

# **BETHEL UNIVERSITY**

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College of Arts & Sciences  
College of Adult & Professional Studies  
Graduate School

## **PREPARING TO APPLY FOR INITIAL NONTENURE CONTINUING STATUS**

Per the Bethel University *Faculty Handbook*:

Full-time university faculty members without the terminal degree completed may apply for “nontenure continuing appointment” status until all degree requirements, including dissertation, have been met. These appointments will carry all the appropriate responsibilities and privileges of full-time faculty, including opportunity for promotion and sabbatical. They may first apply after five years of annual appointments, and if this status is granted will receive a three-year appointment; completion of this appointment will result in subsequent three-year nontenure continuing appointments conditional on successful performance of assigned duties. They will receive annual salary agreements. The process of renewal of this category of appointment will begin with a review of the faculty member's performance by the appropriate faculty committee, with a recommendation to the administration.

If a faculty member serving under a “continuing appointment” completes the terminal degree, he or she may apply for transfer to a tenure-track appointment. Length of service under a continuing appointment will apply to consideration for tenure. Agreement by the institution to offer a tenure-track contract will lead to normal review by the appropriate faculty committee.

### **APPLICATION PROCESS**

At the end of five years of annual appointments, a faculty member may apply for nontenure continuing status.

1. The faculty member will be asked to submit documents as indicated below, for review by the appropriate faculty Committee, which will have reviewed the faculty member in previous years. Information on documentation will be provided to the applicant by the Office of Academic Affairs.
2. The appropriate faculty Committee will evaluate the documentation submitted during the fall of the candidate's sixth year of teaching and present a recommendation to the Provost. The Provost will review the information and may choose to recommend the appointment to the President for approval by the Board of Trustees at its mid-year meeting.
3. Approval by the Board of Trustees will result in the offer of a three-year appointment to begin in the following academic year. Completion of this appointment will result in subsequent three-year nontenured continuing appointments conditional on successful performance of assigned duties.
4. Faculty in this category will receive annual salary agreements.
5. Review of these faculty will be by the appropriate faculty Committee during the fall semester of the third year, with a recommendation to the administration.

## **QUALIFICATIONS FOR THIS CATEGORY**

1. Effective teaching performance.
2. Ongoing professional growth.
3. Contributions to the Bethel academic and spiritual community.

## **DOCUMENTATION OF QUALIFICATIONS**

1. Candidate self-assessment and vita, to include record of scholarly/professional/service activity (provided by applicant)
2. Integrative essay on faith and learning integration (provided by applicant)
3. Recommendation by faculty colleagues (names provided by applicant)
4. Recommendation of department chair (contacted by the Office of Academic Affairs)
5. Standard course evaluations (provided by the Office of Academic Affairs)
6. Interviews (arranged by the faculty Committee; Office of the Provost)

### **Self-Assessment**

Please complete a self-assessment of your faculty performance at Bethel giving primary attention to the following areas:

1. Effectiveness in teaching including *reflection on student course evaluations*;
2. Effectiveness in student advising and counseling;
3. Professional growth;
4. Evidence of a commitment to the development of a Christian worldview and the search for biblical perspectives applicable to your academic discipline;
5. Effectiveness in working relationships with faculty and administrative colleagues;
6. Cooperation with and support of the spiritual life program and priorities of the University.

### **Materials on Faith-Living-Learning Integration**

Definition: The integration of faith, life, and learning is the development of a Christian worldview, with Scripture as the controlling norm that shapes one's life, teaching, scholarship, and service. Given that all truth is God's truth, the goal of such integration is a unified vision of Christianity and one's academic discipline such that they mutually transform, enrich, and critique one another. The committee will consider this topic from three aspects and may be best addressed in two separate documents:

1. Faith-Learning Integration in Life  
Faculty are expected to demonstrate consistency of life and witness in accordance with Scripture. Manifestations of this consistency may include cooperation with and support of the spiritual life and program of the University (such as regular participation in chapel, fellowship groups, prayer groups, or involvement with Vespers or other worship groups), and fellowship and service in a local church.
2. Faith-Learning Integration Exemplified in Classroom Teaching  
Faculty will model for students how personal faith in Jesus Christ informs learning. Within the classroom, this may appear in the faculty member's:

- a. Presentation of the content of the discipline  
*Consider how you integrate course content and faith perspectives, and how regularly this occurs.*
- b. Examination of the methodological or theoretical assumptions inherent in the discipline  
*Consider how you bring assumptions of the Christian faith into tension with the assumptions that structure a discipline.*
- c. Critique of current controversies in the field  
*Consider how you use perspectives from the Christian faith to critique controversies.*
- d. Application of Christian values in reviewing problems within the academic discipline

Typically this discussion (pt. 2) will focus on a few of these areas, rather than all of them. Average length is approximately 1,500–1,800 words.

## QUESTIONS & ANSWERS

1. To whom does this policy apply?

This policy applies only to faculty without terminal degrees who were hired on full-time contracts after January 1, 1978, and who have continued or have desired to continue on such contracts without completing the terminal degree.

2. Does this policy apply to part-time, adjunct, or associated faculty?

No. Only full-time faculty without terminal degrees are affected.

3. Does the inauguration of this policy mean that one must apply for the "non-tenure continuing appointment" after five years of one-year contracts?

Yes. The University will not continue to offer a series of one-year full-time contracts.

4. What would happen if a faculty member applies for such an appointment and the institution does not offer an appointment?

Employment would generally end at the conclusion of the contract year.

5. Does this policy mean that one must re-apply for renewal of the three-year term period?

Yes. Renewal of this category of appointment is not automatic.

6. Does non-renewal of this type of appointment result in termination at the end of the contract?

Yes. This type of appointment, like annual reappointment, is made on the basis of the instructor's satisfactory performance of assigned duties and the need of the institution.

7. What is the relationship between this category of appointment and a tenured appointment?

As the Faculty Termination Policy states, the protections listed therein apply "to any faculty member serving under a signed contract ..." Within the duration of the appointment, the employment of a faculty member may only be terminated for the grounds stated in the policy.

However, the nontenured continuing appointment is not a tenured appointment. The Faculty Termination Policy implicitly requires the institution to show cause why a tenured faculty member's term of tenure should not be renewed. This is not the case with the nontenure continuing appointment.