

PERMANENT MEMORANDUM 23 RANKS, PROVISIONS & POLICIES GOVERNING APPOINTMENTS AND PROMOTIONS TO THE ACADEMIC STAFF

POLICY DIGEST

Monitoring Unit: L ^ ^ b [] i ^ = [X \] g b [= ^ ^ X b l m
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I. FULL-TIME ACADEMIC RANKS

Academic personnel employed on a full-time basis by the University system shall be recognized by one of the following ranks;

A. Associate

1. Criteria – Personnel who are employed primarily for research assignments, whose duties and responsibilities are essentially the same level as those of Instructor are appointed to the rank of Associate. Associates are expected to perform specialized research, instructional, extension, service, or artistic routines under the supervision of a member of the professorial ranks. The individual must have graduated from a regionally accredited college or university or have extensive (4 or more years) research, instructional, extension or artistic experience in the subject or a closely related area.
2. Faculty Status – This rank does not carry faculty status. A change in rank from Associate to Instructor shall be regarded as an appointment to the faculty and not as a promotion.
3. Tenure and Appointments – Associates do not earn tenure and are appointed for a specified term.

B. Library Associate

1. Criteria – The individual must have graduated from a regionally accredited college or university or have extensive (4 or more years) library experi 0.184 Tw 0.184 Tw4 Tw 0.0 Tw 2.27 0 Td 5 ary

degree it considers requisite for the rank of Instructor. In addition to the above academic requirement, the individual should show promise of the ability to perform successfully the duties (teaching, research extension, or other scholarly activity) for which he/she was employed or which may be assigned in the future.

2. Faculty Status– The rank of Instructor carries faculty status.
3. Tenure and Appointments – Instructors do not earn tenure and are appointed for a specified term.

D. General Librarian

1. Criteria – Minimum qualifications include graduation from a regionally accredited college or university, a degree from a library school accredited by the American Library Association or the equivalent combination of education and experience in a library or archive, plus library experience.

The individual is expected to perform, under supervision, library tasks of a complex nature and to exercise responsible judgment in administering library routine.

2. Faculty Status – The same as for Instructor.
3. Tenure and Appointment – The same as for Instructor.

E. Assistant Professor

1. Criteria – The individual shall meet the standards which govern appointment to the rank of

2. Faculty Status –Professors are senior members of the faculty.

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2. Faculty Status – Individuals holding this title will be granted participation in departmental/school/college faculty meetings comparable to their part-time or full-time non tenured faculty.
3. Tenure and Appointment – Tenure and Appointment: Tenure is not awarded to individuals holding this title Appointment to this title may be annual, or limited, not to exceed three (3) years per appointment and may be full time or part-time.

M. Visiting Instructor

Visiting Assistant Professor
Visiting Associate Professor
Visiting Professor

1. Criteria – These courtesy titles are d [(T)-5 (eT5 (o)17 -1.13 003 Tc (i)10 (du)6 (a)2 1)5 (e)8 (a

3. Tenure and Appointment – See specific rules and regulations for that particular designated professorship.

P. Postdoctoral Researcher

Senior Postdoctoral Researcher
Instructor- Research or Extension
Assistant Professor Research or Extension
Associate Professor Research or Extension
Professor- Research or Extension

1. Criteria – Only individuals whose primary responsibility is conducting research or extension education and who often are paid from grant or contract funds are to be appointed to these ranks.
 - a. Persons appointed to the rank of Postdoctoral Researcher must possess a Ph.D. or equivalent degree. They are expected to assist and perform specialized research or extension service routines under the general supervision of a member of the professorial ranks.
 - b. Senior Postdoctoral Researchers must possess a Ph.D. or equivalent degree and shall normally have a minimum of three years postdoctoral experience in a laboratory or in extension education. Persons appointed to this rank are expected to perform independent research or extension service under the direction of a member of the professorial staff.
 - c. Instructor Research or Extension must possess a Bachelor's degree and usually would have a minimum of a Master's degree. Persons appointed to this rank are expected to engage in research or extension related activities under the general supervision of a member of the professorial ranks.
 - d. Appointees to the rank of Assistant Professor Research or Extension must possess a Ph.D. or equivalent degree and shall normally have at least five years of postdoctoral experience in a research laboratory or five years experience as an extension professional. In addition, the individual is expected to meet the standards which govern appointment to the rank of Assistant Professor, excluding the instructional criteria.
 - e. A Ph.D. or equivalent degree and a minimum of nine years of postdoctoral experience in a research laboratory or nine years of experience as an extension professional is normally required for appointment as an Associate Professor -Research or Extension. The individual is also expected to meet the standards for appointment as Associate Professor, excluding the instructional criteria.

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II. PART-TIME ACADEMIC RANKS

A. Associate, PartTime
Instructor, PartTime
Assistant Professor, PartTime
Associate Professor, PartTime
Professor, PartTime

1. Criteria – Individuals who meet the criteria and standards for designation at a specific full-time academic rank, but who are employed on less than a 100-percent basis by a component of the University System, are to be accorded one of the respective ranks listed above.
2. Faculty Status – As a class, individuals with the rank of Instructor, Part

D. Adjunct Clinical Instructor, PartTime

1. Criteria – A person whose primary role within the Law Center is related to a clinical setting in

service, and/or support areas. This category does not include Graduate Assistants.

2. Faculty Status –None

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for their review and ratification.

- D. Recommendation for promotion and/or tenure of faculty with multiple-campus appointments: a split recommendation for tenure will result in the approving campus acquiring full financial responsibility for the individual; a split recommendation for promotion of a tenured individual will result in the approving campus assuming the responsibility for the additional percentage.
- E. Promotions in rank, increases in salary, and granting of tenure to members of the academic staff shall conform to the procedures outlined above for appointments.

V. EVALUATION OF QUALIFICATIONS AND SERVICES

In recommending appointments, promotions, increases in salary, and granting of tenure to members of the academic staff, administrative personnel should evaluate the individuals concerned with careful consideration of achievement and competence in teaching, research, creative effort, and other professional endeavors indicating high standards of scholarship. Careful consideration should be given to the number and distribution of personnel by rank w