ACADEMIC STAFF TITLES

- Designation – Staff
- FLSA- Exempt (Professional Exemption)
- EEO Category-24, 25 and 26
- Job Family – Instructional Staff and Research Staff

**Instructional Staff** – Employee whose primary responsibility is teaching/training either credit or non-credit courses or seminars who hold positions which are ineligible for tenure. Instructional staff are not expected to do research or service as a condition of their employment.

**INSTRUCTOR:** Instructional staff who are completing the requirements for the terminal degree appropriate to their discipline (“highest degree”), but who do not yet possess it at the time of their initial appointment pursuant to an affirmative action search for an Assistant Professor. Upon certification that the requirements for the highest degree have been completed, promotion to the rank of Assistant Professor will normally follow. Clear expectations for completion of the highest degree shall be included in the letter of appointment. If the Instructor does not complete the requirements for the highest degree within one calendar year of his/her initial appointment, he/she will either cease to be employed by the University or, with the approval of the Provost, he/she may be offered an appointment as Lecturer (with no possibility of tenure at this rank) so long as there are sufficient budgetary resources and the programmatic needs of the department as well as the quality of the individual’s teaching performance warrant such appointment.

Instructors are ineligible for tenure.

The degree of integration of Instructors into department governance will be determined by individual departments, except that departments may not grant Instructors voting privileges in matters of promotion and tenure of faculty.

**LECTURER:** Instructional staff who hold the highest degree appropriate to their disciplines (or its professional equivalent) and who are appointed for full- or part-time service to teach one or more courses for a stated term, with appointment renewable so long as there are sufficient budgetary resources and
the programmatic needs of the department as well as the quality of the individual’s teaching performance warrant such reappointment. Lecturers will have annual conferences with the Department Head or his/her designee to discuss their performance and departmental programmatic needs. Lecturers are not expected to fulfill professorial requirements of scholarly research and service as a condition of their appointment. Lecturers are ineligible for tenure.

The degree of integration of Lecturers into departmental governance will be determined by individual departments, except that departments may not grant Lecturers voting privileges in matters of promotion and tenure of faculty.

**SENIOR LECTURER:** Instructional staff with substantial experience and demonstrated accomplishment who possess the highest degree appropriate to their disciplines (or its professional equivalent) and who are appointed for full- or part-time service to teach one or more courses for a stated term, which is renewable so long as there are sufficient budgetary resources and the programmatic needs of the department as well as the quality of the individual’s teaching performance warrant such reappointment. Senior Lecturers will have annual conferences with the Department Head or his/her designee to discuss their performance and programmatic needs. Normally, individuals are eligible for promotion to the rank of Senior Lecturer after the third year of appointment as Lecturer. The primary evaluation of a Lecturer for promotion to Senior Lecturer is by a review committee appointed by the department, program, or school; this committee shall consist of no less than three and no more than six individuals, three of whom must be tenured faculty. Senior Lecturers are not expected to fulfill professorial requirements of scholarly research and service as a condition of their employment. Senior Lecturers are ineligible for tenure.

The degree of integration of Senior Lecturers into departmental governance will be determined by individual departments, except that departments may not grant Senior Lecturers voting privileges in matters of promotion and tenure of faculty.

**ADJUNCT APPOINTMENT:** Experts in specific fields of knowledge who provide uncompensated service to the instructional and/or research programs of the university may be given adjunct appointments. (Research or Administrative staff members who may, on occasion, provide instruction should be given temporary appointments as Lecturers or Senior Lecturers.) With permission of the Provost, faculty members may be given adjunct appointments in a department other than that in which their tenure line resides.
Professional credentials and/or the highest degree required for appointment to professorial ranks are also required for adjunct appointments. Adjunct appointments are made to meet specific departmental needs, which may include, but are not limited to, serving on graduate committees, serving as program, or supervising clinical experiences.

Adjunct appointments may be made at the rank of Adjunct Professor, Adjunct Associate Professor, or Adjunct Assistant Professor. Adjunct faculty are ineligible for tenure.

VISITING FACULTY: Visiting faculty are employed to carry out instructional or research responsibilities within an academic department. Professional credentials and/or the highest degree required for the University’s professorial ranks are also required for appointments as Visiting Faculty. Normally, the rank of appointment will be the professorial rank that the individual holds at his/her home institution; however, the standards of scholarship for holding Visiting Faculty rank will be the same as required of the University’s own faculty. Visiting faculty do no participate in the governance of the department. Visiting faculty are ineligible for tenure. Normally a visiting professor appointment is for 12 months.

ARTIST-IN-RESIDENCE/WRITER-IN-RESIDENCE: Instructional staff who are distinguished practitioners of the arts and who are appointed for full- or part-time service to teach one or more courses for a stated term of not more than two years (consecutively). Artists-in-Residence and Writers-in-Residence are ineligible for tenure.

ADDITIONAL INSTRUCTIONAL STAFF TITLES

MUSEUM EDUCATOR

TUTOR-COUNSELOR

FACULTY ASSOCIATE

POST-DOCTORAL TEACHING ASSOCIATE

CLINICAL ASSOCIATE

STUDENT TEACHING SUPERVISOR