OPERATIONAL DRAFT
FOR FACULTY TITLES

There are a number of issues not addressed in this brief section on Academic Titles that need to be addressed in the Faculty Handbook. These are issues of considerable importance for those who work at the University and for the well-being of students and of the University itself. Among these issues are:

- Clarification of processes for hiring and retention of non-tenure track faculty;
- Establishment of processes for evaluation of non-tenure faculty;
- Establishment of a clear appeals process for non-tenure faculty;
- Provision of faculty development opportunities for non-tenure track faculty;
- Review of the role of non-tenure track faculty in shared governance in departments are currently established by departmental bylaws.
- Assignment of responsibility for periodic review of the ratio of tenure track to non-tenure track faculty by department.
- Clarification of eligibility for benefits.

1.1: Nature and Purpose

The tenured and tenure track faculty of the University are those who have responsibility for the three primary missions of the University: Teaching, Research, and Public Service. All who hold tenured or tenure track faculty rank are expected to contribute to the three missions. Non-tenure track faculty are hired primarily for instruction or for research.

2.2: Criteria for Appointment to Tenured and Tenure Track Faculty Rank

All who are appointed as tenured and tenure track faculty are expected to contribute to the three missions of teaching, research, and public service. Those appointed to non-tenure track teaching ranks have responsibilities for teaching but are not expected to do research or to perform public or professional service as a condition of their employment. Those appointed to the non-tenure track research ranks have responsibilities for research but are not expected to teach or to perform public or professional service as a condition of their employment.

Tenured and tenure track faculty appointments are made at three ranks. Criteria for appointments to the several ranks are complex. They reflect the rigorous preparation necessary for University teaching and research, the varied expectations directed to the faculty of a major university, and the diversity of missions performed by academic units. Each faculty position has its own distinctive requirements, but the University has established the following minimal criteria.

In addition to the expectations listed for each rank below, the University requires the Head to determine and attest that each person appointed to the faculty is competent in written and spoken English.
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Assistant Professors are expected:

1. to hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment;
2. to show promise as teachers and scholars, and to have begun a definite program of research or creative professional work;
3. to show evidence that they can work well with colleagues and students; and;
4. to have begun professional work of the discipline in ways other than research.

Associate Professors are expected:

1. to hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment;
2. to be good teachers;
3. to have a recognized scholarly or creative professional record;
4. to have participated with promise in the professional work of the discipline, in ways other than teaching and research;
5. normally, to have served as an assistant professor for at least four years; and
6. to have demonstrated clearly that they can work well with colleagues and students.

Professors are expected:

1. to hold the doctorate or other terminal degree of the discipline, or present equivalent training and experience appropriate to the particular appointment;
2. to be accomplished teachers;
3. to have achieved a nationally recognized scholarly or creative professional record;
4. to have participated significantly in the professional work of the discipline, in ways other than teaching and research;
5. normally, to have served as an associate professor for at least five years; and
6. to have shown beyond doubt that they can work well with colleagues and students.

In all of these ranks, concerned and effective advising and responsible service to the University are understood to be part of the normal task of a University faculty member as is working well with colleagues and students.

2.3: Criteria for Appointment to Non-Tenure Track Faculty Rank

Non-Tenure Track Teaching Faculty: These non-tenure track faculty members are hired for specific teaching assignments. They are not expected to do research or perform public or disciplinary service as a condition of their employment. Their appointments are governed by the terms of their appointment letters. The ranks of non-tenure faculty include: Instructor, Lecturer, Visiting Faculty, Adjunct Faculty.
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Instructor: Those who are in the process of completing the terminal degree appropriate for appointment as an Assistant Professor may be appointed as an Instructor for a period of no more than twelve months from the date of the appointment. Instructors are expected to have the other qualifications listed for appointment as 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.) Instructors who do not complete their degree requirements within twelve months of their appointment will either be terminated or appointed to the rank of Lecturer.

Lecturer: Those who hold a 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 contingent on funds available.

Adjunct Faculty: Experts who provide compensated or uncompensated service to the instructional and/or research programs of the university may be given adjunct appointments. Staff exempt employees with appropriate expertise who, on occasion, provide instruction or participate in research may be given adjunct appointments in a department other than that in which their budget 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 directors or supervising clinical experiences.

Adjunct faculty appointments may be made at the rank of Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, or Adjunct Lecturer.

Visiting Faculty: Visiting faculty carry out instructional and/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 for the University’s own faculty. Visiting faculty do not participate in the governance of the department. Normally, a visiting professor appointment is for twelve months.

Non-Tenure Track Research Faculty: These faculty members are hired to conduct research. Research faculty are not expected to do teaching or perform public or disciplinary service as a condition of their employment. Their appointments are governed by the terms of their appointment letters. The ranks of research faculty include Research Professor, Research Associate Professor, and Research Assistant Professor.
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Research Assistant Professor: Those who have completed a doctoral degree or terminal degree appropriate to the field. Individuals holding such positions must demonstrate ability to initiate independent research and obtain external funding. Appointment to this rank is contingent upon external funding and is made for a stated period of time which is renewable.

Research Associate Professor: Those who have completed a doctoral degree or terminal degree appropriate to the field and have indicated continuous improvement and contribution in research or creative activity supported through grants and contracts over a period of years. Research Associate Professor must have research qualifications consistent with those for appointment at the rank of Associate Professor. Appointment to this rank is contingent upon external funding and is made for a stated period of time which is renewable.

Research Professor: Those who have completed a doctoral degree or terminal degree appropriate to the field and have a record of outstanding research or creative activity (supported by grants and contracts over a period of years) that is affirmed by national and/or international recognition in the discipline. Research professors must have research qualifications consistent with those for appointment at the rank of Professor. Appointment to this rank is contingent upon external funding and is made for a stated period of time which is renewable.

Non-tenure track Clinical Faculty: These faculty members are hired to perform professional services and to provide instruction to students in a clinical setting. Clinical Faculty are not expected to conduct research or perform public or disciplinary service as a condition of their employment. They may also be allowed the opportunity of participating in departmental/college governance. Their appointments are governed by the terms of their appointment letters. The ranks of Clinical Faculty include Clinical Professor, Clinical Associate Professor and Clinical Assistant Professor, Clinical Instructor.

Clinical Assistant Professor: those who have completed a doctoral degree or terminal degree appropriate to the field or who are licensed or certified to practice the profession where appropriate. Individuals holding such positions must demonstrate an ability to teach students in a clinical setting.

Clinical Associate Professor: those who have completed a doctoral degree or a terminal degree appropriate to the field and who are licensed or certified to practice the profession where appropriate. Individuals holding such positions must have demonstrated excellent clinical and teaching abilities consistent with those for appointment at the rank of Associate Professor.

Clinical Professor: those who have completed a doctoral degree or a terminal degree appropriate to the field and who are licensed or certified to practice the profession where appropriate. Individuals holding such positions must have demonstrated significant clinical and teaching accomplishments consistent with those for appointment at the rank of professor.

Non-tenure track faculty appointments are governed by the terms of their appointment letters.

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