

Non-Tenure Track Appointments

A&M-Commerce Procedure: 12.07.99.R0.01

Effective: September 1, 2006

Most Recent Revision: May 2, 2022

Next Scheduled Review: May 2, 2027

Responsible University Office:

Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:

Office of the Provost and Vice President for Academic Affairs

Full-Time Non-Tenure Track Faculty Appointments

Non-tenure track faculty often make unique contributions to the educational mission of the university. They engage in work such as teaching/contributions to student learning; clinical work; supervision; program development; and/or research, scholarly and creative activities (RSCA). In addition, they can participate in thesis and dissertation committees if they have had appropriate scholarly experience or background.

Instructors/lecturers, clinical track, professional track, research track, and visiting faculty are generally hired as full-time faculty by the university on an at-will basis and have no claim to continuing appointment. With the exception of visiting faculty, they are eligible for promotion within their tracks but are not eligible for tenure. Based on appropriate qualifications and experience, full-time non-tenure track faculty may be appointed at the following ranks:

- Instructors/lecturers: Instructor/Lecturer or Senior Instructor/Lecturer
- Clinical track faculty: Assistant Clinical Track Faculty, Associate Clinical Track Faculty, or Senior Clinical Track Faculty
- Professional track faculty: Assistant Professional Track Faculty, Associate Professional Track Faculty, or Senior Professional Track Faculty
- Research track faculty: Assistant Research Track Faculty, Associate Research Track Faculty, or Senior Research Track Faculty
- Visiting faculty: Instructor, Assistant, Associate, or Professor

All new full-time non-tenure track faculty members will be provided with an appointment letter stating the initial terms and conditions of employment. Any subsequent modifications or special understandings in regard to the appointment may be made on an annual basis and should be stated in writing, with a copy given to the faculty member. The appointment letter will explicitly indicate the teaching/contributions to student learning, RSCA, and/or service expectations of the full-time non-tenure track faculty member.

Expectations may include an increased teaching load and decreased or no requirement to engage in RSCA compared to tenure-track faculty in the same program or department.

Research track faculty members have the primary responsibilities of designing, carrying out, and managing research, and are generally not required to teach courses. Essential job functions for a position may vary, and must also be described in the appointment letter.

Instructors/lecturers are hired on annual contracts and may be reappointed. Contracts for assistant clinical track, assistant professional track, and assistant research track faculty will be no more than three years. Contracts for associate or senior clinical track, associate or senior professional track, and associate or senior research track faculty may be up to five years. Visiting faculty positions are annual, limited term appointments.

Upon recommendation of the academic dean/director of school and approval of the provost, appointments for non-tenure track faculty may be made at less than full time.

Non-tenure track faculty members are expected to fulfill the terms and conditions of employment for the following year unless they resign prior to 30 calendar days after receiving notice of the terms.

Please read A&M-Commerce Procedure [12.07.99.R0.01](#) for further information on eligibility, appointments, termination, and appeals for full-time non-tenure track faculty appointments.

A&M-Commerce Procedure: 33.99.01.R0.02

Approved: May 29, 2024

Next Scheduled Review: May 29, 2029

Responsible University Office:

Human Resources

Responsible University Administrator:

Chief Human Resources Officer

A&M-Commerce Procedure: 12.99.99.R0.09

Approved: September 3, 2013

Most Recent Revision: February 25, 2020

Next Scheduled Review: February 25, 2025

Responsible University Office:

Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:

Provost and Vice President for Academic Affairs

Ad Interim and Ad Interim (Exceptional Hire) Faculty Appointments

Ad interim appointments are used to fill department needs due to increased enrollment, an unexpected vacancy, or for special projects. These appointments are strictly temporary in nature, made for no longer than one year, with the length of appointment stated in the appointment letter.

Ad interim appointments will not be used to (a) avoid established recruiting procedures (b) undermine the probationary service process, or (c) circumvent the university's commitment to affirmative action. The position must be posted for a minimum of five days, and university search procedures must be followed.

Ad interim (exceptional hire) appointments are used to fill departmental needs on short notice, and are made only on a clearly understood nine or twelve-month term basis.

The department must conduct a search during the academic year of an ad interim appointment, in accordance with Texas A&M University-Commerce Hiring Procedures and Guidelines. The ad interim position will automatically terminate at the completion of the appointment period.

Please see A&M-Commerce Procedures [33.99.01.R0.02](#) and [12.99.99.R0.09](#) for further information.

A&M-Commerce Procedure: 12.99.99.R0.10

Approved: October 1, 2013

Revised: April 11, 2016

Next Scheduled Review: April 11, 2021

Responsible University Office:

Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:

Provost and Vice President for Academic Affairs

Adjunct Faculty Appointments

Adjunct faculty appointments are less than half-time and only with teaching expectations.

Adjunct faculty members are not required to engage in scholarly, research or creative activities nor are they required to engage in service. Qualifications of adjunct faculty must be consistent with those of full-time faculty. Adjunct faculty must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same discipline. In exceptional cases, content experts with outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis in advance of hiring.

Upon employment, all new adjunct faculty members should be oriented to the department and assigned teaching responsibilities by the department head. Adjunct faculty are evaluated in their assigned responsibilities by the same policies and procedures as apply to full-time faculty. They should be integrated into department functions (e.g., be invited to attend faculty meetings and encouraged to participate in extracurricular activities).

Academic departments will follow A&M-Commerce [Hiring Procedures and Guidelines](#) when searching for and hiring adjunct faculty. Please see A&M-Commerce Procedure [12.99.99.R0.10](#) for more information on hiring, qualifications, compensation, and teaching workload for adjunct faculty.

A&M-Commerce Procedure: 33.99.08.R0.03
Approved: April 14, 1998
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Responsible University Office:
The Graduate College

Responsible University Administrator:
Dean of the Graduate College

A&M-Commerce Procedure: 33.99.08.R0.01
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Revised: May 2, 2019
Next Scheduled Review: May 2, 2024

Responsible University Office:
Human Resources

Responsible University Administrator:
Chief Human Resources Officer

Graduate Assistants with Teaching Responsibilities (GATs)

Applicants for positions as graduate assistants with teaching responsibilities (GATs) must satisfy both university and departmental requirements. To be eligible, the student must be enrolled in graduate courses at A&M-Commerce and be admitted to a graduate program (master/specialist/doctoral) in an academic department. Academic and/or creative excellence, maturity, and experience are among the qualifications considered in the appointments. The awarding of assistantships is considered a staffing function of the department making such appointments.

Salaries for graduate assistantships are set by the provost and vice president for academic affairs after consultation with the dean of graduate studies. GATs holding full-time assistantships may be eligible for resident tuition remission of a maximum of 6 semester credit hours of coursework and they may have out-of-state fees waived. GATs may also be eligible for group insurance benefits.

Full-time GATs teach six credit hours per term while taking graduate classes. Half-time GATs teach three credit hours per term while taking graduate classes. The summer teaching load is three hours per term for full-time graduate assistants.

Assistantships may be held for a maximum of four semesters (exclusive of summer sessions) for students in a degree program consisting of fewer than 60 semester hours. Assistantships may be held for a maximum of six semesters (exclusive of summer sessions) for students in a degree program consisting of 60 semester hours or more. Appointments can be extended up to two semesters at the department head's discretion.

Once a graduate student has accepted the position verbally or in writing, he or she has an obligation to stay in that position for the duration of the semester. Any appointment is subject to the student: (a) satisfactorily performing assigned duties, (b) progressing toward the degree or program goal, and (c) maintaining a 3.0 graduate grade point average.

Individuals holding teaching assistantships are assessed by their students every semester and evaluated annually by the department head or faculty supervisor.

Please see A&M-Commerce Procedures [33.99.08.R0.01](#) and [33.99.08.R1.01](#) for additional information about qualifications, rights and responsibilities, termination, and the grievance and appeal process for GATs.