

12.07.99.R0.01 Full-Time Non-Tenure Track Faculty

Approved May 6, 2022

Next Scheduled Review: May 6, 2027



Procedure Summary

Non-Tenure Track Faculty positions play a critical role in the teaching/contribution to student learning, research, scholarship, creative activities (RSCA), and service mission of East Texas A&M University. The University provides equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and strives to achieve full and equal employment opportunity throughout the University.

This procedure establishes the process for appointment, reappointment, and promotion for full-time non-tenure track faculty positions. This procedure supplements System Policy *12.07 Fixed Term Academic Professional Track Faculty*.

Procedures and Responsibilities

1 FULL-TIME NON-TENURE TRACK RANKS

The titles identified in this procedure as differentiated from those of Professor, Associate Professor, and Assistant Professor that are tenure track faculty titles.

1.1 Instructor/Lecturer – Instructor/Lecturer is a full-time teaching appointment. Instructor/Lecturer must hold at a minimum a master's degree in the teaching field or related discipline and be appropriately credentialed to the course they teach prior to the first day of class. Instructors are hired on annual appointment letters and may be reappointed.

1.1.1 Senior Instructor/Lecturer – Senior instructor/lecturer requires a minimum of five years at the Instructor/Lecture rank.

1.2 Visiting Faculty – Visiting faculty positions are annual, limited-term appointments. Visiting faculty may have duties that include teaching, RSCA, and/or service as detailed in their appointment letter. Visiting faculty should hold a terminal degree in the teaching or related discipline and be appropriately credentialed. In exceptional cases, 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 with documentation on file showing how the experience relates to the specific purpose of the visiting faculty appointment.

- 1.3 Clinical Track Faculty – Clinical Track Faculty positions are full-time appointments that bring excellence to the University through highly skilled and experienced practitioners who address a specific need in a department or college/school. Clinical faculty must hold a terminal degree in the teaching field or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class. In exceptional cases, 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 with documentation on file showing how the experience relates to the specific course being taught.

Clinical faculty may have duties that include teaching, RSCA, and/or service as detailed in their appointment letter. The clinical rank will be specified at the time of hiring and individuals are appointed annually.

- 1.3.1 Clinical Assistant Professor– Clinical Assistant Professors are entry-level faculty positions that require a terminal degree in the appropriate field.
- 1.3.2 Clinical Associate Professor - Clinical Associate Professors require a terminal degree and a minimum of five years at the Clinical Assistant Professor rank.
- 1.3.3 Clinical Professor –Clinical Professors require a terminal degree and a minimum of five years at the rank of Clinical Associate Professor.
- 1.3.4 Appointments for Clinical Assistant Professors will be no more than three years, for Clinical Associate Professors may be up to five years, and for Clinical Professors may be up to three years.
- 1.4 Professional Track Faculty – Professional Track Faculty positions are full-time appointments that bring excellence to the University through highly qualified professionals in teaching and/or RSCA, and/or service. Professional track faculty must hold a terminal degree in the teaching field or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class. In exceptional cases, 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 with documentation on file showing how the experience relates to the specific course being taught.
- 1.4.1 Assistant Professional Track Faculty- an entry-level faculty position requiring a terminal degree in the appropriate field.
- 1.4.2 Associate Professional Track Faculty- requires a terminal degree and a minimum of five years at the Professional Assistant Professor rank.
- 1.4.3 Senior Professional Track Faculty –requires a terminal degree and a minimum of five years at the rank of Professional Associate Professor.
- 1.4.4 Contracts for Professional Track Faculty will be no more than three years. They are renewable.

- 1.5 Research Track Faculty – Research track faculty positions are typically full-time appointments whose primary responsibilities are designing, carrying out, and managing research (including serving as principal investigator when appropriate), preparing publication, supervising student research, and actively participating in the continuing effort to improve the research in departments, colleges/schools and the University. Research track faculty are generally not required to teach courses (unless indicated by the letter of appointment), but could be afforded the opportunity if there is a program need and funding is available. Research faculty may be appointed at less than full-time basis if clearly specified by workload percentages in the letter of appointment.

Research track faculty are expected to be an integral part of the academic unit and actively participate in departmental and college/school activities within the guidelines of the A&M System and the University.

- 1.5.1 Research Assistant Professor – This is an entry level faculty position requiring a terminal degree in a discipline germane to the research program and evidence of strong research abilities and potential for scholarship.
- 1.5.2 Research Associate Professor – This position requires a terminal degree and five years of experience as a Research Assistant Professor. The rank requires an exemplary level of accomplishment as measured against the contribution of others in their field; professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of the University; and evidence indicating a commitment to maintaining the level of competence in research expected of a faculty member.
- 1.5.3 Research Professor – This position requires a terminal degree and five years of experience at the rank of Research Associate Professor. A Research Professor must demonstrate continuing accomplishments and evidence of national and international recognition in research; and evidence of valuable professional service.
- 1.5.4 Appointments for Research Assistant Professors will be no more than three years. Appointments for Research Associate Professors may be up to five years, and for Research Professors may be up to five years.
- 1.6 Librarian Track Faculty – Librarian Track Faculty positions are full-time appointments that bring excellence to the University through highly qualified professionals in library sciences. Librarian track faculty must hold a terminal degree in the library science field or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class. In exceptional cases, 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 with documentation on file showing how the experience relates to the specific course being taught.
- 1.6.1 Assistant Librarian - Assistant Librarian are entry-level faculty positions that require a terminal degree in the appropriate field.

1.6.2 Associate Librarian - Associate Librarian require a terminal degree and a minimum of five years at the Assistant Librarian rank.

1.6.3 Librarian – Librarian require a terminal degree and a minimum of five years at the rank of Associate Librarian.

1.6.4 Appointments for Librarian Track Faculty will be no more than three years. They are renewable.

2 APPOINTMENT OF NON-TENURE TRACK FACULTY

2.1 All Non-Tenure Track Faculty members will be provided with a letter of appointment that shall outline the initial terms and conditions of employment. The letter will explicitly list the necessary teaching and/or RSCA and/or service expectations of the position. All appointment letters will indicate that the position is non-tenure track and will expire upon completion of the appointment unless extended in accordance with System Policy 12.07 or dismissal of the faculty member under this University Procedure 12.01.99.R1.

2.2 All Non-Tenure Track Faculty members will be evaluated annually using standard faculty review processes. The review will include an examination of all the requirements that may be added in the original letter of appointment and all other requirements that may be added during annual reviews. Evaluations will accompany any subsequent recommendations for re-hiring.

2.3 Upon the recommendation of the Academic Dean and approval by the Provost, appointments for non-tenure track faculty may be made at less than full-time.

2.4 Non-Tenure Track Faculty are expected to fulfill the terms and conditions of employment for the following year unless they resign prior to 30 calendar days after receiving notices of the terms. This provision should be included in all letters of appointment and annual reviews.

3 ANNUAL EVALUATION OF THE NON-TENURE TRACK FACULTY AND EVALUATION FOR REAPPOINTMENT

The evaluation process for non-tenure-track faculty members shall follow general principles and guidelines given in the University Procedure *12.99.99.R0.13 Annual Evaluation of Faculty*. Overall, the following procedures will be used for evaluating the work of these faculty members at both departmental and college levels.

3.1 Departmental Review for the Annual Evaluation. All Non-Tenure Track Faculty are to be evaluated annually.

3.1.1 Department reviews of Non-Tenure Track Faculty take place at least eight weeks prior to the notification date (March 1st) for non-reappointments during each year of employment.

3.1.2 Non-Tenure Track Faculty reappointment/non-reappointment decisions are tied to their annual evaluations and consideration of University fiscal and programmatic priorities. Satisfactory performance, as agreed by the Department Head and Dean, based upon the annual evaluation is required for reappointment.

3.1.3 Upon review of all necessary criteria for evaluating the work of a non-tenure-track faculty member each year, as per the academic calendar, the Department Head will make a recommendation to the Academic Dean regarding reappointment or non-reappointment for Non-Tenure Track Faculty on one-year contracts. For those on three year contracts, every third annual evaluation cycle will also result in a decision about reappointment or non-reappointment to a three year contract.

3.2 College Review

The Academic Dean will review all recommendations for reappointment of non-tenure-track faculty forwarded by the Department Head and will make recommendation to Provost and Vice President for Academic Affairs (VPAA). The Academic Dean shall inform the Department Head and the faculty member of approval or denial of the reappointment. When the Academic Dean does not concur with the departmental recommendation, he/she will inform the Department Head of the reasons for disapproval.

4 NON-TENURE TRACK FACULTY PROMOTION

4.1 Criteria for Promotion

Non-Tenure Track Faculty members may be promoted to the next rank upon fulfillment of the requirements stated below:

4.1.1 A minimum of five years' experience at their current rank.

4.1.2 Dossier shall include required documentation for only those areas of teaching/contribution to student learning, RSCA, and service that have been part of the faculty member's responsibility.

4.1.3 Quality of supervision of program/curriculum development and/or other activities.

4.1.4 Evidence of continued professional development and professional activities such as presentations at professional conferences, committee involvement in the university or in professional organizations.

4.2 Schedule for Promotion Review Process

4.2.1 The Schedule for the Promotion Review Process must conform as closely as possible to the following dates. If any of the following dates falls on a day in which the University is closed, the date will be moved to the following business day in which the University is open.

4.2.2 May 1. The Academic Dean notifies all faculty candidates for promotion regarding their need to prepare Promotion portfolios, as appropriate.

- 4.2.3 September 15. Candidates for promotion must submit their complete Promotion portfolios to their Department Head or equivalent on or before this deadline.
- 4.2.4 October 15. The Department Head or equivalent must submit the summary of the departmental evaluations and his/her recommendations to the Academic Dean. Within five business days of such submission, the Department Head or equivalent must also provide a copy of that recommendation to each candidate. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate must be provided a written statement offering general reasons for such a negative decision.
- 4.2.5 November 15. The Academic Dean must submit his/her recommendation to the Provost. Within five business days of such submission, the Academic Dean also must provide each candidate a copy of that recommendation. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate must be provided a written statement offering general reasons for such a negative decision.
- 4.2.6 January 10. On or before this date, the Provost must forward his/her recommendations to the President on all final promotion recommendations. The Provost must also provide each candidate a letter that includes the Provost's recommendation for or against promotion. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate must be provided a written statement offering general reasons for such a negative decision.
- 4.2.7 February 10. The President informs the Provost of his/her recommendations.

4.3 Procedures for Promotion

- 4.3.1 A candidate wanting promotion shall submit a dossier to the Department Head/Associate Dean that shall include :
 - 4.3.1.1 A statement (typically not to exceed three pages providing a context for review) on goals, philosophies, strategies, and emphases in carrying out his/her professional responsibilities in the areas of assigned work;
 - 4.3.1.2 A current curriculum vitae; and
 - 4.3.1.3 Evidence of quality performance in the areas of assigned responsibility including, but not limited to teaching/contribution to student learning, RSCA, service, professional leadership, and/or program development.

- 4.3.2 For evaluating performance of Non-Tenure Track Faculty for promotion to the next rank, a departmental committee will be appointed by the Department Head/Associate Dean in consultation with the college dean and departmental faculty as appropriate. It will consist of 3 faculty members.
- 4.3.3 The departmental committee will review the candidate's dossier of teaching, leadership, service, and professional activities and other credentials. The committee will vote on promotion. This vote and associated recommendations will be forwarded to the Department Head/Associate Dean. The recommendation shall be based on the individual's job description and appropriate performance expectations.
- 4.3.4 Upon review of the recommendation for promotion by the departmental committee, the Department Head/Associate Dean will make a recommendation to the Academic Dean's office to deny or recommend the promotion. The Department Head/Associate Dean's letter will refer to, and include as an attachment, a job description for the candidate. The Academic Dean will inform the Department Head/Associate Dean and the faculty member of approval or denial of the request for promotion. When the Academic Dean does not concur with the departmental recommendation, he/she will inform the Department Head/Associate Dean of the reasons for disapproval.
- 4.3.5 The Department Head/Associate Dean shall forward the departmental committee's and his/her own recommendations to the Academic Dean, who will review the recommendations and make his/her own recommendation to the Provost and VPAA who will make the final decision in consultation with the President.

5 WRITTEN NOTICE OF NON-REAPPOINTMENT

- 5.1 Notification of non-reappointment must be sent no later than March 1 of the academic year of service, or, if an appointment terminates during an academic year, at least three months in advance of its termination.
- 5.2 Failure to comply with the requirements in this procedure will not constitute an extension of the faculty member's current appointment letter.
- 5.3 The faculty member's appointment will terminate at the end of the Spring Semester

6 NON-RENEWAL AT END OF APPOINTMENT TERM

- 6.1 The University is not required to give a Non-Tenure Track Faculty member a reason for a decision not to reappoint for another appointment term or to provide a hearing.
- 6.2 Grievances involving non-reappointment of a Non-Tenure Track Faculty member when discrimination and/or related retaliation are alleged will follow the process identified in University Rule 08.01.01.R2. For purposes of this section, a discriminatory reason is defined as a decision based on race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

7 DISMISSAL

- 7.1 All Non-Tenure Track Faculty whose appointment has not expired maybe dismissed for cause on the same basis as tenured faculty members as outline in System Policy 12.01 (See University Procedure 12.01.99.R1)
- 7.2 Pending an investigation as described in System Policy 12.01, Non-Tenure Track Faculty members may be placed on administrative leave.
- 7.3 Non-Tenure Track Faculty are subject to dismissal in the event of financial exigency or the termination or reduction of existing programs as provided in System Policy 12.01.

Related Statutes, Policies, or Requirements

System Policy [*12.01, Academic Freedom, Responsibility and Tenure*](#)

System Policy [*12.07, Fix Term Academic Professional Track Faculty*](#)

University Procedure [*12.01.99.R1 Academic Freedom and Responsibility*](#)

University Rule [*12.03.99.R1 Faculty Workload*](#)

University Procedure [*12.99.99.R0.13 Annual Evaluation of Faculty*](#)

This procedure suspends *12.01.99.R0.06 Appointment, Reappointment, and Promotion of Non-Tenure-Track and Clinical Faculty*

Revision History

Revised November 7, 2014 (University Name Update)

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