

Attachment 2  
Proposed Changes to University Handbook, Section C10-12  
Professional Titles of Practice

1 **Faculty Position by Rank**

2 **C10** Faculty appointments. The privilege of participating in faculty meetings and in being  
3 elected to the Faculty Senate is reserved for those holding appointments with the following  
4 ranks:

5 Professor, associate professor, assistant professor (probationary or tenured)

6 Research professor, research associate professor, research assistant professor [regular (see  
7 Section C12.1 for definition of regular positions)]

8 Clinical professor, clinical associate professor, clinical assistant professor [regular (see  
9 Section C12.2)]

10 Senior professor of practice, professor of practice [regular (see Section 12.3)]

11 Teaching professor, teaching associate professor, teaching assistant professor [regular (see  
12 Section C12.4)]

13 Extension professor, extension associate professor, extension assistant professor [regular  
14 (see Section 12.5)]

15 Senior instructor, advanced instructor, instructor [probationary or regular (see Section C12  
16 for definition of regular instructor)]

17 In matters affecting the graduate faculty, only those holding membership in that body may  
18 vote. (FSM 2-14-90)

19 **C11** Term appointments. Term appointees may have the following designations:

20 Adjunct appointees (professor, associate professor, assistant professor, instructor)

21 Term appointees (professor, associate professor, assistant professor, research professor,

22 research associate professor, research assistant professor, clinical professor, clinical

23 associate professor, clinical assistant professor, senior professor of practice, professor of

24 practice, teaching professor, teaching associate professor, teaching assistant professor,

25 extension professor, extension associate professor, extension assistant professor, senior

26 instructor, advanced instructor, and instructor) (BOR 1/19/05, revision)

27 Assistant instructor

28 Extension assistant

29 Extension associate

30 Research assistant

31 Research associate

32 Graduate assistant

33 Graduate teaching assistant

34 Graduate research assistant (FSM 2-14-90)

35 Those appointed on a term appointment may be engaged in teaching, research and other  
36 creative endeavors, extension, or library services. This appointment may be full-time or  
37 part-time. Normally, a term appointment is used only when the need or the funding for the  
38 position is finite and is for a specified term not longer than one year. A term appointment

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39 carries no expectation of continued employment beyond the period stated in the contract.  
40 Service on a term appointment is not credited toward tenure. The Standards for Notice of  
41 Non-Reappointment do not apply. (POD 5-89; FSM 5-9-89)

42 C12 Appointments at the rank of instructor, advanced instructor, and senior instructor. The  
43 primary responsibility for persons on these appointments will be instruction, although the  
44 entire set of expectations must be clearly defined in the offer letter. Individuals in these  
45 positions are not required to hold the terminal degree appropriate to the discipline.  
46 Instructors are not eligible for tenure and are not eligible to vote on matters of tenure or  
47 promotion for tenure-track faculty.

48 1. Instructor, Advanced Instructor and Senior Instructor---term appointment. This  
49 appointment may be full-time or part-time. A term appointment carries no  
50 expectation of continued employment beyond the period stated in the contract.  
51 Service on a term appointment is not credited toward tenure, and the Standards for  
52 Notice of Non-reappointment do not apply.

53 2. Instructor, Advanced Instructor, and Senior Instructor--- regular appointment. This  
54 may be a full-time or part-time position. An instructor at any rank on a regular  
55 appointment is a member of the general faculty, and is afforded all perquisites  
56 accorded to the general faculty, including Notice of Non-Reappointment or non-  
57 renewal, as appropriate (see Appendix A, University Handbook), with the exception  
58 that years of service on a regular appointment will not be counted toward tenure.

59 Persons appointed to these ranks may expect to be promoted on the basis of demonstrated  
60 individual merit in relationship to their association with the university's mission and within  
61 their discipline. Typically, consideration for promotion from instructor to advanced  
62 instructor can occur after a five-year period at the rank of instructor. Consideration for  
63 promotion to Senior Instructor may occur in accordance with criteria established by the unit.  
64 Each higher rank demands a higher level of accomplishment consistent with the  
65 expectations based on specific criteria, standards, and guidelines developed by  
66 departmental faculty in consultation with the department head or chair and the appropriate  
67 dean. Department heads/chairs are expected to notify faculty members regarding their  
68 progress toward or readiness for promotion review.

69 Recommendations for appointment, reappointment, annual evaluation, and promotion shall  
70 be made according to the guidelines and procedures described in the University Handbook  
71 (see Section C). Persons holding regular appointments to Instructor positions will receive  
72 one-year contracts. Those persons holding regular appointments to Advanced Instructor or  
73 Senior Instructor positions may receive three-year contracts. ~~Those persons holding regular~~  
74 ~~appointments to Senior Instructor positions may receive five year contracts. Notice of non-~~  
75 ~~renewal for regular, multiple-year appointments must be given 12 months before the end of~~  
76 ~~the contract.~~

77 Appointments at instructor rank. Faculty members at the rank of instructor will be appointed  
78 on one of the following contracts:

79 Instructor --- probationary appointment. The probationary appointment will be used for  
80 instructors who are nearing the completion of a doctorate or other terminal degree. Faculty  
81 members appointed on this contract may be engaged in teaching, research and other  
82 creative endeavor, extension, or library services. This appointment must be full-time.

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~~Tenure will not be granted at the rank of instructor. However, years of service on a probationary appointment may be credited toward tenure if such is stipulated in the contract.~~  
~~Instructor — regular appointment. Faculty members appointed on a regular appointment may be engaged in teaching, research and other creative endeavor, extension, or library services. This appointment may be full-time or part-time. An instructor appointed on a regular appointment is a member of the general faculty and is afforded all perquisites accorded to the general faculty, including Notice of Non-Reappointment (see Appendix A), with the exception that years of service on a regular appointment will not be credited toward tenure. An effective instructor on a Regular Appointment may not be denied a continuing appointment in order to avoid granting benefits.~~  
~~Instructor — term appointment. See C11.~~

**C12.1** Appointments at the rank of research assistant professor, research associate professor, and research professor. In certain cases, the university's best interests are served by entering into ongoing relationships with personnel beyond the research associate level; these individuals will normally qualify for principal investigator status on proposals to external agencies if approved by their department head or chair and the dean of the relevant college. These appointments will be at the rank of research assistant professor, research associate professor, and research professor; individuals appointed to these positions should have research credentials consistent with those mandated for the comparable tenure-track rank in their disciplines. Appointments to these ranks do not accrue credit toward tenure. Faculty at these ranks will be appointed on one of the following contracts:

1. Research assistant professor; research associate professor; research professor--term appointment.

Those on a term appointment may be engaged in research or other creative endeavors in academic departments. This appointment may be full-time or part-time. A term appointment carries no expectation of continued employment beyond the period stated in the contract. Service on a term appointment is not credited toward tenure, and the Standards for Notice of Non-Reappointment do not apply.

2. Research assistant professor; research associate professor; research professor--regular appointment.

Those on a regular appointment may be engaged in research or other creative endeavors in academic departments. This appointment may be full-time or part-time. A research professor at any rank on a regular appointment is a member of the general faculty and is afforded all perquisites accorded to the general faculty, including Notice of Non-Reappointment (see [Appendix A](#), University Handbook), with the exception that years of service on a regular appointment will not be counted toward tenure. Individuals appointed to these ranks may expect to be promoted on the basis of demonstrated individual merit in relationship to their association with the university's mission and within their own disciplines. Each higher rank demands a higher level of research accomplishment consistent with the research expectations for tenure-track faculty. Annual evaluation and promotion are based upon an individual's achievements related to the specific criteria, standards, and guidelines developed by departmental faculty in

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128 consultation with the department head or chair and the appropriate dean. Department  
129 heads/chairs are expected to notify faculty members regarding their progress toward or  
130 readiness for promotion review. Recommendations for appointment, reappointment, annual  
131 evaluation, and promotion shall be made according to the guidelines and procedures  
132 described in the University Handbook (see Section C). [Persons holding regular appointments](#)  
133 [to Research Assistant Professor positions will receive one-year contracts. Those persons](#)  
134 [holding regular appointments to Research Associate Professor or Research Professor](#)  
135 [positions may receive three-year contracts.](#)

136  
137 **C12.2** Appointments at the rank of clinical assistant professor, clinical associate professor,  
138 and clinical professor. The primary responsibility for persons on these appointments will be  
139 teaching and clinical service. A component of the clinical appointment may include  
140 opportunity for scholarly achievement. Persons appointed to these positions should have  
141 credentials appropriate to the discipline. Clinical faculty are not eligible for tenure.

142 1. Clinical assistant professor, clinical associate professor, and clinical professor--term  
143 appointment.

144 This appointment may be full time or part time clinical track appointment. A term  
145 appointment carries no expectation of continued employment beyond the period  
146 stated in the contract. Service on a term appointment is not credited toward tenure,  
147 and the Standards for Notice of Non-reappointment do not apply.

148 2. Clinical assistant professor, clinical associate professor, and clinical professor--regular  
149 appointment.

150 This may be a full-time or part-time track position. As such a clinical professor at any  
151 rank on a regular appointment is a member of the general faculty and is afforded all  
152 perquisites accorded to the general faculty, including Notice of Non-Reappointment  
153 (see [Appendix A](#), University Handbook), with the exception that years of service on a  
154 regular appointment will not be counted toward tenure.

155 Units that wish to use clinical faculty appointments must first include in their departmental  
156 documents the specific criteria that apply to these positions and the processes to be used  
157 for appointment, reappointment, annual evaluations and promotion. Under certain  
158 circumstances, to be set forth in the units' respective departmental documents, persons  
159 appointed to clinical track or tenure track appointments may make a one-time transfer from  
160 their appointment track to the other. Approval of the departmental document revisions will  
161 follow the regular process.

162 Persons appointed to these ranks may expect to be promoted on the basis of demonstrated  
163 individual merit in relationship to their association with the university's mission and within  
164 their discipline. Each higher rank demands a higher level of accomplishment consistent with  
165 the expectations based on specific criteria, standards, and guidelines developed by  
166 departmental faculty in consultation with the department head or chair and the appropriate  
167 dean. Department heads/chairs are expected to notify faculty members regarding their  
168 progress toward or readiness for promotion review.

169 Recommendations for appointment, reappointment, annual evaluation, and promotion shall  
170 be made according to the guidelines and procedures described in the University Handbook  
171 (see Section C). Persons appointed to clinical assistant professor positions will receive

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172 annually renewable one-year contracts. Those persons appointed to clinical associate  
173 professor positions will receive ~~annually~~ renewable three-year contracts. Those persons  
174 appointed to clinical full professor positions will receive ~~annually~~ renewable five-year  
175 contracts. Notice of Non-reappointment for these appointments must be given 12 months  
176 before the end of the contract. (FS 6-14-05 /BOR 1-19-06/BOR 1-19-12)

177 C12.3 Appointments at the rank of professor of practice and senior professor of practice.  
178 The primary responsibility for persons on these appointments will be teaching, research, or  
179 outreach and service or some combination of these duties. The entire set of expectations  
180 must be clearly defined in the offer letter. Persons appointed to these positions should have  
181 substantial non-academic experience and credentials appropriate to the discipline.  
182 Individuals on these appointments are not eligible for tenure and are not eligible to vote on  
183 matters of tenure or promotion for tenure-track faculty.

184 1. Professor of Practice and Senior Professor of Practice---term appointment. This  
185 appointment may be full time or part time. A term appointment carries no  
186 expectation of continued employment beyond the period stated in the contract.  
187 Service on a term appointment is not credited toward tenure, and the Standards for  
188 Notice of Non-reappointment and do not apply.

189 2. Professor of Practice and Senior Professor of Practice --- regular appointment. This  
190 may be a full-time or part-time position. A Professor/Senior Professor of Practice on  
191 a regular appointment is a member of the general faculty, and is afforded all  
192 perquisites accorded to the general faculty, including Notice of Non-Reappointment  
193 or non-renewal, as appropriate (see Appendix A, University Handbook), with the  
194 exception that years of service on a regular appointment will not be counted toward  
195 tenure.

196 Persons appointed to the rank of Professor of Practice may be promoted to Senior Professor  
197 of Practice on the basis of demonstrated individual merit in relationship to their association  
198 with the university's mission and within their discipline. The Senior Professor of Practice  
199 position demands a higher level of accomplishment consistent with the expectations based  
200 on specific criteria, standards, and guidelines developed by departmental faculty in  
201 consultation with the department head or chair and the appropriate dean. Department  
202 heads/chairs are expected to notify faculty members regarding the progress of Professor(s)  
203 of Practice toward or readiness for promotion review, per program/department review  
204 documents.

205 Recommendations for appointment, annual evaluation, and promotion shall be made  
206 according to the guidelines and procedures described in the University Handbook (see  
207 Section C) and department documents. Those persons appointed to Professor and Senior  
208 Professor of Practice positions will receive an initial one-year contract and, subject to their  
209 performance, need of the unit and availability of funds, they may be eligible to receive  
210 additional one-year contracts. Persons holding regular appointments may be eligible to  
211 receive a subsequent three-year contract. ~~Notice of non-renewal for a regular, multiple-~~  
212 ~~year appointment must be given 12 months before the end of the contract.~~

213 C12.4 Appointments at the rank of teaching assistant professor, teaching associate  
214 professor, and teaching professor. The primary responsibility for persons on these  
215 appointments will be instruction. A component of the teaching appointment may include  
216 opportunity for scholarly achievement and service. Persons appointed to these positions will  
217 receive an initial one-year contract and, subject to their performance, need of the unit and  
218 availability of funds, they may be eligible to receive additional one-year contracts.

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219 hold the terminal degree appropriate to the discipline. Faculty members on the Teaching  
220 Professor track are not eligible for tenure and are not eligible to vote on matters of tenure  
221 or promotion for tenure-track faculty.

222 1. Teaching assistant professor; teaching associate professor; teaching professor--term  
223 appointment.

224 This appointment may be full-time or part-time teaching track appointment. A term  
225 appointment carries no expectation of continued employment beyond the period  
226 stated in the contract. Service on a term appointment is not credited toward tenure,  
227 and the Standards for Notice of Non-reappointment do not apply.

228 2. Teaching assistant professor, teaching associate professor, and teaching professor--  
229 regular appointment.

230 This may be a full-time or part-time track position. ~~Persons holding these positions are~~  
231 ~~eligible for membership on the Graduate Faculty.~~ A Teaching Professor at any rank on  
232 a regular appointment is a member of the general faculty and is afforded all  
233 perquisites accorded to the general faculty, including Notice of Non-Reappointment  
234 (see Appendix A, University Handbook), with the exception that years of service on a  
235 regular appointment will not be counted toward tenure.

236 Units that wish to use teaching faculty appointments must first include in their departmental  
237 documents the specific criteria that apply to these positions and the processes to be used  
238 for appointment, reappointment, annual evaluations, and promotion. Under certain  
239 circumstances, to be set forth in the units' respective departmental documents, persons  
240 appointed to teaching track or tenure track appointments may make a one-time  
241 transfer from their appointment track to the other. Approval of the departmental document  
242 revisions will follow the regular process.

243 Persons appointed to these ranks may expect to be promoted on the basis of demonstrated  
244 individual merit in relationship to their association with the university's mission and within  
245 their discipline; typically, consideration for promotion from Teaching Assistant Professor to  
246 Teaching Associate Professor can occur after a five-year period as a Teaching Assistant  
247 Professor. Consideration for promotion to Teaching Professor may occur in accordance with  
248 criteria established by the unit. Each higher rank demands a higher level of  
249 accomplishment consistent with the expectations based on specific criteria, standards, and  
250 guidelines developed by departmental faculty in consultation with the department head or  
251 chair and the appropriate dean and set forth in the department document. Department  
252 heads/chairs are expected to notify faculty members regarding their progress toward or  
253 readiness for promotion review.

254 Recommendations for appointment, reappointment, annual evaluation, and promotion shall  
255 be made according to the guidelines and procedures described in the University Handbook  
256 (see Section C). Persons holding regular appointments to Teaching Assistant Professor  
257 positions will receive one-year contracts. Those persons holding regular appointments to  
258 Teaching Associate Professor or Teaching Professor positions may receive three-year  
259 contracts. ~~Those persons holding regular appointments to Teaching Professor positions may~~  
260 ~~receive five-year contracts. Notice of non-renewal for regular, multiple-year appointments~~  
261 ~~must be given 12 months before the end of the contract.~~

262

263

264 C12.5 Appointments at the rank of extension assistant professor, extension associate

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professor, and extension professor. In certain cases, the university's best interests are served by entering into ongoing relationships with personnel beyond the Extension Associate level. Individuals appointed to these positions should have extension credentials consistent with those mandated for the comparable tenure-track rank in their disciplines. The entire set of expectations must be clearly defined in the offer letter. Faculty members on the Extension Professor track are not eligible for tenure and are not eligible to vote on matters of tenure or promotion for tenure-track faculty. Faculty at these ranks will be appointed on one of the following contracts:

1. Extension Assistant Professor; Extension Associate Professor; Extension Professor – term appointment.

Those on a term appointment may be engaged in extension, research or other creative endeavors in academic departments. This appointment may be full-time or part-time. A term appointment carries no expectation of continued employment beyond the period stated in the contract. Service on a term appointment is not credited toward tenure, and the Standards for Notice of Non-Reappointment do not apply.

2. Extension Assistant Professor; Extension Associate Professor; Extension Professor -- regular appointment.

Those on a regular appointment may be engaged in extension, research or other creative endeavors in academic departments. This appointment may be full-time or part-time. An Extension Professor at any rank on a regular appointment is a member of the general faculty and is afforded all perquisites accorded to the general faculty, including Notice of Non-Reappointment or non-renewal, as appropriate (see Appendix A, University Handbook), with the exception that years of service on a regular appointment will not be counted toward tenure.

Individuals appointed to these ranks may expect to be promoted on the basis of demonstrated individual merit in relationship to their association with the university's mission and within their own disciplines; typically, consideration for promotion from Extension Assistant Professor to Extension Associate Professor can occur after a five-year period as an Extension Assistant Professor. Consideration for promotion to Extension Professor may occur in accordance with criteria established by the unit. Each higher rank demands a higher level of Extension accomplishment consistent with the Extension expectations for tenure-track faculty. Annual evaluation and promotion are based upon an individual's achievements related to the specific criteria, standards, and guidelines developed by departmental faculty in consultation with the department head or chair and the appropriate dean and set forth in the department document. Department heads/chairs are expected to notify faculty members regarding their progress toward or readiness for promotion review.

Recommendations for appointment, reappointment, annual evaluation, and promotion shall be made according to the guidelines and procedures described in the University Handbook. Persons holding regular appointments to Extension Assistant Professor positions will receive one-year contracts. Those persons holding regular appointments to Extension Associate Professor or Extension Professor positions may receive three-year contracts. ~~Those persons holding regular appointments to Extension Professor positions may receive five-year contracts. Notice of non-renewal for regular, multiple-year appointments must be given 12 months before the end of the contract.~~

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315 [C12.6 For purposes of the multiple year appointments, full-time faculty members may](#)  
316 [apply for a one-time, one-way transfer between appointment categories \(tenure track, non-](#)  
317 [tenure track\). Once a transfer from non-tenure track to tenure track has occurred, the](#)  
318 [guidelines for earning tenure apply. Time and title in the non-tenure track does not count](#)  
319 [toward the probationary period to obtain tenure. A request for transfer from a tenure-track](#)  
320 [to non-tenure-track appointment must be made prior to but no later than September 1 of](#)  
321 [the 5th year of the probationary tenure-track appointment.](#)

322  
323 **C13** Ranks and conditions for acquiring tenure. Tenure is not granted below the rank of  
324 associate professor, except in special circumstances approved by the provost. Tenure and  
325 promotion to associate professor often are granted concurrently. Service as a probationary  
326 instructor or above may be credited toward tenure. (FSM 2-14-90)

327  
328 **C14** Eligibility for professorial rank. Unclassified professionals (in student service  
329 departments or in other support units of the university) who are not associated with an  
330 academic department or unit are not eligible for professorial ranks. Because of tradition,  
331 academic rank is used for library and extension faculty not in an academic unit.

332  
333 **C15** Courtesy professorial appointment. Unclassified professionals in student service  
334 departments or in other support units of the university may be granted professorial rank,  
335 with the approval of the departmental faculty, dean, and provost. Persons granted such  
336 courtesy appointments will be expected to hold the terminal degree, or its equivalent, in the  
337 academic discipline of the department granting the courtesy appointment. Courtesy  
338 appointments do not carry with them the prospect of consideration for tenure or any other  
339 obligations on the part of the department. The extent to which the unclassified professional  
340 holding the courtesy appointment participates in the activities of the department in which  
341 the courtesy appointment is held is arranged between the department and the individual.  
342