

Proposed Changes to University Handbook
Section C10-12
Professional Titles of Practice and Multi-year contracts
Approved by Faculty Senate on March 10, 2015

Faculty Position by Rank

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

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

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

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

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

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

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

Senior instructor, advanced instructor, instructor [probationary or regular (see Section C12)]

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

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

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

Term appointees (professor, associate professor, assistant professor, research professor, research associate professor, research assistant professor, clinical professor, clinical associate professor, clinical assistant professor, senior professor of practice, professor of practice, teaching professor, teaching associate professor, teaching assistant professor, extension professor, extension associate professor, extension assistant professor, senior instructor, advanced instructor, and instructor) (BOR 1/19/05, revision)

Assistant instructor

Extension assistant

Extension associate

Research assistant

Research associate

Graduate assistant

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

Those appointed on a term appointment may be engaged in teaching, research and other creative endeavors, extension, or library services. This appointment may be full-time or part-time. Normally, a term appointment is used only when the need or the funding for the position is finite and is for a specified term not longer than one year. 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. The Standards for Notice of Non-Reappointment do not apply. (POD 5-89; FSM 5-9-89)

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

1. Instructor, Advanced Instructor and Senior Instructor---term appointment. 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. Instructor, Advanced Instructor, and Senior Instructor--- regular appointment. This may be a full-time or part-time position. An instructor 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.

Persons 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 discipline. Typically, consideration for promotion from instructor to advanced instructor can occur after a five-year period at the rank of instructor. Consideration for promotion to Senior Instructor may occur in accordance with criteria established by the unit. Each higher rank demands a higher level of accomplishment consistent with the expectations based on specific criteria, standards, and guidelines developed by departmental faculty in consultation with the department head or chair and the appropriate dean. 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 (see Section C). Persons holding regular appointments to Instructor positions will receive one-year contracts. Those persons holding regular appointments to Advanced Instructor or Senior Instructor positions may receive three-year contracts.

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 consultation with the department head or chair and the appropriate dean. 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 (see Section C). Persons holding regular appointments to Research Assistant Professor positions will receive one-year contracts. Those persons holding regular appointments to Research Associate Professor or Research Professor positions may receive three-year contracts.

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

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

This appointment may be full time or part time clinical track appointment. 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. Clinical assistant professor, clinical associate professor, and clinical professor--regular appointment.

This may be a full-time or part-time track position. As such a clinical 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.

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

Persons 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 discipline. Each higher rank demands a higher level of accomplishment consistent with the expectations based on specific criteria, standards, and guidelines developed by departmental faculty in consultation with the department head or chair and the appropriate dean. 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 (see Section C). Persons appointed to clinical assistant professor positions will receive annually renewable one-year contracts. Those persons appointed to clinical associate professor positions will receive renewable three-year contracts. Those persons appointed to clinical full professor positions will receive renewable five-year contracts. Notice of Non-reappointment for these appointments must be given 12 months before the end of the contract. (FS 6-14-05 /BOR 1-19-06/BOR 1-19-12)

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

1. Professor of Practice and Senior Professor of Practice---term appointment. 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 and do not apply.

2. Professor of Practice and Senior Professor of Practice --- regular appointment. This may be a full-time or part-time position. A Professor/Senior Professor of Practice 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.

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

Recommendations for appointment, annual evaluation, and promotion shall be made according to the guidelines and procedures described in the University Handbook (see Section C) and department documents. Those persons appointed to Professor and Senior Professor of Practice positions will receive an initial one-year contract and, subject to their performance, need of the unit and availability of funds, they may be eligible to receive additional one-year contracts. Persons holding regular appointments may be eligible to receive a subsequent three-year contract.

C12.4 Appointments at the rank of teaching assistant professor, teaching associate professor, and teaching professor. The primary responsibility for persons on these appointments will be instruction. A component of the teaching appointment may include opportunity for scholarly achievement and service. Persons appointed to these positions will hold the terminal degree appropriate to the discipline. Faculty members on the Teaching Professor track are not eligible for tenure and are not eligible to vote on matters of tenure or promotion for tenure-track faculty.

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

This appointment may be full-time or part-time teaching track appointment. 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. Teaching assistant professor, teaching associate professor, and teaching professor--regular appointment.

This may be a full-time or part-time track position. A Teaching 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.

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

Persons 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 discipline; typically, consideration for promotion from Teaching Assistant Professor to Teaching Associate Professor can occur after a five-year period as a Teaching Assistant Professor. Consideration for promotion to Teaching Professor may occur in accordance with criteria established by the unit. Each higher rank demands a higher level of accomplishment consistent with the expectations based on 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 (see Section C). Persons holding regular appointments to Teaching Assistant Professor positions will receive one-year contracts. Those persons holding regular appointments to Teaching Associate Professor or Teaching Professor positions may receive three-year contracts.

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

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

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

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

C15 Courtesy professorial appointment. Unclassified professionals in student service departments or in other support units of the university may be granted professorial rank, with the approval of the departmental faculty, dean, and provost. Persons granted such

courtesy appointments will be expected to hold the terminal degree, or its equivalent, in the academic discipline of the department granting the courtesy appointment. Courtesy appointments do not carry with them the prospect of consideration for tenure or any other obligations on the part of the department. The extent to which the unclassified professional holding the courtesy appointment participates in the activities of the department in which the courtesy appointment is held is arranged between the department and the individual.