
- e. Preferably have research and professional experience;
- f. Show promise of continued academic and professional growth.

3. ADJUNCT FACULTY

- 3.1. Adjunct faculty are normally non-salaried employees who have been nominated by a Department Chair, Program Director, Faculty Dean, Vice President Academic and Research, or President, to associate themselves in a formal way with The King's University faculty even though they may be employed elsewhere. The specific activities in which they are involved are determined in consultation with the department and faculty.
- 3.2. These individuals must meet institutional qualifications for a regular faculty appointment and they must actively contribute to the strengthening and advancement of the academic mission of the department, faculty, and the University as a whole.
- 3.3. Adjunct faculty are welcome to attend all departmental, faculty, and General Faculty Council meetings and may have access to the floor, but do not have voting privileges.
- 3.4. To the extent possible, adjunct faculty may have access to University resources, including access to administrative assistance, a parking pass, an email account, library privileges, and so on. Adjunct Faculty may use the institution's name on publications or presentations.

4. EMERITUS FACULTY

- 4.1. Tenured Faculty members in good standing who retire are given the title “Emeritus/a” Faculty of The King’s University.
- 4.2. Emeritus faculty will be listed in the University Calendar. Emeritus Faculty members who wish to continue an active research program and for that purpose wish to maintain regular contact with their colleagues at King’s, may request office space and other services from the University for this purpose. These will be provided to the extent possible.
- 4.3. The King’s University may employ emeritus faculty to teach as sessional instructors. It is to be noted that there are limits on earnings from The King’s University (the pre-retirement employer) if the retiree wishes to maintain his/her pension benefits from the CSI Pension Fund and/or the Canada Pension Plan. For details, see the documents outlining the rules of these Pension Plans.

5. VISITING FACULTY

- 5.1. Academic ranks carrying the designation “visiting” are applicable to short-term appointments of faculty members who hold academic rank at another institution at the discretion of the Senate. These appointments imply limited faculty status.
- 5.2. To the extent possible, visiting faculty may have access to University resources, including access to administrative assistance, a parking pass, an email account, library privileges, and so on.
- 5.3. Visiting faculty do not have to assent to the mission and vision of the University or be Christians. They should however agree to respect the Christian identity of the University community. Visiting scholars may not teach a class or formally interact with students without the presence or supervision of a University tenured or tenure track faculty member or the permission of the Vice President Academic and Research. This does not include hiring students as Academic Research Assistants.
- 5.4. Visiting Faculty do not have the right to use the institution’s name on publications or presentations unless specifically granted permission by the Vice President Academic and Research.

6. LECTURERS

- 6.1. Lecturers are faculty who have demonstrated a commitment to the University.
- 6.2. A Lecturer appointment is for a one-year term, renewable upon recommendation by the Dean. Remuneration is dependent on the number of courses. Lecturers teach a minimum of three courses, or equivalent, per academic year.
- 6.3. Lecturers have limited faculty status.
- 6.4. Lecturers may attend departmental and faculty meetings at the discretion of the Department Chair or Faculty Dean.
- 6.5. Lecturers have access to University resources, including access to administrative assistance, a parking pass, an email account, library privileges, and so on.
- 6.6. Lecturers shall be remunerated using the lecturer faculty adjustment to the sessional instructor grid. Lecturers are not eligible for CSI pension, medical/dental insurance, health spending, or employee assistance benefits.

6.7. Lecturers will not normally teach in excess of 42 BTWL per term (four courses or their equivalent). Lecturers may be assigned other duties at the discretion of the VPAR and compensated at an hourly rate equivalent to their course compensation. Total EI hours cannot exceed 650 per term.

6.8. Lecturers will be evaluated annually by the Faculty Dean and a report sent to the Vice President Academic and Research.

6.9. Qualifications of Lecturers

Lecturers that the University appoints are Christians who desire to be a part of a community whose vision is defined in our Statement of Faculty Faith Commitment, specifically they must:

- a. Have taught a minimum of six courses at The King's University as a sessional Instructor;
- b. Be committed disciples of Jesus Christ who assent to the Statement of Faith;
- c. Further the Mission and Vision of The King's University;
- d. Teach and mentor students in a manner consistent with their spiritual dignity as image bearers of God;
- e. Guide learners to see and investigate their own fundamental faith commitment and the connection of this commitment to their study and their lives.
- f. Have academic credentials appropriate to the level of instruction for which they are to be responsible;

7. SESSIONAL INSTRUCTORS

7.1. Sessional Instructors are employees contracted to teach one or more classes, labs, seminars, or other technical/professional components of the curriculum.

7.2. Sessional instructors have limited faculty status and have access to University resources, including access to administrative assistance, a parking pass, an email account, library privileges, and so on.

7.3. Sessional instructors are not eligible for CSI pension, medical/dental insurance, health spending, or employee assistance benefits.

7.4. Sessional Instructors will not normally teach in excess of 42 BTWL per term (four courses or their equivalent). Sessional instructors may be assigned other duties at the discretion of the VPAR and compensated at an hourly rate equivalent to their course compensation. Total EI hours cannot exceed 650 per term.

7.5. Qualifications of Sessional Instructors

Sessional instructors that the University appoints are Christians who:

- a. Subscribe to the educational principles of the University, including the Mission Statement and Statement of Faith, the University's Code of Professional Ethics, and the Inclusion Statement;
- b. Have academic credentials appropriate to the level of instruction for which they are to be responsible;
- c. Have successful teaching experience or show promise of teaching ability.

8. DEANS

8.1. Faculty Deans are appointed for five year terms. To be considered for the role of Dean a faculty member must normally have continuous tenure (exceptions may be made in the Leder School of Business and education). The faculty member must demonstrate maturity, effectiveness, and productivity in academic work respected by peers. They must also demonstrate an ability to relate with students in a supportive as well as a firm manner.

- 8.2. Faculty Deans that are appointed from outside the institution are not normally put on the Tenure Track.
- 8.3. Deans are appointed by Senate upon the recommendation of the VPAR. The VPAR must consult with the faculty members in the faculty the Dean will serve in before making a recommendation to Senate. The Board of Governors will be informed of all Dean appointments.
- 8.4. The job of Dean is a 0.7 to 1.0 FTE job. Deans can teach up to one course per term and will have responsibilities and incentives as outlined in the Dean Job description.

DEFINITIONS

Faculty Status	<p>The faculty constituted as a deliberative body (Faculty Council) recognizes two levels of membership status:</p> <ol style="list-style-type: none">a. Full-Time Faculty Status implies voting rights in Faculty Council meetings and an obligation to serve on one or more faculty committees and hold faculty office.b. Limited Faculty Status implies the right of the floor in Faculty Council meetings, but no voting rights and no obligation to serve on faculty committees or hold faculty office.
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Tenure track teaching faculty members, tenure track teaching faculty members with major administrative responsibility, and administrative officers have full faculty status. Titular faculty, visiting faculty, and full-time and part-time sessional and lecturer faculty have limited faculty status except for the VPAR who has voting rights.

PROCEDURES

NAME	Faculty Classifications and Appointment
CATEGORY	Academic Affairs
POLICY NUMBER	XXXX
APPROVAL/EFFECTIVE DATE	August 2010

PROCEDURE STATEMENT

1. ROLES

1.1. The Board of Governors:

- a. Declares that certain new position vacancies exist, upon recommendation of the Senate.

1.2. The President:

- a. As Chief Executive Office, the President is responsible to the Board for all aspects of the operation of the University, and in academic affairs the President is to supervise academic administration, as carried out by and delegated to the VPAR. The President has a special responsibility; the hiring of new faculty is a very important event in the affairs of the University, and it is prudent to specify how this responsibility is carried out in the appointment process.
- b. The President may participate at all levels of interviews of prospective faculty members, and should participate actively in drafting a recommendation by the Faculty Interview Committee to Senate. Although the President will normally support Senate's recommendation on the appointment, the President may, in a situation where they have serious reservations about the appointment, express these reservations in their capacity as Chief Executive Officer of the University by referring the matter to the Board executive for a decision.
- c. The President and other University officials will avoid introducing fiscal or other constraints on pending appointments. If, after a short list is approved, a situation arises which would indicate that filling the declared vacancy should possibly be cancelled or postponed, this concern will be raised after the selection process is finished. The appointment process will then be suspended until the concern raised is dealt with.

2. RECRUITMENT AND APPOINTMENT OF TENURE TRACK FACULTY

- 2.1. The Vice President Academic and Research (VPAR), with the advice of members of the Faculty, prepares a draft position description for approval by the Academic Affairs Committee and the Executive Leadership Team.
- 2.2. The VPAR and Human Resources have the primary responsibility for seeking initial contact with prospective faculty via (a) personal discussions, and (b) public announcement of present and/or future vacancies. This includes placing ads and postings in appropriate media as well as following up on suggestions of possible recruits to contact. Initial contact with applicants will involve informing them of the faith identity and mission of the University and the institution's commitment to Christian perspectival and foundational scholarship, and asking for their reaction to these commitments, including their own view of the relationship of their faith with their disciplines.
- 2.3. The VPAR convenes an ad hoc Screening Committee consisting of the VPAR, two tenure-track members of the discipline being staffed, the discipline's Faculty Dean, a Human Resources representative, and one member of another Faculty selected by the VPAR in consultation with faculty members in the discipline being staffed. Attention should be given to the diversity of the screening committee (Christian faith, educational background,

experiences, races/ethnicities, perspectives). In the case of a department with two or fewer members, the VPAR recruits one or more tenure-track faculty members in other (related) disciplines, in consultation with the Dean of the Faculty in which the discipline resides, to make up the complement of two “disciplinary” representatives. This Committee prepares an annotated list of preferred candidates and at least one runner-up (with dossiers) for presentation to the Academic Affairs Committee. The Screening committee should also document why other applicants were not included in the list of preferred candidates.

- 2.4. The Academic Affairs Committee reviews this list of candidates and approves a short list of candidates to be interviewed, giving due regard to how institutional requirements can be met along with disciplinary ones.
- 2.5. The VPAR invites the short-listed applicants to be interviewed by the Faculty Interviewing Committee.
- 2.6. Upon inviting a qualified candidate for interview, the Vice President Academic informs the applicant of:
 - a. The academic and non-academic programs of the University by indicating links to the website,
 - b. The policies and procedures related to the appointment of teaching faculty,
 - c. The guidelines for academic/professional activities of teaching faculty in and outside the University.
- 2.7. Candidates are interviewed by a Faculty Interviewing Committee which includes:
 - the VPAR, who chairs the Committee,
 - the Academic Affairs Committee,
 - all members of the department where the position resides,
 - representatives from other departments in the Faculty where the position resides, selected by the Faculty Dean and VPAR,
 - other faculty representatives, selected by the Faculty Dean and VPAR,
 - two non-voting student representatives selected by the VPAR,
 - all members of the Screening Committee.

When selecting members of the Faculty Interviewing Committee, the VPAR and Dean must strive for diversity on the committee. The students’ role shall include presenting student reactions to candidate’s presentations to students. All votes to recommend a candidate for appointment are by ballot. Faculty members not on the Committee may request the right to attend as non-voting observers, with access to the floor only during post-interview discussions. The Faculty Interviewing Committee’s task is to arrive at consensus about appointments, but may if necessary present a majority recommendation.

- 2.8. In addition to the formal interview, candidates are required to meet the VPAR and President, engage in conversation with the Faculty that the position is in (usually over lunch), meet independently with students, have dinner with a small group of interested faculty, and present a public lecture and/or teach a class. These events serve to further ensure that both the candidate and the interviewing committee are clear on the candidate’s fit into the institution based on teaching, scholarship, service, and commitment to developing as a Christian scholar.
- 2.9. Following the Faculty Interviewing Committee interview, the Committee prepares a recommendation to the VPAR and General Faculty Council for the appointment of a candidate. If more than one candidate is considered acceptable, a list of recommended candidates in order of preference may be submitted. The Faculty Interviewing Committee may also recommend no candidate be appointed. General Faculty Council then prepares a recommendation to Senate. Faculty Council may recommend one candidate or a list of candidates in order of preference, or may recommend that no candidate be appointed.
- 2.10. Senate receives the recommendation from General Faculty Council and deliberates and makes the appointment. The Senate reserves the right to interview any candidate recommended to it by General Faculty Council.

- 2.11. The Senate will inform the Board of Governors if all new hires with a written summary of all relevant data pertaining to the qualifications of persons appointed.
- 2.12. The VPAR informs the preferred applicant of the appointment and prepares a contract which is signed by the President and the Chairperson of the Board of Governors.
- 2.13. The appointee must normally indicate a decision about the appointment within three weeks of being informed of their recommendation for appointment.

3. DETERMINATION OF APPOINTMENT LEVEL FOR TENURE TRACK FACULTY

- 3.1. Academic rank and salary level at appointment are based upon fair and just evaluation of experience in consideration of an appointee's proposed assignment. Credit for experience will be considered for previous university or college teaching, post-doctoral research, publications, professional practice of a non-teaching character, and other teaching or research. The Senate, upon recommendation by the Academic Affairs Committee, determines academic rank and level at appointment.
- 3.2. Guidelines for determination of initial level of appointment are as follows:
 - a. Full-time, postdoctoral, academic experience will normally be credited at one step in rank for one year. Full-time academic experience, here and below, refers to full-time employment teaching at the post-secondary level or doing academic research or both. Note that research may include performance in the fine arts or other professional involvement in areas such as business, education, and counseling psychology, as defined in the Faculty Handbook. Postdoctoral research fellowships (PDFs) will be credited as full-time academic experience as will sabbatical years in a previous position. For example, a person with four years of full-time academic experience before coming to King's would normally be offered an appointment at Assistant Professor, Step 5.
 - b. Full-time, pre-doctoral, academic experience, other than research done as part of a graduate program, will normally be credited at one step in rank for one year.
 - c. A combination of simultaneous, part-time appointments that is approximately equal to full-time academic experience will normally be treated the same as full-time experience. However, courses taught one or two at a time while a graduate student are not normally credited toward level of appointment, although they will figure positively in a decision about whether to appoint.
 - d. A person whose experience exceeds the entry rank of Assistant Professor will be appointed at a rank and step commensurate with that experience, with attention to King's criteria for promotion.
 - e. A person will not be appointed beyond Assistant Professor if that person does not have sufficient, successful experience in both teaching and research, as defined above, to warrant promotion to Associate Professor under King's criteria for promotion. For example, someone may have taught for ten years at the undergraduate level and may be considered appointable, except they have not conducted enough research or scholarship to warrant promotion. That person will be appointed at or near the top of Assistant Professor with the expectation that the person will develop a research dossier sufficient to support promotion.
 - f. In cases where a related profession is deemed relevant or even necessary to an appointment in a particular discipline, that experience will be credited at one step in rank for two years of such experience, to a maximum of six steps. For example, classroom teaching experience is applicable to an education

appointment, clinical counseling experience is applicable to a clinical psychology appointment, and successful business experience is applicable to an appointment in business, etc. Therefore, a person with eight years of experience in business but no other relevant experience should be offered an appointment in business at Assistant Professor, Step 5.

4. APPOINTMENT PROCESS FOR ADJUNCT FACULTY

- 4.1. Adjunct faculty are normally nominated for Adjunct status by a Department Head, Program Director, Faculty Dean, Vice President Academic and Research, or President to associate themselves with The King's University.
- 4.2. Nominees for Adjunct faculty status must submit a current curriculum vitae for review by the Department and the Faculty Dean. The Faculty Dean will then draft a recommendation for review by the Vice President Academic and Research.
- 4.3. If the VPAR concurs with the Faculty Dean's recommendation, they will draft a recommendation for consideration by the Academic Affairs Committee and the General Faculty Council (GFC). If the GFC approves the appointment, it will be forwarded to the Senate for review.
- 4.4. Senate approval of the GFC recommendation is required.
- 4.5. When the approval process is complete, the candidate will be invited to assume Adjunct status and may then use the designated Adjunct title as appropriate.
- 4.6. Adjunct faculty positions will be reviewed at least every three years. The Vice President Academic will consult with the Faculty Dean and the Adjunct faculty member about the desirability and/or advisability of reappointment and prepare a recommendation regarding reappointment for Senate approval.

5. RECRUITMENT AND APPOINTMENT OF PART-TIME SESSIONAL FACULTY

- 5.1. Part-time sessional positions are approved as part of the budget process.
- 5.2. Faculty Deans and the VPAR are responsible for all steps related to the recruitment and appointment of part-time sessional faculty. The Faculty Deans, working with the VPAR and Human Resources, shall normally advertise the vacancy through various public means and personal contacts. Existing part-time sessional positions may be filled by renewal of the contract each year or by re-advertising the position, depending on the availability of the former instructor and on performance reviews.
- 5.3. Upon receipt of applications, the Dean shall work with other faculty members in the discipline involved or in related disciplines to select appropriate candidates for interview. The Faculty Dean shall inform candidates of the interview date as well as the importance of the faith commitment of the University, requesting assent to the University's educational creed before proceeding with the interview. The Faculty Dean shall also inform the candidate of the precise nature of the position to be filled.
- 5.4. Candidates are then interviewed by a Part-time Appointments Committee consisting of the Faculty Dean, at least one faculty member from the department being staffed, and other King's employees at the discretion of the Dean.
- 5.5. This Appointment Committee may be abbreviated in cases of appointments with limited or no classroom duties or with largely technical responsibilities, such as **private music** instructors or **physical education activities** instructors, to include the Faculty Dean and a faculty member in the discipline being staffed.

- 5.6. In the case of the appointments of **master teachers** (often from out of town) to staff modules of approximately one credit in an education methods course, the Dean of the Education Faculty shall solicit applications through School Boards, associations, and personal referrals. The Dean will present candidates' dossiers to Education faculty members and arrive at consensus as to whom to recommend to the VPAR for appointment, with supporting information about applicable credentials, experience, and other qualifications.
- 5.7. The VPAR will report at the next regularly scheduled meeting of Senate the names and credentials of newly appointed part-time sessional instructors, the course(s) to be taught, and confirmation of each candidate's commitment to King's faith and mission statements. Senate retains the right to review any particular appointment(s).
- 5.8. No interview process is required if the sessional instructor being appointed is an emeritus faculty member.

6. APPOINTMENT OF LECTURERS

- 6.1. Lecturer appointments are recommended to the VPAR by the Faculty Dean. The Dean must provide clear evidence that the nominee has achieved a level of teaching effectiveness comparable to a tenure track faculty member. This can be done using teaching evaluations, classroom visits, and/or student interviews.
- 6.2. The VPAR has authority to grant lecturer status and direct the lecturer to teach any available courses approved in the budget, provided the total EI hours per term do not exceed the maximum defined by Human Resources.
- 6.3. The VPAR reserves the right to interview the candidate before appointing them.

7. APPOINTMENT OF DEANS

- 7.1. The VPAR is responsible for bringing candidates for Dean to the senate.
- 7.2. The VPAR consults with the appropriate faculty unit and receives suggestions for the position. The VPAR will then chair a meeting where possible candidates are discussed and accept a recommendation or appointment from the faculty.
- 7.3. If the VPAR agrees with the recommendation the candidate will be asked to come to senate for an interview. This interview will focus on the candidates understanding and ability to uphold the mission and vision of the institution, the academic integrity of the University, and their ability to lead the people in the faculty.
- 7.4. Upon completion of the interview Senate will vote to appoint the candidate or not and forward any appointee's name to the Board of Governors. The Board of governor normally accepts the appointment as information but does reserve the right to challenge the decision based on missional grounds.
- 7.5. If the VPAR does not agree with the recommendation they receive from the faculty, they must work in good faith with all the faculty to come to an acceptable decision. If no agreement can be achieved, two representatives from the faculty and the VPAR will bring the issue to Senate who has the authority to make the appointment.