Administrative Faculty

Administrative faculty status may be accorded to certain employees whose educational and professional credentials and prescribed service to the university warrant consideration of this standing. In particular, this appointment is for two groups: 1. Those qualified administrators who regularly teach one or more courses in one of the schools or substantively engage the curriculum of one or more schools. 2. Those academically qualified librarians who have the rank of Librarian 1 or above.

Faculty Privileges

Administrative Faculty are not members of the regular faculty but may be invited to participate in faculty functions at the discretion of the Provost.

Administrative faculty may participate in the Faculty Forum and are represented on the Faculty Council.

This status of Administrative Faculty does not accord the recipient the provision of tenure, sabbatical leave, or formal professorial rank.

Procedure for Appointment:

1. Application submitted to the Office of the Provost through the appropriate dean.
2. The Provost reviews the faculty application and academic credentials and consults as appropriate with the dean of the instructional school or library.
3. Interview of the applicant may be included at the discretion of the Provost.
4. Approval/disapproval decision is made by the Provost and communicated by written notice to applicant with a copy to the appropriate dean.

Special Contract Faculty

Special Contract Faculty status is accorded to certain individuals in the schools within the university who have the appropriate educational and professional experience and who are assigned by agreement to teaching, research, or other academic duties without compensation from the university.

Faculty Privileges Include:

- Attendance at general faculty meetings.
- Attendance at Commencement and Convocation
- May participate in an advisory capacity in faculty committees at the invitation of the respective dean. Involvement and participation in faculty committees, other than school and university personnel committees, as assigned by the department chair and the school dean.

Procedure for Appointment
Normal faculty, non-tenure track hiring procedures will be followed through the department chair and the dean with the Provost’s Office making the final approval/disapproval decision.

**Procedure for Promotion**

After completion of two consecutive years, Special Contract Faculty may apply for promotion within and across rank under the same conditions as regular faculty (see Section 8.3).

**Adjunct Faculty**

Adjunct faculty are those instructional faculty who are contracted to teach on a course-by-course basis one semester at a time. These instructional faculty members are important to the teaching aspects of the university, as they provide a rich array of expertise and experience not available in the regular faculty. The adjunct faculty also expand the availability of teachers to serve students across the university curriculum. Biola seeks to balance regular and adjunct faculty in a manner that optimally serves students while maintaining a level of affordability making Biola’s programs accessible to as large a group of students as possible.

Adjunct faculty do not hold rank nor are they expected to perform all of the research, service, governance, and advising responsibilities expected of regular faculty. However, adjunct faculty are expected to hold appropriate credentials for teaching the field and level of the course for which they have been contracted and to do so from a Christian worldview.

**Procedure for Appointment**

Adjunct faculty applications are reviewed by the department chair, the Director of Human Resources, and the Theological Review process. The school dean makes the final hire decision based on the recommendations from these reviews and a personal interview.

**Lecturers**

Lecturers are instructional faculty who are contracted for full-time service for one academic year. Such contracts may be reissued. These faculty are hired to expand the available teaching personnel so as to cover the needs of the students and as available budget allows. Lecturers may participate in various functions of the academic department in which they serve, such as departmental committees, during the year in which they are contracted.

Lecturers do not hold rank nor are they expected to perform all of the research, service, governance, and advising responsibilities expected of regular faculty. However, lecturers are expected to hold appropriate credentials for teaching the field and level of the courses for which they have been contracted and to do so from a Christian worldview.

**Procedure for Appointment**
Lecturer applications are reviewed by the department chair, the Director of Human Resources, the Theological Review process, and the Dean, who also interviews the candidate. The Provost makes the final hire decision based on the recommendations from these reviews.

Other Contingent Faculty

Visiting Professor

Temporary assignment. Not eligible for promotion.

This rank is reserved for scholars who are at Biola for a limited time, generally no more than a year, in a visiting capacity. Typically such an appointment carries with it teaching assignments and other duties germane to a faculty appointment. Invitation to such an appointment must be done with the approval of the Provost.

Professor in Residence

Full-time, non-hiring, non-tenure track appointment. Eligible for promotion following the normal procedures.

Research Professor

This is a highly selective category and is granted only in exceptional circumstances. Candidature by invitation of administration in consultation with appropriate faculty committee.

Professor at Large

Non-tenure track appointment. Intended for those who teach on occasion and have distinguished themselves in a given field.

Non-Faculty Designations

At times guests will be invited onto the Biola Campus to present material to students and/or to faculty. Beyond those invited by a faculty person to speak to a class or those invited to speak in chapel, there are three categories that merit special mention.

Visiting Scholar

This category includes recognized scholars brought on campus to conduct research, perhaps during a sabbatical or research leave from their institution. They may be invited to give some classroom lectures, but the lecturing will always be at the invitation of a Biola University faculty member who maintains sovereignty over the discussion and classroom. Approval will be granted by the President upon recommendation by the Provost/Senior Vice President. These Visiting Scholars will need to attest to their profession of faith as Christians.
Visiting Fellow

This category is reserved for scholars who are invited on campus for extended periods but whose primary responsibility is research and academic collaboration. Like Visiting Scholars, Visiting Fellows may be invited to give some classroom lectures, but the lecturing will always be at the invitation of a Biola University faculty member who maintains sovereignty over the discussion and classroom. Approval will be granted by the President upon recommendation by the Provost/Senior Vice President. These Visiting Fellows will need to attest to their profession of faith as Christians.

Guest Lecturer

At times guest lecturers and chapel speakers will be invited onto the Biola University campus to present lectures to students and/or faculty. Lecturers will be under the direction of the course professor-of-record and with approval by the respective dean. Chapel speakers will be under the direction of the Dean of Spiritual Development with approval by the Dean of Students. Those giving major addresses such as commencement or a distinguished lectureship series will need the invitation and approval of the Provost and President.