

Significant changes to the Handbook of Academic Administration
August 2018

Unpaid faculty positions: At the request of the Office of General Counsel the Dean of the Faculty's office has restricted the use of unpaid faculty titles and has updated the Handbook accordingly. Adjunct faculty are now defined in part by the normal assumption that they are paid for their position with the significant exception of faculty who have recently been, are, or will be employees of Brown. (E.g. staff with Adjunct titles or recently-hired faculty who have not yet started full-time positions.) Other unpaid positions should normally hold the title of Visiting Scholar, Visiting Scientist, or Visiting Investigator.

Joint Appointment Definition: The definition of joint appointments has been expanded to include faculty whose line is in a unit that may not grant tenure, and who have effort in a tenure-granting unit. (Example: Watson faculty with effort in Political Science.) Such faculty have always followed the same titling rules as jointly appointed faculty, so this change brings the rules into line with practice.

Hiring Processes (5.6): As part of a broader set of changes to hiring practices, we are now asking that diversity representatives submit their reports directly to the dean and OIED. In addition, the diversity representative is now asked to submit an initial report at the time of the interim pool report and a brief update at the time of the compliance report. This new process applies to both regular and non-regular faculty searches in all academic units. Finally, the duties of the diversity representative have been updated in the Handbook.

Course Buy-Out Policy (7.4.3): The Dean of the Faculty's office has introduced a course buy-out form (available on the DOF website) and has reduced the cost of most course buy-outs. The course buy-out cost is now pegged to the normal annual teaching load of the faculty member's department.

GIF policy (7.4.2): DOF has created an exception to the normal 70% return rate on grant incentive funds for rare cases in which the returned research funding is used on the project from which it was derived.

Team Teaching and Course Load Requirements (22.16)

The standard at Brown is one instructor per class, and faculty are normally expected to teach at least one course a semester. For the purposes of teaching (but not service and residency) requirements, faculty may count either (but not both) one Wintersession or one summer course. Only courses that are given for regular Brown credit and are not separately compensated may be considered for academic-year teaching credit.

Under certain circumstances, faculty in two-course-load departments may elect to teach both of their courses in one semester ("course bunching").