



Angelo State University
Operating Policy and Procedure

OP 06.25: Non-Tenure-Eligible Faculty Titles

DATE: December 15, 2014

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 every three years, or as needed, by the vice provost for Academic Affairs and the Faculty Senate, with recommendations forwarded to the provost and vice president for academic affairs (PVPAA) and then to the president by April 30.

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, 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

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.

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 chairs 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.

c. Online Instructor

Requirements:

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

Qualifications:

Terminal degree in the teaching discipline.

Expertise in online teaching with adequate professional experience.

2. Clinical Faculty

The College of Health and Human Services supports numerous professional programs in health and social sciences that prepare students to become clinicians at the baccalaureate, master's, and doctoral levels. This level of professional preparation requires 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 not eligible for tenure. However, full-time clinical track faculty who hold academic or calendar year contracts, and maintain favorable departmental yearly reviews, have an expectation of continuing employment.

a. Initial appointments for clinical tract faculty members are made at one of five ranks.

(1) Clinical Instructor

Initial appointment to the rank of Clinical Instructor requires that individuals hold a

minimum of a Master's degree and licensure/certification appropriate to their discipline. Additionally, a minimum of two years of clinical/professional practice in the discipline is expected.

(2) Senior Clinical Instructor

Initial appointment to the rank of Senior Clinical Instructor requires that individuals hold a minimum of a Master's degree and licensure/certification appropriate to their discipline. Additionally, a minimum of five years of clinical/professional practice and evidence of teaching/administrative experience in the discipline are required.

(3) Clinical Assistant Professor

Appointment or promotion to the rank of Clinical Assistant Professor requires evidence of the candidate's potential for excellence in teaching, scholarly activity, clinical practice, and leadership/service. Appointment to the rank of Clinical Assistant Professor requires that individuals hold a doctorate in a field related to the clinical specialty and licensure/certification in the discipline, and a minimum of five years of clinical/professional practice in the discipline is expected.

Candidates applying for promotion to the rank are expected to have a minimum of two years full-time experience in college teaching prior to application.

(4) Clinical Associate Professor

Appointment or promotion to the rank of Clinical Associate Professor is recognition that the faculty member has a clearly defined record of strong teaching, clinical expertise, scholarly activity, and leadership/service with a commitment to continued growth in each of these areas.

Appointment or promotion to the rank requires completion of a doctorate in a field related to the clinical specialty and licensure/certification in the discipline. Appointment to the rank requires a minimum of five years of clinical/professional practice as well as a minimum of four years full-time experience in college teaching.

Promotion to the rank carries the expectation that the faculty member will have completed a minimum of four years at the rank of Assistant Clinical Professor prior to application.

(5) Clinical Professor

Appointment or promotion to the rank of Clinical Professor is recognition of demonstrated achievement and distinction over the span of a clinical faculty member's academic career in teaching, clinical/professional practice, scholarly activity, and leadership/service.

After completing a minimum of four years at the rank of Clinical Associate Professor at ASU, a faculty member may apply for promotion to Clinical Professor.

- b. Clinical track faculty members who serve administrative or special functions in addition to their faculty duties are expected to meet the same general standards of performance, but decisions on promotion in academic rank should take into account the contributions and accomplishments associated with the administrative appointment or special function.

3. Adjunct Faculty

a. 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.

b. Adjunct Professor

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

Requirements:

No service minimum.

Qualifications:

Credentials appropriate to appointment.