

Hiring and Promoting Faculty in Non-Tenure Track Titles in the College of Liberal Arts

This document covers hiring and promotion policies and procedures for faculty in non-tenure track titles in the College of Liberal Arts. Explanations of duties for faculty in the various non-tenure track titles are covered in the College of Liberal Arts document Faculty Title Guidelines policy, which may be found under the Policies and Procedures link on the College of Liberal Arts website: <http://ccla.tamu.edu/resources>

Please note that all offer letters to candidates in non-tenure track positions must contain the following statement: *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.*

Lecturer appointments are normally for a period of one year. Appointments in the instructional, clinical, and research titles may be for a period of up to three years. 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.

Hiring in the Lecturer Title Categories

When possible, Assistant Lecturers and Lecturers should be hired following a search and the placement of an ad calling for a search in a professional venue. Ads for the position must also be placed with the Texas Workforce Commission. This is done by sending the ad to John Scroggs in the Dean of Faculties office at scroggs@tamu.edu. These searches do not require advance approval from the dean's office. No search is required when the title Assistant Lecturer is used for ABD graduate students from Texas A&M. Offer letters do not require a co-signature from the Dean. Approval of offer paperwork should be submitted as soon as possible after a lecturer accepts a position.

Lecturers may be re-hired from one year to the next without engaging in a search each year. Only a memo noting the reappointment must be sent through the College to the dean of faculties. If a lecturer is hired for a sixth year or beyond, that individual must be given one year's notice of intent not to rehire for a subsequent year.

Initial appointments to the title of Senior Lecturer are not possible.

In rare cases, initial appointments may be made to the title of Distinguished Lecturer. An offer of a position in this title requires advance approval of the Dean before it can be made to a candidate, and the customary approval of offer paperwork must be filed when a candidate accepts an offer in this title. Appointments in this title may be renewed annually for an indefinite period of time. Memos noting such reappointments should be sent through the College to the Dean of Faculties.

Promotions in the Lecturer Title Categories

Lecturers may be considered by their departments for promotion to Senior Lecturer, normally after five years of full time service in the department. Department bylaws should outline the criteria for promotion, which should focus on teaching only. Lecturers who are candidates for promotion must submit a dossier for consideration by the departmental personnel committee. Departments will appoint a teaching committee and any other committees required by departmental bylaws to write teaching and summary reports. All faculty at the ranks above are eligible to vote as members of the personnel committee. The Department Head will write a recommendation and transmit the dossier to the College for consideration by the DAC (or alternate committee) and the Dean, who will make a recommendation to the Provost.

Senior lecturers may be considered for promotion to distinguished lecturer. Departmental bylaws should outline the criteria for such promotions. The dossier contents and process for submission and review are the same as for promotions from lecturer to senior lecturer.

A checklist of all dossier items for promotion in the lecturer title is appended to this document. For complete description of the required contents or format of each item see the College of Liberal arts document on promotion and tenure processes.

Promotion files for senior or distinguished lecturer candidates are due at the same time as promotion files of faculty in tenure-track positions.

Hiring in the Instructional [rank] Professor Titles

An individual who has been teaching at Texas A&M in one of the lecturer titles may be considered for a position as an Instructional [rank] Professor without a department conducting a search. Normally, an initial hire of an individual currently in a lecturer title as an instructional professor would be at the assistant rank. To be considered for appointment in this title, the faculty member should either be given new teaching-related service duties that go substantially beyond the teaching of classes or already be performing those duties. These may include, but are not limited to, advising of undergraduate students, committee work, curriculum development tasks or other administrative duties. The Department head should seek faculty input on appointment to this title prior to offering a current lecturer a new title. A new appointment letter describing the duties of the position is required, and new approval of offer paperwork must be submitted to the Dean's office with the signed appointment letter. Individuals in these positions may be appointed to renewable three-year terms, contingent on satisfactory annual performance reviews. Offer letters renewing such an appointment should be sent through the college to the dean of faculties and flagged as renewal of an existing appointment.

Newly created positions for Instructional [rank] Professor do not require a formal search if they are offered as partner placements. Other newly created positions in this title do require a formal search. Searches must be authorized in advance by the Dean in the same manner as positions in tenure-track titles (i.e., the line, the committee and the ad, as well as the plan for diversifying the

candidate pool to be cleared through the college). Applicant pools must be certified by the Dean before interviews are conducted.

Offer letters to Instructional Assistant Professors do not need to be co-signed by the Dean. Once an individual has accepted such an appointment the standard approval of offer paperwork should be filed.

Offers at the rank of Instructional Associate or Full Professor require advance approval of the dean regardless of whether they are extended to a current faculty member in a lecturer title, as a partner placement, or someone identified in a new position search. The process parallels that for a faculty member hired with tenure on arrival, including a review and vote in the department. A draft offer letter, all approval of offer paperwork, and a dossier for review by the DAC or other committee must be submitted to the College of Liberal Arts. A check list for dossier items is appended to this document. The formal written offer may not be extended until this review is complete and the offer letter is co-signed by the Dean.

Promotions in the Instructional [rank] Professor Title

Individuals in the titles of Instructional Assistant or Instructional Associate Professor may be considered for promotion to the rank above. Departmental bylaws should set criteria for such promotions that are consistent with those outlined in the College of Liberal Arts Guidelines for Faculty Titles. Instructional Assistant or Associate Professors who are candidates for promotion must submit a dossier for consideration by the departmental personnel committee. Departments will appoint a teaching and service committee and any other committees required by departmental bylaws to write teaching and summary reports. All faculty at the ranks above are eligible to vote as members of the personnel committee. The Department Head will write a recommendation and transmit the dossier to the College for consideration by the DAC (or alternate committee) and the Dean, who will make a recommendation to the Provost. A checklist for dossier items is appended to this document.

Hiring in the Clinical [rank] Professor Titles

Newly-created positions in the Clinical titles require a formal search. Searches must be authorized in advance by the Dean in the same manner as positions in tenure-track titles (i.e., the line, the committee and the ad, as well as the plan for diversifying the candidate pool to be cleared through the college). Applicant pools must be certified by the Dean before interviews are conducted. Offer letters to an individual with the title of Clinical Assistant Professor do not need to be co-signed by the Dean. Individuals in these positions may be appointed to renewable three-year terms, contingent on satisfactory annual performance reviews. Upon acceptance of such an appointment, all normal approval of offer paperwork must be submitted. Offer letters renewing such an appointment should be sent to the Dean of Faculties and flagged as renewal of an existing appointment.

Offers at the rank of Clinical Associate or Full Professor require advance approval. The process parallels that for a faculty member hired with tenure on arrival, including a review and vote in

the department. A draft offer letter, all approval of offer paperwork, and a dossier for review by the DAC (or alternate committee) must be submitted to the College of Liberal Arts. A check list for dossier items is appended to this document. The formal written offer may not be extended until this review is complete and the offer letter is co-signed by the Dean.

Promotion in the Clinical Titles

Individuals in the titles of Clinical Assistant or Clinical Associate Professor may be considered for promotion to the rank above. Departmental bylaws should set criteria for such promotions that are consistent with those outlined in the College of Liberal Arts Guidelines for Faculty Titles (see Appendix A). Clinical Assistant or Associate Professors who are candidates for promotion must submit a dossier for consideration by the departmental personnel committee. Departments will appoint a teaching and service committee (and, if expected, a research committee) and any other committees required by departmental bylaws to write teaching and summary reports. All faculty at the ranks above are eligible to vote as members of the personnel committee. The Department Head will write a recommendation and transmit the dossier to the College for consideration by the DAC (or alternate committee) and the Dean, who will make a recommendation to the Provost. A checklist for dossier items is appended to this document.

All promotions must be approved through the same administrative channels that tenure-track promotions follow. A checklist for dossier items is appended to this document.

Approved by:

College of Liberal Arts Executive Council: May 19, 2009

College of Liberal Arts Steering Committee: June 10, 2009

Materials Submitted to Department by candidates for Senior Lecturer

1. Candidate's Personal Statement on Teaching (Max 3 typed pages, 10-12 point, 1 inch margins)
2. Candidate's CV (Be sure CV is in appropriate format)
3. Teaching materials (syllabi, handouts, formal teaching portfolio, etc.)

Contents of Dossiers for promotion to Senior Lecturer, submitted by Department to College

1. Candidate's Personal Statement on Teaching
2. Candidate's CV
Include signed statement that CV is current and correct as of signature date
3. Candidate's Verification of contents Letter
Dated statement signed by candidate verifying list of all materials submitted for review
4. Departmental Evaluation of Quality of Teaching
Include tabular summary of student ratings, include actual rating sheets with supplemental materials
5. Departmental Committee Summary Report and Evaluation
Give vote and explain outcome
Committee members sign report or statement that the report is an accurate summary of the meeting
6. Head's Recommendation
7. College Committee Summary Report and Recommendation
8. Recommendation of Dean
9. Other Materials
All annual reviews written by the Department Head

Materials Submitted to Department by candidates for Instructional Associate or Full Professor

1. Candidate's Personal Statement on Teaching (Max 3 typed pages, 10-12 point, 1 inch margins)
2. Candidate's CV (Be sure CV is in appropriate format)
3. Teaching materials (syllabi, handouts, formal teaching portfolio, etc.)
4. Service materials
5. Other material documenting professional development

Content of Dossiers for Promotion to Instructional Associate or Full Professor, submitted by Department to College

1. Candidate's Personal Statement
2. Candidate's CV
Include signed statement that CV is current and correct as of signature date
3. Candidate's Verification of contents Letter
Dated statement signed by candidate verifying list of all materials submitted for review
4. Departmental Evaluation of Quality of Teaching
Include tabular summary of student ratings, include actual rating sheets with supplemental materials
5. Departmental Evaluation of the Quality of Service
6. Letters of evaluation: at least three and no more than six letters of evaluation from outside the department or outside the university that speak to teaching and service accomplishments and contributions.
7. Departmental Committee Summary Report and Evaluation
Give vote and explain outcome
Committee members sign report or statement that the report is an accurate summary of the meeting
8. Head's Recommendation
9. College Committee Summary Report and Recommendation
10. Recommendation of Dean

Materials Submitted to Department by candidates for Clinical Associate or Full Professor

1. Candidate's Personal Statement on Teaching, Service, Research, and professional development (if latter two are required in appointment letter) (Max 3 typed pages, 10-12 point, 1 inch margins)
2. Candidate's CV (Be sure CV is in appropriate format)
3. Research materials
4. Teaching materials (syllabi, handouts, formal teaching portfolio, etc.)
5. Service materials
6. Other material documenting professional development

Content of Dossiers for Promotion to Clinical Associate or Full Professor

1. Candidate's Personal Statement
2. Candidate's CV
Include signed statement that CV is current and correct as of signature date
3. Candidate's Verification of contents Letter
Dated statement signed by candidate verifying list of all materials submitted for review
4. Departmental Evaluation of Quality of Teaching
Include tabular summary of student ratings, include actual rating sheets with supplemental materials
5. Departmental Evaluation of Quality of Research
6. Departmental Evaluation of the Quality of Service
7. Letters of evaluation: at least three and no more than six letters from outside the department at the university, national, or professional level that speak to research, teaching, or service accomplishments and contributions.
8. Departmental Committee Summary Report and Evaluation
Give vote and explain outcome
Committee members sign report or statement that the report is an accurate summary of the meeting
9. Head's Recommendation
10. College Committee Summary Report and Recommendation
11. Recommendation of Dean
12. All annual review letters