

July 8, 2008

## **Proposal for Hiring Authority of Non-Tenure Track Faculty**

### **I. Regular Rank Faculty**

The DUKE INSTITUTE FOR BRAIN SCIENCES (DIBS) requests authority to recommend non-tenure track regular rank faculty appointments for DIBS and affiliated centers directly to the Provost, with support, where applicable, of a relevant department chair and the relevant Dean.

Given DIBS' mission in leading interdisciplinary brain science education and research, DIBS and its affiliates need to recruit, appoint, and evaluate non-tenure track faculty members whose work is of sufficient quality to have established a national or international reputation. Although such appointments may at times be in concert with the needs of a particular department, there exist occasions in which the primary focus of an individual's scholarship is more relevant to DIBS' interdisciplinary mission than to the necessarily disciplinary focus of any department. In such cases, it would be advantageous to DIBS and to Duke to be able to appoint regular rank, non-tenure track faculty directly into DIBS and its affiliates to pursue a strategy of research and scholarship at the highest level of competitiveness nationally.

Consistent with the faculty appointment procedures specified in the Faculty Handbook, and guided by the principles outlined below, an appointment can be made after authorization has been given by the Provost. In most instances, appointments will be the result of a nationally advertised search. In some cases, the highly specific needs of a program of research or the unique opportunity to employ a scientist of unusual talent may necessitate that an appointment be made without a national search. In these cases, the DIBS Director will petition the Provost to waive the requirement for a national search. Should the search be waived, or if a faculty member is being considered for appointment at a new rank or re-appointment at existing rank, a Faculty Review Committee will be constituted to conduct a review of the candidate. Faculty Review Committees will be appointed by the DIBS Director in consultation with the DIBS Executive Board (as stipulated by the DIBS bylaws).

The DIBS Director shall have the authority to appoint a Faculty Search committee with apposite expertise from within or outside the DIBS, whose members shall be chosen in consultation with the DIBS Executive Board. The Faculty Search Committee or the Faculty Review Committee will conduct its evaluation and will issue its recommendation to the Director, who will then issue their recommendation to the DIBS Executive Board, which is composed entirely of faculty, the majority of whom, and no fewer than five, are tenured or tenure-track faculty. Recommendations from the Director will be voted on by the DIBS Executive Board by secret ballot. The vote can also be taken electronically by email votes that will be collected and stored in a manner that ensures that each faculty member's decision is confidential and does not become known to the other members of the committee, to the faculty directors, or to other faculty colleagues.

Consistent with the voting rules for faculty appointments outlined in the Faculty Handbook, all tenured and tenure-track faculty who are members of the DIBS Executive Board will be eligible to vote on non-tenure track, regular rank appointments. Non-tenure track, regular rank faculty who are members of the DIBS Executive Board and of an equivalent or higher rank than the appointment being considered are also eligible to vote. A two-thirds vote in favor of the candidate among those voting is required for initial faculty appointment, and a majority vote in

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favor of the candidate among those voting is required for appointment at a new rank, and for re-appointment at existing rank. The Director will transmit the results of the vote and all relevant materials, along with his or her recommendation, to the Provost for approval and, where approved, recommendation to the Board of Trustees.

Such appointments may be accompanied by one or more appointment(s) in an academic department. Although often desirable, such secondary or joint appointments will not be a requirement; when appropriate, they will both ensure that the individual faculty members have access to departmental colleagues in a relevant discipline (or multiple disciplines).

DIBS, in conjunction with the director of a relevant affiliate center (when applicable), will be responsible for establishing a plan to ensure financial security for each faculty position for the duration of the appointment, in accordance with the Faculty Handbook. The contracts will be for a specified time (not to exceed five years).

Career mentoring and annual performance reviews normally will be initiated and conducted by the supervisory DIBS affiliate center Director or, when not applicable, the DIBS Director. Consideration for renewal should be undertaken in the penultimate year of the faculty member's existing contract and in accordance with the procedures outlined above. Thorough performance/reappointment reviews must be conducted no less frequently than once every five years.

A non-tenure track regular rank faculty appointment in an affiliate of DIBS or in DIBS itself is awarded only in recognition of extraordinary merit. Such appointments require a willingness to engage in the education, teaching, and service activities of a relevant center and/or department or, where appropriate, of DIBS itself, according to the terms specified in that faculty member's contract. Appointments are not accorded for routine or typical contributions to a DIBS affiliate or to DIBS. For example, scholars interested only in performing term-limited research, without any teaching or service responsibilities, are not eligible for such a faculty appointment. Teaching responsibilities could include non-compensated mentoring of other scholars.

In anticipation of this proposal, DIBS is developing operating bylaws to formalize its membership procedures describing DIBS faculty, investigators, affiliate centers and partners. When these appointments are initiated by an affiliate center or relevant unit, non-tenure track regular rank faculty will have a primary appointment in the center or relevant unit and a secondary appointment in DIBS.

## II. Non-Regular Rank Faculty

DIBS is also requesting authority to appoint non-regular rank faculty directly into the Institute and its affiliates, when appropriate. These appointments will be short-term, for not more than three years at a time. All non-regular rank appointments must be approved by the Institute Director, and the appointment letter must clearly outline the term, funding arrangements, and expectations for the position.