

## General

These guidelines apply only to faculty appointments and replace the attached College of Liberal Arts Lecturer Policy (Revised 6/2/98). Nothing in these guidelines supersedes the requirements for faculty recruitment, appointments, and promotions that are addressed in Texas A&M University System Policies or Regulations, Texas A&M University Rules and Standard Administrative Procedures, or the College of Liberal Arts “Review, Tenure and Promotion Procedures.”

By definition, a position is considered to be a faculty appointment if the primary title includes the word “professor,” “instructor,” or “lecturer” in the title, regardless of other rank of appointment qualifiers associated with the title. (Graduate Assistants are not considered as faculty titles or faculty rank.) 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. All initial appointments to Texas A&M 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 dean and the Dean of Faculties and Associate Provost). 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. Categories for faculty titles are expected to align as follows (with exceptions requiring department head recommendation and approval of the dean, and the Dean of Faculties and Associate Provost).

## Tenure-Track Titles

Professor, Associate Professor, and Assistant Professor are appointment titles of either tenured or tenure-track faculty members. (Distinguished Professors are also tenured faculty members, but by Texas A&M University rule are titles into which faculty are promoted. Refer to University Rule 12.99.99.M4, and Dean of Faculties and Associate Provost annual guidelines on promotion to Distinguished Professor.) 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).

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 on the date predicted. 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 such as Visiting Assistant Professor, which would not start the tenure clock). Instructors are expected to make significant contributions in the areas of scholarly research or creative work, teaching, and service.

## Non-Tenure-Track Titles

All appointments to positions described below should state in the offer letter: “This faculty position is not associated with academic tenure; time in this position does not accrue toward a point when a decision to offer a tenured appointment must be made, nor can this position be offered concurrently with academic tenure.” 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 Texas A&M budget.

### I. Lecturer Titles

Positions with the word Lecturer in the title must have a terminal or Master’s-level degree in the field in which the faculty member will teach.

Assistant Lecturer: These appointments are focused on teaching and are renewable annually. Assistant Lecturers do not normally have eligibility for faculty voting rights in shared governance processes on campus.

Lecturer: Lecturers normally have the terminal degree in their teaching field, are hired primarily to teach, and are not expected to make significant contributions in the area of service or scholarly research or creative work. Appointments may be renewed annually.

Senior Lecturer: [see 12.01.99.M2 – 2.3.2] This title is to be used for faculty who meet the criteria for Lecturer and who normally have five or more years of full-time service at Texas A&M. An essential criterion for appointment as Senior Lecturer is highly capable teaching of proven quality. The term of appointment may not exceed one year, but subsequent appointments may be offered indefinitely. Senior Lecturers shall be provided a one year notice if it is the University’s intent not to renew the appointment.

Distinguished Lecturer: This special title is to be used for persons who are particularly distinguished in an area of academic inquiry in the liberal arts. It may be used when appointment to a tenure-track position is a less appropriate alternative. Initial appointment to the rank of distinguished lecturer requires prior approval by the dean. The term of appointment may not exceed one year, but subsequent appointments may be offered indefinitely. Reappointment requires prior approval by the dean. Distinguished Lecturers shall be provided a one year notice if it is the University’s intent not to renew the appointment.

### II. [Adjective] Professor, Associate Professor, or Assistant Professor

Faculty in these appointments will be expected to make long-term significant contributions to teaching and/or service. They normally must have a terminal degree and may be appointed to three-year renewable terms, contingent upon satisfactory annual performance reviews.

# Guidelines for Faculty Titles

Faculty in these categories will have their rank qualifier (the descriptor of their rank) determined according to the criteria for assistant, associate, and full professor titles described in Section II.A of the College of Liberal Arts “Review, Tenure and Promotion Procedures.”

Instructional [Rank] Professor: Mainly dedicated to teaching, the appointment differs from lectureships in that it must also involve substantial committee work, curriculum development, training, advising, or other administrative duties. Promotion to Instructional Associate Professor normally requires at least five years in the Instructional Assistant Professor rank and strong evidence of quality performance in teaching and service. Depending on departmental requirements, promotion may also hinge on the evidence of professional development of a kind designated in the letter of appointment. Promotion to Instructional Full Professor would involve at least 10 years of teaching and service, evidence of quality performance, and some indication of recognition at the university or professional level. All promotions must be approved through the same administrative channels that tenure-track promotions follow.

Clinical [Rank] Professor is a non-tenure track appointment that normally requires a terminal degree in a clinical discipline and being licensed or license-eligible in that discipline. This appointment typically involves teaching graduate students who are working toward licensure status in a discipline and supervising in the practice with close monitoring of students, consistent with professional standards. The position may also involve committee work, curriculum development, advising, or other administrative duties. Promotion from Assistant to Clinical Associate Professor requires at least five years in the Assistant Professor rank and strong evidence of quality performance in teaching and service. Depending on departmental requirements, promotion may also hinge on the evidence of a research record or professional development of a kind designated in the letter of appointment. Promotion to Clinical Full Professor would involve at least 10 years of teaching and service, evidence of quality performance, and some indication of recognition at the university, national, or professional level. All promotions must be approved through the same administrative channels that tenure-track promotions follow.

Research [Rank] Professor: These appointments are subject to guidelines posted at <http://dof.tamu.edu/admin/researchprof.php>.

### III. Visiting and Adjunct Titles

The title of Visiting is normally used for appointments to faculty members whose long-term primary employment commitment is not to Texas A&M University. Visiting appointments should normally be used in cases where the faculty appointment is expected to cease after no more than three years. Rank is determined by the faculty member’s qualifications and experience in accordance with tenure-track titles. A faculty member hired for a tenure-track position who does not complete the terminal degree prior to the effective date of employment may be appointed as a Visiting Assistant Professor until the degree is completed; in such cases, the tenure clock does not start until he/she is appointed to the tenure-track position.

Adjunct appointments are non-compensated appointments that signify an affiliation with a department or program but do not involve teaching or research duties. The appointment may be renewed annually. 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 Texas A&M University budget.

## **Promotions and Appointments**

Non-tenure-track faculty may be recommended for promotion within each category (e.g., Lecturer to Senior Lecturer; Instructional Assistant Professor to Instructional Associate Professor) during the regular promotion cycle, according to criteria developed by the department and approved by the dean. They will be eligible for a promotion salary increment when promoted.

Shifts from one category to another (e.g., Senior Lecturer to Instructional Assistant Professor) are not considered promotions and do not involve normal promotion processes. However, faculty in one category (e.g., Senior Lecturer) may apply for appointment to a different category (e.g., Instructional Assistant Professor). There is no promotion increase, but the starting salary for the new appointment would normally be higher than the salary of the previous appointment.

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