



ANGELO STATE UNIVERSITY

Operating Policy and Procedure

OP 06.25: Non-Tenure-Eligible Faculty Titles

DATE: March 17, 2009

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to conferring appointments and titles for non-tenure-eligible faculty members.

REVIEW: This OP will be reviewed in February of even-numbered years beginning with the 2010-2011 academic year by the vice provost, with recommendations forwarded through the provost and vice president for academic and student affairs (PVPASA) to the president by December 1.

POLICY/PROCEDURE

Non-tenure-eligible faculty is defined as those faculty members, full-time or part-time, who hold non-tenure acquiring appointments. They include: instructor faculty, clinical faculty, lecturer faculty, and adjunct faculty.

The following definitions of non-tenure-eligible faculty represent the minimum university standards for appointment and are meant to provide equity and comparability across the university. Achievements of the candidate must be documented.

1. Instructor Faculty

Senior Instructors and Instructors are faculty members holding annual contracts who fulfill various teaching functions not requiring a terminal degree. Instructor faculty are also expected to fulfill additional department duties (e.g. service, scholarship) specifically prescribed in the annual contract letter.

It is incumbent upon each unit employing persons under this status to maintain a system of evaluation for these individuals; therefore, annual evaluations must be provided as for tenured and tenure-track faculty.

Instructor faculty are eligible for the Instructor Achievement Award.

a. Senior Instructor

Requirements:

Completion of a minimum of 5 years of satisfactory performance as an Instructor at Angelo State University.

Primary duties in teaching with additional duties (e.g. service) required and specifically prescribed by the department in the annual contract letter.

Qualifications:

Master's degree, with a major in the teaching discipline.

Distinct ability as a teacher with adequate educational and professional experience in the area(s) of specialization.

Although a Senior Instructor does not acquire tenure, persons serving in this position may expect continued employment while maintaining satisfactory annual evaluations in teaching and other duties as assigned by the department. Careful management, including goal setting by and with the faculty member, evaluation and advisement by heads and deans, as well as care in making assignments within the policy, will be necessary for the long-range benefit of the unit and the faculty member.

b. Instructor

Requirements:

Primary duties in teaching, although additional responsibilities (e.g. service) may be specifically prescribed by the department in the annual contract letter.

Qualifications:

Master's degree, with a major in the teaching discipline.

Distinct ability as a teacher with adequate educational and professional experience in the area(s) of specialization.

2. Clinical Faculty

The university supports numerous professional programs that prepare students to become clinicians at the doctoral, masters, baccalaureate, and associate degree level requiring that some faculty be excellent clinicians and educators with a significant responsibility to both roles. The clinical track designation may be used for faculty who are primarily engaged in clinical teaching, clinical practice, and/or clinical supervision of students. Scholarship and service are expected commensurate with appointment rank. Development of an independent research program is not essential; however, most scholarship activities are expected to contribute to professional issues or program development.

Clinical faculty members are eligible for the Clinical Achievement Award. Faculty members in this rank applying for promotion must satisfy the applicable component requirements.

a. Clinical Professor

Requirements:

Must have completed a minimum of 7 years of clinical/professional practice prior to application.

Must have completed a minimum of 10 years of full-time college teaching prior to application. Clinical practice may substitute for teaching experience for persons appointed to the clinical track at the discretion of the dean and PVPASA. Part-time experience will not be considered.

Must have completed a minimum of 6 years at the rank of associate clinical professor prior to application.

If not originally appointed as a full professor, must have completed a minimum of 4 years as a faculty member at Angelo State University prior to application.

Qualifications:

Completion of a doctorate from an accredited institution in a field related to the clinical specialty as well as the appropriate professional master's degree and licensure in the discipline.

If applicable, national certification in a clinical specialty area.

Initial appointment or promotion to the rank of Clinical Professor shall be made after a candidate has made continuous and sustained meritorious achievements commensurate with assignments in areas of: (1) teaching, advising or other instructional activities; (2) scholarly research or other creative activities; and (3) professional, university, and public service.

Teaching

The candidate must

- Maintain current clinical expertise in teaching area(s);
- Demonstrate excellence in all aspects of teaching;
- Demonstrate leadership in the development of academic programs;
- Serve as a resource to other faculty.

Scholarship and Other Creative Activities

The candidate must

- Serve as a scholar-mentor to colleagues in clinical area of expertise;
- Maintain national certification in clinical specialty area, when applicable;
- Receive peer recognition as an expert in a specific area of clinical practice;
- Demonstrate potential to advance practice within the discipline as a result of his/her own clinical practice/research;
- Disseminate the results of scholarly work in peer reviewed forums.

Service

The candidate must

- Contribute in a positive way to the mission of the department, college, and university;
- Demonstrate leadership with the university;
- Demonstrate leadership within professional and/or community organizations;
- Serve as a mentor to students/student organizations.

b. Associate Clinical Professor

Requirements:

Must have completed a minimum of 6 years of clinical/professional practice prior to application.

Must have completed a minimum of 4 years of full-time college teaching prior to application. Clinical practice may substitute for teaching experience for persons appointed to the clinical track at the discretion of the dean and PVPASA. Part-time experience will not be considered.

Must have completed a minimum of 4 years at the rank of assistant clinical professor prior to application.

If not originally appointed as an associate professor, must have completed a minimum of 3 years as a faculty member at Angelo State University prior to application.

Qualifications:

Completion of a doctorate from an accredited program in a field related to the clinical specialty and the appropriate professional master's degree and licensure in the discipline. A candidate who has completed at least 80% of the doctorate may receive consideration.

If applicable, national certification in a clinical specialty.

Initial appointment or promotion to the rank of Associate Clinical Professor shall be based upon a candidate's record of significant contributions commensurate with assignments in the areas of: (1) teaching, advising or other instructional activities; (2) scholarship, research and/or creative activities; and (3) university, professional, and public service.

Teaching

The candidate must

- Maintain current clinical expertise in teaching area(s);
- Demonstrate excellence in all aspects of teaching;
- Participate effectively in course development and evaluation.

Scholarship and Other Creative Activities

The candidate must

- Serve as a mentor to colleagues in scholarship/clinical area of expertise;
- Obtain and/or maintain national certification in clinical specialty area, when applicable;
- Receive peer recognition as an expert in a specific area of clinical practice.

Service

The candidate must

- Contribute in a positive way to the mission of the department, college, and university;
- Demonstrate leadership within the component and college;
- Participate in recruitment, advising, mentoring of students;
- Demonstrate active involvement in professional and/or community organizations.

c. Assistant Clinical Professor

Requirements:

Must have completed a minimum of 4 years clinical practice.

Must have completed a minimum of 2 years of full-time college teaching prior to application. Clinical practice may substitute for teaching experience for persons appointed to the clinical track at the discretion of the dean and PVPASA. Part-time experience will not be considered.

Must have completed a minimum of 2 years at the rank of Clinical Instructor (or equivalent). The candidate for promotion will have served full time at least one year at ASU.

Qualifications:

Appropriate professional master's degree and licensure in the discipline. If applicable, national certification in a clinical specialty.

Initial appointment or promotion to the rank of assistant clinical professor shall be based upon a candidate's record of contributions commensurate with assignments in the areas of: (1) teaching, advising or other instructional activities; (2) scholarship, research and/or creative activities; and (3) university, professional, and public service.

Teaching

The candidate must

- Maintain current clinical expertise in teaching area(s);
- Demonstrate excellence in all aspects of teaching;
- Participate effectively in course development and evaluation.

Scholarship and Other Creative Activities

The candidate must

- Share clinical expertise with colleagues in clinical settings;
- Demonstrate potential to advance practice within the discipline as a result of his/her own clinical practice/research.

Service

The candidate must

- Contribute in a positive way to the mission of the department, college, and university;
- Participate in recruitment, advising, mentoring of students;
- Demonstrate active involvement in professional and/or community organizations.

d. Clinical Instructor

Requirements:

Primary duties in teaching, although additional responsibilities (e.g. service) may be specifically prescribed by the department in the annual contract letter.

Qualifications:

Master's degree and licensure in the discipline as well as a minimum of two years of clinical practice. A minimum of one year of teaching experience in the clinical area(s) of expertise is preferred. Clinical practice may substitute for teaching experience for persons appointed to the clinical track at the discretion of the dean and PVPASA.

3. Lecturer Faculty

Lecturers hold 9-month contracts to fill a special teaching function in a department.

Requirements:

Primary duties in teaching, although additional responsibilities (e.g. service) may be specifically prescribed by the department in the annual contract letter.

Qualifications:

SACS qualified for the teaching discipline.

Distinct ability as a teacher with adequate educational and professional experience in the area(s) of specialization.

4. Adjunct Faculty

a. Adjunct Professor

Provides a special service to the university at no cost to the institution.

Requirements:

No service minimum.

Qualifications:

Credentials appropriate to appointment.

b. Adjunct

Temporary faculty member paid per section who performs instructional duties, primarily the teaching of an organized class(es), and who does not hold academic rank in another educational institution.

Requirements:

No service minimum.

Qualifications:

SACS qualified for the teaching discipline.