

Guideline to Faculty Titles

*Dean of Faculties and Associate Provost***1 General**

Nothing in this guideline requires that current faculty members (those already holding appointments in the 2010-11 academic year) must have their titles or current appointments changed. However, if a present faculty member is offered a new appointment, with a change in title, or when a new faculty member is hired, his/her appointment title should conform to these guidelines. It is desired that all faculty titles move toward alignment with this guideline over time. Nothing in this guideline supersedes the requirements for faculty recruitment, appointments, and promotions that are addressed in TAMU System Policies or Regulations, or TAMU Rules and Standard Administrative Procedures.

2 Definition, Categories and Ranks for Faculty Appointments

- 2.1 By definition, a position is considered to be a faculty appointment if the primary title includes the word “professor,” “instructor,” “lecturer,” or “librarian” in the title, regardless of other rank of appointment qualifiers associated with the title. However, not all faculty appointments are eligible to participate in all faculty shared governance activities in the University, Colleges, or Departments, but must adhere to the Constitution and Bylaws of the Faculty Senate or other approved College or Department guidelines.
- 2.2 Appointments with the word Dean or Provost, and with a specified faculty rank higher than Assistant Professor, are normally tenured faculty appointments. Exceptions must be approved by the Dean of Faculties and Associate Provost.
- 2.3 Categories for faculty titles are expected to align as follows (with exceptions requiring Department Head recommendation and approval of the college Dean, and the Dean of Faculties and Associate Provost):
 - 2.3.1 Professor, Associate Professor, and Assistant Professor are appointment titles of either tenured or tenure-track faculty members. All faculty members in these appointments are expected to make significant contributions in the areas of scholarly research or creative work, teaching, and service, with exceptions made for termed appointments to focus on fewer of these areas (such as administrative appointments or development leave appointments).
 - 2.3.2 Instructor is a tenure-track appointment which is used for a person who was recruited to be an Assistant Professor on tenure-track, but who has not finished all requirements for the appropriate terminal degree prior to the beginning of the appointment. Upon evidence of completion of the expected degree, the appointment title will be changed to Assistant Professor. The unit and appointed faculty member may also consider the

option of a non-tenure track title until the imminent completion of the expected terminal degree. Instructors are expected to make significant contributions in the areas of scholarly research or creative work, teaching, and service.

- 2.3.3 [Adjective] Professor, [Adjective] Associate Professor, and [Adjective] Assistant Professor are non-tenure track appointments. This adjective modifier includes the words Adjunct, Clinical, Executive, Instructional, Research, Senior, and Visiting. Faculty in these appointments will be expected to make significant contributions in the area of teaching, and are required only to make significant contributions to either the area of scholarly research or creative work, or the area of service. Faculty with Research in the title will primarily be expected to make significant contributions to scholarly research or creative work and must contribute to teaching as well. Adjunct and Visiting are normally used for appointments to faculty members whose long term primary employment commitment is not to TAMU. Visiting appointments should normally be used in cases where the faculty appointment is expected to cease after no more than three years (although the appointments are one-year or semester appointments, reappointment is possible), whereas Adjunct appointments will indicate an expectation that a longer term as a faculty member is expected. Departments may use any of these non-tenure accruing appointments for faculty members who consistently and significantly contribute in all three areas, scholarly research or creative work, teaching, and service, if the unit and faculty member benefit from such a non-tenure-track appointment.
- 2.3.4 Professor of the Practice, Associate Professor of the Practice, and Assistant Professor of the Practice are non-tenure track appointments. These appointments are normally for faculty members who have had or maintain a primary employment in a profession outside of academia.
- 2.3.5 Senior Lecturer and Lecturer are non-tenure track appointments for faculty members who teach but who are not required to consistently make significant contributions in either scholarly research and creative work, or the area of service.
- 2.3.6 Assistant Lecturer is a non-tenure track appointment used for less than five years for either candidates for a TAMU doctoral degree, or people who are not expected to fill a permanent faculty position at TAMU. These appointments are focused on teaching, and they do not normally confer eligibility for faculty voting rights in shared governance processes on campus.

2.4 Tenure and Rank for Appointments

Tenure is granted by the Board of Regents. At the time of appointment of a faculty member to TAMU in either the Professor or Associate Professor ranks,

the Department may recommend the faculty member for tenure on arrival. Such a recommendation must include an analysis of external recommendations concerning rank and tenure for the individual, evaluation and vote by an appropriately composed departmental faculty committee, and the Department Head's evaluation and recommendations. The Dean must solicit the input of the college promotion and tenure committee, and relay their recommendation for tenure, as well as his or her recommendation for tenure. These recommendations will be processed through the Dean of Faculties and Associate Provost, for consideration by the Executive Vice President and Provost, and the President. Upon their concurrence to recommend tenure on arrival, the recommendation will be forwarded to the Chancellor for placement on the next available Board of Regents agenda if he concurs with the recommendation for tenure. The Board of Regents can consider tenure decisions at any of their Board meetings where the item has been appropriately processed to appear on their agenda.

In all cases below, exceptions to the expectations for appointment at a particular rank may be made with appropriate departmental faculty consultation, plus Department Head recommendation, and the approvals of the college Dean and the Dean of Faculties and Associate Provost. Expected qualifications for faculty appointment to various categories and ranks should be considered as follows.

- 2.1 .1 All tenured and tenure track faculty members are expected to have a terminal degree appropriate for the field in which the faculty member will be primarily teaching.
- 2.1 .2 All faculty members having positions with the word Professor (with or without a rank qualifier) in the title must meet one of the following criteria:
 - a) Have a terminal degree (normally a Doctoral level degree, but in some fields a Master level degree) appropriate for the field in which the faculty member will teach.
 - b) Have a Master level degree appropriate for the field in which the faculty member will teach as well as significant teaching experience at the college level in the field, or in a related field.
 - c) In rare circumstances individuals who have an extraordinary record of accomplishment may receive a position with the word "Professor" in the title.
- 2.4.3 All faculty members having positions with the word Professor in the title will have their rank qualifier (the descriptor of their rank) determined as follows:
 - 2.4.3.1 *Assistant* as a qualifier in the titles indicates a relative novice stature in academia, but with credentials evidencing both an

expertise in the field, and a commitment to significantly contribute to the areas required by their appointment of scholarly research or creative work, teaching, and service.

2.4.3.2 *Associate* as a qualifier in the titles indicates experience in academia or substantial contributions to the field, and for tenured or tenure track faculty all of the following. For nontenure track faculty members a) and b) always applies, but c) and d) will be evidenced in alignment with the areas required by the individual faculty member's appointment:

- a) an exemplary level of accomplishment, as measured against the contributions of others in the field;
- b) professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of Texas A&M University;
- c) an area of specialization germane to the programs of Texas A&M University, one not currently represented on the tenured faculty, or one that provides desired reinforcement in an area of priority; and
- d) evidence indicating a commitment to maintain the level of competence in teaching and research expected of a tenured faculty member.

2.4.3.3 The title of Professor with no other qualifier indicates substantial experience in academia and evidence of significant impact on the professions of college faculty and on the field in which the faculty member will teach. In addition, such faculty members are expected to have demonstrated all of the required attributes listed in 2.3.3.2. for faculty members with the *Associate* qualifier as part of their title and rank.

2.4.4 Positions with the word Lecturer in the title are expected to meet one of the following requirements:

- a) Have a terminal or Master level degree in the field, or in a related field to the one in which the faculty member will teach, or
- b) Have a Bachelor level degree in the field, or in a related field to the one in which the faculty member will teach, plus either three years of practice in the field or special licensure or certification in the field that is supportive of the teaching goals of the program.

2.4.4.1 Furthermore, for ranks beyond Assistant Lecturer, the following criteria must be met:

2.4.4.1.1 Lecturers should have met the requirements in 2.3.4, and if they do not have a terminal degree in the field in which they are teaching, they should have either three years of teaching at the college level or three years of professional experience in the field in which they are teaching, or a combination of the two (teaching experience may have been acquired at the graduate assistant level).

2.4.4.1.2 Senior Lecturers will normally have met one of the requirements listed in 2.3.2 to be appointed at TAMU at this level.

3 Terms of Appointment

All initial appointments to TAMU faculty positions, except for those faculty members who were granted tenure on arrival, are one-year appointments (unless an exception is requested by the Department Head and approved by the College Dean and the Dean of Faculties and Associate Provost). All faculty members should be considered for appropriate promotions when they have evidenced the attributes expected for faculty in higher titles, but they all should have an indication of the normal timeframe for such promotion considerations. All faculty promotions must adhere to the University Rule 12.01.99.M2, and the guidelines presented annually by the Dean of Faculties and Associate Provost. Other approved College and Departmental guidelines and expectations must be followed in considering faculty promotions. The following expectations exist for all faculty appointments:

- 3.1 Tenured faculty at the Associate Professor or Professor level may request that they be considered for promotion, or they may be invited by the Department to apply for promotion. There is no requirement that they be considered for promotion in a specified timeframe. Normal time in these ranks is determined by not only the ability to contribute significantly and continuously in the areas of scholarly research or creative work, teaching, and service, but by a period of service long enough to mount substantive evidence that their work in these areas is having an important impact locally and, where applicable, nationally and internationally.
- 3.2 Tenure track appointments are for a probationary term of no more than seven years, although exceptional circumstances may warrant a probation period extension. Extensions for one year adjustments are requested through the Department Head and College Dean, to the Dean of Faculties and Associate Provost. Two year extensions must also receive Executive Vice President and Provost approval. Thus, because of the set probation period for all tenure track appointments, these faculty members must be considered for promotion in or before the penultimate year of their probation. All appointments are annual appointments until the faculty member is granted tenure. In accordance with the University Rule 12.01.99.M2, a faculty member in the first year of their tenure-track probationary period must be notified by March 1 if they will not be reappointed for the following academic year. If the faculty member is in their second year on tenure track, they must be notified by December 15 if they will not be reappointed

for the next academic year. After the second year of appointment on tenure track, all tenure track faculty members must be given 12 months notice if they will not be reappointed. Failure by the tenure track faculty member to be awarded tenure by the start of the final year of the probation will result in no further reappointment being made after the end of the final year of probation. (By rule, even if significant changes allow for exceptional reconsideration of tenure in the final year of probation, no reappointment is made after the probationary period unless tenure is awarded.)

- 3.3 Faculty members appointed to Research Assistant Professor, Research Associate Professor, or Research Professor positions are subject to the guidelines posted by the Dean of Faculties and Vice President for Research and will not be held to other guidance provided in the remainder of this document.
- 3.4 Faculty members appointed to [Adjective] Professor, [Adjective] Associate Professor (exclusive in both cases of the adjectives research, visiting, or adjunct), Professor of the Practice, Associate Professor of the Practice, and those appointed to Senior Lecturer will have annual appointments for at least the first three years, but will always receive 12 months notice if they are not to be reappointed. These appointments do not need to be full-time appointments, but intent to change the percent effort of the appointment should either be by mutual agreement of the faculty member and the Department, or after 12 months notice to the faculty member.
 - 3.4.1 Faculty members in these ranks will normally be considered for promotion after five years. However, unless 'time in rank' is one of the criteria for promotion, nothing shall prevent a faculty member from seeking promotion at an earlier time. All requests for promotion from eligible candidates must be considered. Each annual faculty-performance evaluation must address the extent to which their performance is in line with the level of expectation for their current rank, and, if it applies, the extent to which they are making progress towards their next promotion. (Senior Lecturers can be promoted to an [Adjective] professorial title if their appointment responsibilities are expanded beyond solely teaching). Failure to receive promotion does not affect reappointment consideration.
 - 3.4.2 Faculty members holding these titles may be considered for multi-year rolling appointments, particularly after they have served continuously in the position at TAMU for 3 years.
- 3.5 Faculty members appointed to [Adjective] Assistant Professor (excluding the adjectives research, visiting, and adjunct), Assistant Professor of the Practice, and Lecturer will normally have annual appointments for their first five years of service. Notification of non-reappointment should be made as soon as possible, but in all cases they should be notified no later than one month after the Board of Regents has approved the next fiscal year TAMU budget. Faculty members who have continuously been in one of these ranks for five full-time-equivalent years during a

continuous seven year period are entitled to 12 months notice if they will not be reappointed.

- 3.5.1 Faculty members in these ranks will normally be considered for promotion from these ranks after five years. However, unless 'time in rank' is one of the criteria for promotion, nothing shall prevent a faculty member from seeking promotion at an earlier time. All requests for promotion from eligible candidates must be considered. Each annual faculty-performance evaluation must address the extent to which their performance is in line with the level of expectation for their current rank, and, if it applies, the extent to which they are making progress towards their next promotion.
 - 3.5.2 Faculty in these ranks may be considered for multi-year appointments, particularly after they have served continuously in the position at TAMU for five years.
- 3.6 Faculty with the word *Visiting* or *Adjunct* in their TAMU faculty titles are always given annual or semester appointments. Notification of non-reappointment should be made as soon as possible, but in all cases they should be notified no later than one month after the Board of Regents has approved the next fiscal year TAMU budget.