

Proposed Non-Tenure Track Academic Appointments and Promotions Policy 2025-2026

Approved 1998

Revised and approved 2010

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1. Purpose

The purpose of this policy is to define those full-time faculty ranks at UHCL which are not tenured and which do not lead to a tenure decision. All appointments to non-tenure track rank shall be effective upon the terms of the appointment letter/contract.

2. Definitions

2.1 A non-tenure-track (NTT) faculty appointment is a faculty appointment with no expectation or accrual of time towards tenure at the University of Houston – Clear Lake

2.1.1 Voting-eligible non-tenure-track (voting NTT) faculty appointments are faculty positions that have voting rights with Faculty Council.

2.1.2 Non-voting-eligible non-tenure-track (non-voting NTT) faculty appointments are faculty positions that do not have voting rights with Faculty Council.

2.2 Terminal Degree: See Policy 2.1

2.3 Courtesy Appointment: Courtesy Appointments are non-tenure track faculty unpaid appointments. If any position is to be considered a courtesy appointment, it will be designated as such in the offer letter.

2.3.1 A courtesy appointment is without compensation and sometimes referred to as an honorary appointment. A courtesy appointment does not create an employer/employee relationship and does not require an I-9 to be completed. All courtesy appointments require approval by the Provost. A courtesy appointment may run concurrently with an adjunct appointment.

3. Policy

3.1 The following ranks are considered part of the non-tenure track at UHCL: lecturer, senior lecturer, post-doctoral fellow, visiting scholar, visiting lecturer, visiting assistant professor, visiting associate professor, visiting professor, clinical assistant professor, clinical associate professor, clinical professor, research assistant professor, research associate professor, and research professor.

4. Limitations & Conditions by Rank

4.1 Lecturer – The Lecturer position is a voting-eligible NTT faculty appointment for individuals teaching one or more specific courses or participating in pedagogical or curriculum-related activities. A terminal degree is not required for this appointment. The normal workload for a Lecturer is in accordance with UAAP 6.1. Lecturers hold voting rights on college-level matters unless restricted by College by-laws. Appointments are up to one full academic year. Appointment renewal is possible but should not be expected. Expectations and workload (see UAAP 6.1), including any deviations from the standard workload, must be clearly detailed in the offer letter and, when applicable, the renewal letter.

4.2 Senior Lecturer - Senior Lecturer is a voting-eligible NTT faculty appointment held by individuals who teach one or more specific courses or engage in pedagogical or curriculum-based activities. A terminal degree is not required for this appointment. The normal workload for a Senior Lecturer is in accordance with UAAP 6.1, with an expected teaching load of four standard courses in Fall and four standard courses in the Spring of the academic year. Senior Lecturers hold voting rights on college-level matters unless restricted by College by-laws. Appointments are three full academic years. Appointment renewal is possible but should not be expected. Expectations and workload (see UAAP 6.1), including any deviations from the standard workload, must be clearly detailed in the offer letter and, when applicable, the renewal letter.

4.2.1 A minimum of six years in the position of Lecturer at UHCL is required for consideration for promotion to Senior Lecturer. Promotion to Senior Lecturer from Lecturer is intended to recognize individuals with a continuing and significant contribution to teaching at UHCL.

4.2.2 Deans will notify lecturers when they are eligible for promotion and the Lecturer can choose to apply. Promotion follows the tenure-track promotion schedule. Colleges must outline criteria and university by-laws outline the process for promotion to Senior Lecturer. In the absence of a college policy, it is recommended that HSH criteria is used for promotion. The process must include a review by a committee composed of faculty from the academic program(s) in which the Lecturer serves. This committee may include members with the following titles: Senior Lecturer, Assistant Professor, Associate Professor, and Professor. A majority of the committee should hold tenure. Committee members from outside the academic program may be included as needed, in consultation with the Dean. Promotions must be reviewed and approved by the respective College Dean. Recommendations for promotion are then forwarded to the Senior Vice President for Academic Affairs and Provost, who will review and make a recommendation to the President. The President has final approval authority for promotions.

4.2.3 Promotion to senior lecturer earns a 5% salary increase.

4.2.4 An individual may be hired directly into the rank of Senior Lecturer if they meet the qualifications and experience requirements for the position, even if they have not previously served as a Lecturer at UHCL. Specifically, candidates with equivalent experience in a comparable teaching-focused faculty role at another accredited institution of higher education may be considered eligible for appointment at the rank of Senior Lecturer, provided they demonstrate a record of excellence in teaching, service, and professional contributions consistent with the expectations of the rank at UHCL.

4.3 Visiting Faculty – Visiting faculty appointments are non-voting NTT positions held by individuals who assume faculty responsibilities at the UHCL on a temporary basis. Visiting faculty appointments can be either full-time or part-time appointments. If any visiting faculty position is to be considered a courtesy appointment, it will be designated as such in the offer letter.

4.3.1 Appointment ranks include Visiting Lecturer, Visiting Scholar, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Visiting Research Faculty, and Visiting Clinical Faculty. Degree requirements must match the equivalent non-visiting faculty appointment. Rank determination will also consider workload activities, such as the balance between teaching and research responsibilities. College faculty and dean will establish criteria for each rank of Visiting Faculty.

4.3.2 Appointments are limited to a maximum of three years within a ten-year period. The three years need not be consecutive. Any appointments greater than one year are subject to annual review.

4.3.3 The workload associated with all visiting faculty positions is articulated in the offer letter and should follow the UHCL Workload policy.

4.4 Clinical Faculty – Appointments as Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor are voting NTT positions. These roles are designed to foster a long-term relationship with the university but do not guarantee a specific teaching load or continuous employment. The terms of the appointment, including any periods without teaching or other compensated work, compensation (if provided), and workload expectations will be clearly outlined in the offer letter. If the position is intended as a courtesy appointment, this will be explicitly stated in the offer letter. College faculty and dean will establish criteria in their criteria for each rank of Clinical Faculty.

4.4.1 Clinical Assistant Professor appointments are for one full academic year. Clinical Associate Professors and Clinical Professors have three-year term appointments. Dismissal during the term of appointment will be in accordance with the Faculty Dismissal policy.

4.4.2 Promotion to higher ranks is possible and is expected to mirror the schedule for tenure-track faculty. A minimum of six years at UHCL in the position is required for consideration for promotion to the next rank. Promotion is intended to recognize individuals with a continuing and significant contribution to UHCL.

4.4.3 Deans will notify clinical faculty when they are eligible for promotion and the faculty member can choose to apply. Promotion follows the tenure-track promotion schedule. Each college must define criteria and university by-laws outline the process for promotion. This process must include a review by a committee primarily composed of faculty from the academic program(s) the candidate serves, including Clinical and tenure-track faculty (Assistant, Associate, and Full Professors), with a majority holding tenure. Faculty from outside the program may be included as needed, in consultation with the Dean. Promotion decisions require approval by the appropriate Dean, followed by submission to the Senior Vice President for Academic Affairs and Provost for further review. Final approval rests with the President.

4.4.4 Promotion to associate earns a 5% salary increase. Promotion to full earns an 8% salary increase.

4.5 Research Faculty – Appointment as research assistant professor, research associate professor, or research professor will be a non-voting NTT appointment.

Research professorships are designed to establish a long-term relationship, typically focused on research conducted at or in collaboration with UHCL. These positions do not carry any teaching obligations.

4.5.1 There may be periods when the individual is not engaged in remunerated work. Compensation for duties as a Research Professor, if provided, generally depends on the availability of external funding and is not sourced from the state teaching budget. If the position is intended as a courtesy appointment, this will be explicitly stated in the offer letter.

4.5.2 Research faculty appointments are one full academic year. Reappointment as research faculty is possible.

4.5.3 Research faculty may submit proposals for funding as principal investigators.

4.5.4 Research Faculty may teach courses when needed. In such cases, they take on the role of adjunct faculty and are subject to the same guidelines and policies that apply to adjunct faculty. Compensation for teaching duties is provided from the same budget allocated for adjunct faculty.

4.5.5 Research faculty may serve on thesis and dissertation committees at the option of individual colleges as outlined in college by-laws.

4.5.6 Completion of a terminal degree is required for the appointment with appropriate experience and background for each of those ranks and may carry whatever rank is appropriate (e.g., research associate professor). College faculty and dean will establish criteria in their criteria for each rank of Research Faculty.

4.5.7 Rank of a Research Faculty position will be specified in the offer letter. The promotion schedule mirrors that of tenure-track faculty. However, Research Faculty are not required to pursue promotion as a condition of reappointment.

4.6 Post-Doctoral Fellow – The position of Post-Doctoral Fellow is a non-voting NTT position.

4.6.1 The designation of Post-Doctoral Fellow can be conferred upon an individual whose duties normally consist of conducting research with a faculty member or within an academic program at UHCL.

4.6.2 A Post-Doctoral Fellow is normally appointed for one year or more after completion of a doctoral degree and is typically hired by the university in cases where external funding is available.

5. Annual Review

5.1 All full-time NTT faculty members employed for two continuous semesters are required to submit documentation for Annual Review.

5.2 Each college shall develop, maintain, and publish an AFR policy that clearly defines the performance and productivity expectations for all paid NTT faculty who hold appointments greater than one academic year. College AFR policies will rate a faculty member's based on duties outlined in the offer letter each year. The lowest possible rating on a college's NTT AFR rating scale will be called "does not meet expectations." A "does not meet expectations" rating indicates that a faculty member has not met the minimum expectations for performance and productivity within a given professional domain for the annual review period.

6. Dismissal and non-reappointment

6.1 NTT faculty are not guaranteed reappointment. Notice of non-reappointment for the following academic year must be provided by May 15.

6.2 Dismissal of a Non-Tenure-Track faculty during the term of appointment will be in accordance with Policy ____.