

## **Appointment and Review of Lecture-Track Faculty in Emory College**

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### **1. Introduction**

Emory College has a strong group of regular faculty, of which there are two subsets, namely tenure-track faculty (TTF) and lecture-track faculty (LTF); both are distinct from faculty on temporary appointments. TTF and LTF are full partners in advancing the vision of Emory as an institution that combines the opportunities of a tier-one research university with a small liberal arts college experience, which makes possible the inquiry-driven, ethically responsible practice of engaged citizenship to which we aspire for ourselves and for our students. Emory College can and should lead its peer institutions on the issue of how best to integrate regular faculty members who are, by both individual and institutional choice, in positions that offer no possibility for tenure. In Emory College, LTF are and should be highly valued as contributors to and leaders of the pedagogical mission, with full rights and responsibilities in faculty governance.

The responsibilities of LTF differ in emphasis from those of their tenure-track colleagues: they are based primarily on teaching, program administration, and service. Emory College places value on the complementary relationship between teaching and scholarly activity. LTF can, and do, play an important role in defining that complementary relationship. LTF may conduct both disciplinary scholarship and the scholarship of teaching and learning. Although LTF are under less pressure to conduct research and publish findings in top venues, engagement with the current scholarship in one's field is an important component of teaching, as well as program administration or service. The College acknowledges the important role of LTF in teaching, and also acknowledges the integration of scholarly activities that many bring to that role.

For tenure-track faculty, expectations for promotion, and specified evaluation procedures and schedules for such appointments, are set forth in *Principles and Procedures for Promotion and Tenure in Emory College*. The following document sets out similar procedures for LTF. This document refers only to faculty appointed to full-time, multi-year positions that are not on the tenure track. It does not refer to part-time appointments, adjunct appointments, visiting appointments, or appointments intended to be for one year only.

These principles for appointment, promotion, and merit review are in conformity with the Affirmative Action Program, Emory University, which was established on 15 July 1976 and has been updated annually, and with the University Statement of Principles Governing Faculty Relationships.

## **2. Ranks, Qualifications, and Terms of Appointment**

- a. *Ranks.* The ranks of appointment for LTF are Lecturer, Senior Lecturer, and Professor of Pedagogy. The title of “Professor of Pedagogy” is to be understood broadly, and it applies equally to those who have previously been appointed as Professor of Practice or Professor of Performance.
- b. *Searches.* Procedures for searches for all LTF appointments will be the same as for tenure track recruitments (i.e., they will normally be national in scope).
- c. *Qualifications for Appointment.* Appointments may take place at any rank, contingent on experience. The most important qualification is teaching ability, including classroom presence, knowledge of the subject, and familiarity with current instructional methods.
  - i. Candidates for LTF appointment should present the appropriate terminal degree for their field. In special cases, equivalent credentials may be approved by the department in consultation with the Dean of the College.
  - ii. Candidates for appointment at the rank of Senior Lecturer should have experience equivalent to at least six continuous years of full-time teaching or a commensurate background in program administration.
  - iii. Candidates for appointment at the rank of Professor of Pedagogy should have substantially more teaching and administrative experience than a candidate for Senior Lecturer. In addition, candidates should have demonstrated teaching, service, and scholarship at levels commensurate with the criteria for promotion to Professor of Pedagogy at Emory.
- d. *Terms of Appointment.* Appointments for all LTF ranks are normally renewable if performance and other circumstances warrant it. Renewal of LTF appointments depends not only on meritorious teaching and service, but also on continued programmatic need for the faculty member's services.
  - i. *Initial Appointment.* New appointments at all ranks are made for an initial probationary period, normally for three years. During the initial appointment, LTF are reviewed annually by a faculty committee (as specified in Paragraph 4.b, below). Unsatisfactory performance may lead to non-reappointment following the

first, second or third year of this probationary period. After their initial appointment, the term of appointment and timing of review will depend on rank.

- ii. *In-Rank Terms of Appointment.* After the initial appointment, the term of appointments will be determined by rank.

Appointments at the rank of Lecturer may be up to, and will normally be, three years.

Appointments at the rank of Senior Lecturer may be up to, and will normally be, five years.

Appointments at the rank of Professor of Pedagogy may be up to, and will normally be, seven years.

- iii. *Terminal Appointments.* LTF can be reappointed for a terminal period less than a normal, in-rank appointment when the department/program and the College have determined that the need for their services will end.

### **3. Rights and Responsibilities of LTF**

- a. *Teaching.* As teaching and mentoring are the primary elements of all Lecture Track Faculty, LTF will usually teach one to two courses per year above the normal teaching load of tenure-track faculty in their respective fields and disciplines. Teaching load may be partially offset by other responsibilities that affect teaching (e.g., directing undergraduate programs, directing centers or programs, or directing externally funded initiatives).

Teaching is defined as any activity undertaken by a faculty member within the academic programs of Emory University that contributes to the efforts of Emory students to acquire intellectual skills, to extend knowledge and understanding, or to develop attitudes and habits that foster continuing intellectual growth. Excellence in teaching draws continuously upon the teacher's knowledge of the disciplinary scholarship and engagement with current research. Teaching excellence is measured broadly to include instruction that is effective, imaginative, conscientious, and meets a high standard of expectation. Teaching includes advising, mentoring, and academic engagement outside the formal classroom. Many LTF have a role in developing classes and curricular materials and in teaching other faculty both at Emory and beyond. The College recognizes that teaching is both a skill and an art, and that an excellent teacher may not be equally effective in instructing, advising and mentoring undergraduate students, graduate students, and post-doctoral fellows in every class size or format.

- b. *Service.* LTF are expected to contribute through faculty committees and other forms of academic collaboration and service. Service is defined as contributions and activities that promote the general welfare of a department/program, the College, or the University, including student advising, committee work, and administrative duties. Activities that contribute to the development of a professional discipline, a professional society, or an outside agency or community also will be weighed. The idea of “service” includes displaying a collegial spirit of cooperation and collaboration. LTF are eligible to serve on College and University faculty committees.
  
- c. *Scholarship.* While scholarship figures differently in the responsibilities of LTF than it does TTF, LTF faculty are encouraged to contribute to their scholarly disciplines and to the scholarship of teaching. LTF often contribute to the teaching mission through their work in the performing arts and fine arts, or through their experience as expert practitioners of a field. Scholarship is therefore understood broadly as including performance and practice, as well as research. LTF are encouraged to disseminate their scholarship in publications, performances and presentations at national and regional conferences, or local campus and departmental forums. LTF at all ranks are expected to stay current in fields relevant to their teaching or administrative responsibilities.
  - i. Publication of original scholarship is not a criterion for renewal for Lecturers or Senior Lecturers, nor is it a requirement for promotion from Lecturer to Senior Lecturer.
  - ii. Promotion to Professor of Pedagogy demands a scholarly portfolio demonstrating national or international impact and recognition. Scholarship supporting promotion can focus either on the scholarship of teaching and learning or on disciplinary scholarship (or both), and it may include performance or other creative productions. The candidate should document how that scholarship has influenced the LTF teaching and service mission.
  
- d. *Voting.* LTF participate as citizens of the department/program, college, and university in ways commensurate with their experience and responsibilities. LTF are eligible to vote at the College level as determined by the College by-laws and at the department/program level as determined by their by-laws. LTF do not vote on issues of tenure. They may vote on reappointment or promotion of LTF as determined by their rank (see Section 8, below).
  
- e. *Operating Support.* LTF will have appropriate office space and computer equipment, and

access to the same support for their teaching and service role as tenure-track faculty. LTF are eligible for department, program, or center travel and professional development funds.

- f. *Proposals and Grants.* LTF are eligible to apply for internal support for pedagogy and scholarship on the same basis as tenure-track faculty. LTF may submit proposals for external grants for both pedagogical and scholarly purposes.

**4. Annual Review**

LTF, like all instructional staff including TTF, must be evaluated annually by their Chair/Director, or other supervisor as determined by the Dean. Evaluations will be kept on file as a partial basis for decisions about reappointment and promotion. The Chair/Director will promptly report the results of each annual evaluation to the faculty member under review. Unsatisfactory annual evaluations and repeated evaluations calling for significant improvement may be grounds for non-reappointment.

**5. Reappointment in Rank**

- a. *Review and Reappointment after Initial Appointment Period.* Early in the fall term of the second and third years of an initial appointment, the Chair/Director shall convene a review committee. Composition of this review committee is determined by Section 8, below. The review committee will consider the faculty member’s teaching and service, and in the case of the reappointment of a Professor of Pedagogy scholarship.
- b. *Reappointment Process and Timeline.* In the spring or summer prior to the last academic year of an LTF appointment at any rank, the Chair/Director shall begin the reappointment process. The review of the faculty member’s dossier begins in the fall and proceeds over the academic year, concluding by or near April 1 of the appointment’s final year.

<b>Timeline for Reappointment in Rank</b>	
Certification of continuation	June 1
Submit Reappointment Dossier	September 15
Department/Program Recommendation	November 1

- i. *Certify the Continuation of the Position.* Since all LTF appointments are contingent upon the needs and resources of the department/program and the College, eligibility for renewal of appointment does not guarantee reappointment. An LTF position may be discontinued because of changes to the academic personnel needs of the department or program.

In the spring semester prior to the reappointment review, the department or program will determine whether the position should continue to be supported and make a recommendation to the Dean of the College. If the College plans to continue supporting the position, the candidate will be informed and the reappointment process will continue. If the position is not continued, the College will notify the faculty member by June 1, prior to the final year of their appointment.

- ii. *Submit Reappointment Dossier.* Candidates for reappointment must submit materials to their Chair/Director through the Interfolio RPT system by September 15 of their reappointment year.

Guidelines for materials for the reappointment dossier may be found in *Lecture Track Faculty Dossier Guidelines*.

The dossier will include two letters of evaluation from Emory faculty. The letters will be solicited by the Chair/Director from a list of faculty members that includes at least one proposed by the candidate. At least one of the two evaluators must be from a department or program different from the candidate's, and at least one of the two letters must be partly based on an observation of the candidate's teaching.

- iii. *Recommendation by Reappointment Committee.* The Chair /Director will form a renewal committee appropriate to the rank of the candidate, as specified in Section 8, below. This committee will review the candidates' teaching, service, and (when appropriate) scholarship. The Chair/Director will summarize the review committee's recommendation for reappointment or non-reappointment. By November 1 of the reappointment year, the Chair/Director will send the recommendation to the Dean of Emory College and will provide a copy or an accurate summary of the evaluation of the faculty member under review. The Dean will make the final decision regarding whether to reappoint.

- c. *Appeal.* Non-reappointment may be appealed. Section 9 defines the scope and process for appeal.

**6. Promotion to Senior Lecturer**

- a. *Eligibility.* Lecturers are eligible for promotion to Senior Lecturer after at least six years of service as a Lecturer.
- b. *Criteria for Promotion.* Promotion to Senior Lecturer will be based on noteworthy teaching and College, University, or professional service. Noteworthy performance is teaching over and above the excellence expected of a lecturer, and service over and above that expected of good departmental citizenship. While not required, candidates applying for promotion to Senior Lecturer may include evidence of scholarship and professional development.
- c. *Promotion Process and Timeline.*

<b>Timeline for Promotion to Senior Lecturer</b>	
Certification of continuation	June 1
Submit Promotion Dossier	September 15
Department/Program Recommendation	November 1
Lecture Track Promotion Committee Recommendation	February 1

- i. *Notification.* In the spring semester prior to the year in which a LTF would be considered for promotion, the faculty member must notify his or her Chair/Director. The candidate and the Chair/Director should confer on the best way to represent the candidate’s teaching and service record.
- ii. *Certify the Continuation of the Position.* If (and only if) a review for promotion coincides with the renewal of a contract, the continuation of the position must be certified. In such conditions, the department or program will determine whether the position should continue to be supported and make a recommendation to the Dean of the College. If the College plans to continue supporting the position, the candidate will be informed and the reappointment and promotion process will continue. If the position is not continued, the College will notify the faculty member by June 1, prior to the final year of their appointment.
- iii. *Submit Promotion Dossier.* Candidates for promotion must submit materials to

their Chair/Director through the Interfolio RPT system by September 15.

Guidelines for materials for the reappointment dossier may be found in the *Lecture Track Faculty Dossier Guidelines*.

The dossier will include three letters of evaluation from Emory faculty. The letters will be solicited by the Chair/Director from a list of faculty members chosen in consultation with the candidate. While not all of the evaluators need be chosen by the candidate, when possible, one of the three letters in the dossier should be from someone proposed by the candidate. At least one of the three evaluators must be from a department or program different from the candidate's, and at least one of the three letters must be partly based on an observation of the candidate's teaching.

- iv. *Recommendation by the Promotion Committee.* The Chair/Director will form a promotion committee appropriate to the rank of Senior Lecturer, as specified in Section 8, below. This committee will review the candidates' teaching, service, and (when appropriate) scholarship. The review committee, at the end of its review of the candidate's dossier, must conduct a vote. The committee casts two votes, one for the candidate meeting the standard for promotion in teaching and one for the candidate meeting the standard for promotion in service. A recommendation in support of promotion requires affirmative votes on both counts. A report on the final vote tally for both votes, along with a summary of the review committee's assessment of the candidate's teaching, mentorship, service, and (when appropriate) scholarship, and its recommendation for promotion or non-promotion should be provided in a Chair/Director letter. The Chair/Director's letter should be signed by all faculty eligible to participate in the review. The Chair/Director will send that recommendation to the Dean of Emory College and will provide a copy or an accurate summary of the recommendation to the candidate, preferably no later than *November 1*.
- v. *Recommendation by the Lecture Track Promotion Committee.* The Lecture Track Promotion Committee reviews the candidate's dossier, the letters, and the departmental recommendation. The Committee may also review the candidate's annual evaluations. The Committee then forwards its own recommendation to the Dean of Emory College, preferably no later than *February 1*.
- vi. *Decision by the Dean.* The Dean of Emory College makes the final decision on the promotion.



- d. *Denial of Promotion.* Candidates who are denied promotion may be reappointed at their current rank. Except in unusual circumstances, candidates who are denied promotion must wait for three years before another application for promotion.
- e. *Appeal.* Denial of promotion may be appealed. Section 9 defines the scope and process for appeal.

**7. Promotion to Professor of Pedagogy**

- a. *Eligibility.* To be eligible for promotion to Professor of Pedagogy, a Senior Lecturer must have completed five years of service in rank. However, they can wait until a later time to initiate the promotion process.
- b. *Criteria for Promotion.* The rank of Professor of Pedagogy is the highest academic rank for LTF in Emory College of Arts and Sciences. It signifies a level of excellence beyond that of the rank of Senior Lecturer and the normal requirements of classroom teaching, mentorship, and advising.

Promotion to Professor of Pedagogy is based on noteworthy scholarship as well as significant and sustained teaching and service contributions. The candidate’s scholarship should have national and/or international impact and recognition, and can focus either on the scholarship of teaching and learning or on disciplinary scholarship (or both), and it may include performance or other creative productions. The file may include public scholarship and other contributions to the pedagogical aspect of one’s field. It is expected that the candidate’s courses or teaching philosophy should benefit from his or her disciplinary scholarship. The candidate should document how that scholarship has influenced the LTF teaching and service mission.

c. *Promotion Process*

<b>Timeline for Promotion to Professor of Pedagogy</b>	
Notification of intent	January 15
Certification of continuation	March 1
Submit Promotion Dossier and list of evaluators	March 15
Department/Program Recommendation	November 15
Lecture Track Promotion Committee Recommendation	April 1

- i. Notification. By January 15 of the year prior to which a LTF would be considered for promotion, the candidate must notify his or her Chair or Director. The candidate and the Chair/Director should confer on the best way to represent the candidate's scholarship, teaching and service record.
- ii. Certify the Continuation of the Position. If (and only if) a review for promotion coincides with the renewal of a contract, the continuation of the position must be certified. In such a condition, the department or program will determine whether the position should continue to be supported and make a recommendation to the Dean of the College. If the College plans to continue supporting the position, the candidate will be informed and the reappointment process will continue. If the position is not continued, the College will notify the faculty member by March 1.
- iii. Submit Promotion Dossier. By March 15, the candidate should submit a dossier to the department or program through the Interfolio RPT system. Standard materials for the promotion dossier may be found in the Lecture Track Faculty Dossier Guidelines document.
- iv. *Letters of Evaluation*. The promotion dossier for promotion to Professor of Pedagogy requires four letters of evaluation: two letters from faculty outside of Emory, and two letters from Emory faculty. By March 15, the candidate should submit:
  - A list of 8 senior faculty reviewers external to Emory, preferably from peer institutions, who can provide an impartial and objective review of the scholarly portfolio. The office of the Senior Associate Dean of Faculty will solicit two letters from this list.

For each, include the following information:

1. Name and academic rank/title of external reviewer
2. Name of institution
3. Email address
4. Mailing address (no P.O. Box)
5. Telephone numbers
6. a) brief paragraph commenting on each reviewer's appropriateness as an evaluator of your work

b) statement describing any personal or professional contact you have had with them. Co-authors, co-editors, collaborators, former advisors, and former and current departmental colleagues are not eligible. The relationship between you and the external reviewer should be written in neutral language and not from the perspective of “I” or “me.”

- A list of 4 senior Emory faculty evaluators of the candidate’s teaching and service from which the Office of the Senior Associate Dean of Faculty will solicit two letters.

For each, include the following information:

1. Name and title
2. Name of department/program
3. Email address and telephone number
4. A brief paragraph commenting on each reviewer’s appropriateness as an evaluator of your work.

The department or program then reviews and approves the list of external reviewers and forwards it to the Office of the Senior Associate Dean of Faculty through Interfolio RPT. The department or program also forwards the entire dossier. These materials should be forwarded no later than *April 1*.

The College then solicits 2 external letters of evaluation and 2 internal letters. The Associate Dean for Faculty will instruct the internal reviewers that their letters must be based partly on an observation of the candidate’s teaching.

- v. Recommendation by Promotion Committee. The Chair/Director will form a promotion committee appropriate to the rank of Professor of Pedagogy, as specified in Section 8, below. This committee will review the candidates’ teaching, service, and scholarship. In the fall, the College will deliver to the department/program the letters from the external and internal reviewers. The review committee, at the end of its review of the candidate’s dossier, must conduct a vote. The committee casts three votes, one for the candidate meeting the standard for promotion in teaching, one for the candidate meeting the standard for promotion in service, and one for the candidate meeting the standard for promotion for scholarship. A recommendation in support of promotion requires affirmative votes on all three counts. A report on the final vote tally for all three votes, along with a summary of the review committee’s assessment of the candidate’s teaching,

mentorship, service, and scholarship, and its recommendation for promotion or non- promotion should be provided in a Chair/Director letter. The Chair/Director's letter should be signed by all faculty eligible to participate in the review.

The Chair/Director will send that recommendation to the Dean of Emory College and will provide a copy or an accurate summary of the recommendation to the candidate, preferably no later than *November 15*.

- vi. Recommendation by the Lecture Track Promotion Committee. The Lecture Track Promotion Committee reviews the candidate's dossier, the internal and external letters, and the recommendation of the department/program. The Lecture Track Promotion Committee then forwards its own recommendation to the Dean of Emory College, preferably no later than *April 1*.
- vii. Decision by the Dean. The Dean of Emory College makes the final decision on the promotion.
- d. *Denial of Promotion*. Candidates who are denied promotion may be reappointed at their current rank. Except in unusual circumstances, candidates who are denied promotion must wait for three years before another application for promotion.
- e. *Appeal*. Denial of promotion may be appealed. Section 9 defines the scope and process for appeal.

## **8. Voting on Reappointment and Promotion.**

- a. *Constitution of the Reappointment or Promotion Committee*. Departments and programs will vote on reappointment and promotion as a committee of the whole with the following provisions based on faculty rank:
  - i. For the reappointment of Lecturers and for the promotion of Lecturers to Senior Lecturers, all departmental faculty at the rank of Senior Lecturer, Professor of Pedagogy, Associate Professor, and Professor will participate in the review and voting process.
  - ii. For the reappointment of Senior Lecturers, all departmental faculty at the rank of Professor of Pedagogy, Associate Professor, and Professor will participate in the review and voting process.
  - iii. For the promotion of Senior Lecturers to Professor of Pedagogy, and for the reappointment of Professors of Pedagogy, all departmental members at the rank of

Professor of Pedagogy, Associate Professor, and Professor will participate in the review and voting process.

- b. *Quorum.* The group of faculty who vote on reappointment or promotion must be at least five (5) in number. If necessary, an ad hoc promotion committee of five will be formed from the candidate's department plus faculty of appropriate rank drawn from other departments. The candidate and/or department Chair may make suggestions as to the committee appointments, but the Dean of the College has the final prerogative in selecting the non-departmental membership.

## **9. Appeal Procedure**

The purpose of these guidelines is to ensure that every candidate for renewal and promotion shall receive a fair and thorough review. The appeal procedure described below offers an additional protection in the exceptional circumstances of a candidate who believes that an adverse recommendation either constitutes an infringement of his or her academic freedom or is based upon inadequate documentation and/or consideration of the evidence.

It is therefore expected that appeals will be made only in exceptional circumstances, and it is understood that the appeal procedures set forth below shall not impede or preclude other kinds of communication between faculty and administrators.

- a. *Notification.* The Dean shall notify a candidate in writing that he or she has not been recommended by the department for renewal of appointment, or promotion and shall advise the candidate of the right to appeal such recommendation.
- b. *Grounds for Appeal.* A candidate may appeal either the departmental recommendation or the Dean's decision for one or more of the following reasons:
  - i. The decision involves an infringement of academic freedom.
  - ii. The evidence in the submitted dossier was not properly considered in reference to the criteria for promotion.
  - iii. Procedural errors led to the negative outcome.
- c. *Submission of Appeal.* An appeal must be made in writing to the Emory College Lecture Track Promotion Committee not later than three (3) weeks from receipt of notice from the Dean. The appeal document shall state which of the grounds in Paragraph 9.b, above, is the basis for the appeal and present the argument. Within the same three-week period, following receipt of notice from the Dean, the candidate may also submit, with the written appeal document, supplemental materials relevant to the appeal. The candidate's written appeal and all supplementary materials shall be made available to the

Chair/Director and other appropriate members of the department or program who may, if they choose, submit a response within one week of receipt of these materials.

- d. *Advocate.* The candidate may choose a faculty advocate from Emory College of Arts and Sciences, to appear before the Appeals Committee to discuss the candidate's case.
- e. *Formation of the Appeal Committee.*
  - i. *Appeal of non-renewal.* When a non-renewal decision is appealed, the Lecture Track Promotion Committee shall convene an ad hoc Appeal Sub-Committee to review all materials pertinent to the issues of the appeal. The sub-committee will be composed of at least three members of the Lecture Track Promotion Committee. Unless precluded by a conflict of interest or similar consideration, the members of the Lecture Track Promotion Committee who are from the same division as the appellant will be appointed to the Appeal Sub-Committee. One of the Appeal Sub-Committee members will be appointed as Chair. Choice of the Appeal Sub-Committee members and its Chair shall be made by the Senior Associate Dean of Faculty in consultation with the Chair of the Lecture Track Promotion Committee.
  - ii. *Appeal of Non-Promotion.* When a non-promotion is appealed, the appeal shall be considered by the Lecture Track Promotion Committee.
- f. *Deliberation.* The Appeal Committee shall meet with the candidate's advocate, if the candidate chooses one. The Appeal Committee is empowered to gather additional information regarding the appeal from the department, the candidate, College administration, and/or from appropriate scholars inside or outside Emory University.
- g. *Response.* The Appeal Sub-Committee shall respond to the appeal in one of two ways:
  - i. Having found insufficient evidence to support the appeal, the Appeal Sub-Committee may recommend to the Dean that the earlier decision be upheld.
  - ii. Having concluded that the appeal had merit, the Committee may either (1) request that the department reconsider the credentials of the candidate and render a second recommendation to the Appeal Committee prior to the Committee's final recommendation to the Dean, or (2) move directly to make a recommendation to the Dean based on the Committee's judgment of the merits of the candidate's case.
- h. *Recommendation to the Dean.* In all appeal cases the Appeal Sub-Committee shall forward its final recommendation to the Dean in writing. The recommendation shall be accompanied by a written explanation of the recommendation.

- i. *Final Decisions on Appeals* rest with the Dean of Emory College of Arts and Sciences.

## **10. Termination of Contract**

- a. *Grounds.* The Dean, after consultation with the department Chair, may terminate an appointment before its completion on the following bases:
  - i. Due to significant reorganization, reduction or elimination of a program
  - ii. Where specifically authorized by the Board of Trustees
  - iii. In rare cases, as with tenure-track faculty, it may be necessary to terminate the appointment of an LTF during the contract term. Examples of such circumstances include, but are not limited to moral delinquency, neglect of academic duty, incompetence, permanent physical or mental incapacity for which there is no reasonable accommodation.
- b. *Notification.* Notice of such termination will be given as promptly as possible under the circumstances
- c. *Appeal.* Termination of a position on the grounds specified in Paragraph 10.a cannot be appealed.