

Memorandum of Administrative Policy Non-Tenure Track Academic Appointments

Area: Academic Affairs
Section: Faculty Appointment
Number: 02.A.01 AP

Purpose

The purpose of this policy is to define those 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 approval of the president.

Definitions

1. Proof of completion of a terminal degree: this shall be either an official transcript showing the conferral of the degree or a letter of completion from the university which conferred the degree.
2. Courtesy Appointment: Courtesy Appointments are non-tenure track faculty unpaid appointments and may be used for the position of Visiting Faculty, Clinical Faculty, and Visiting Scholar. If any position is to be considered a courtesy appointment, it will be designated as such in the offer letter.

Policy

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.

2. All of these ranks have appointments for up to 1 year unless described below. Unless specified in the letter of appointment, the university at its discretion may or may not continue the appointment for subsequent years. Such reappointments will normally involve the needs of the university and non-reappointment has no negative implications concerning the quality of work by the individual.

Instructional Level Requirements

1. Undergraduate: To teach undergraduate courses a person must have at least a master's degree with 18 graduate hours in the teaching discipline.
2. Graduate: To teach graduate courses a person must have either a terminal degree or special expertise or credentials and be approved by the Provost.

Limitations & Conditions by Rank

1. Lecturer
 - a. Appointment as a Lecturer will be a non-tenure track appointment. Completion of a terminal degree is not required for the appointment.
 - b. This rank has two distinct normal uses. First, it can be used for a full-time teaching position. Second, it can be used to appoint a full-time employee in a noninstructional role who will also teach with full responsibility for one or more courses.
 - c. Lecturer appointments may be for a term of one semester or for a full academic

year.

d. Roles:

- i. Full-Time Lecturer: The normal teaching load for a full-time lecturer is twelve (12) semester credit hours, but deans may make exceptions for good and sufficient reasons. Other responsibilities for lecturers will be assigned by the dean as appropriate. Performance evaluation will reflect instructional performance and performance in any other assigned duties according to a weighting determined by the dean. College by-laws should specify if lecturers are accorded voting rights for college issues.
- ii. Part-Time Lecturer: A full-time employee may also be designated a Lecturer if that employee has part-time instructional duties as a normal part of his or her workload. For this instructional portion of the lecturer's appointment, the criteria for regular faculty appointments will apply. Performance evaluation will reflect instructional performance and performance in any other assigned duties according to a weighting determined by the dean.

2. Senior Lecturer

- a. Appointment as senior lecturer is intended to recognize individuals with a continuing and significant contribution to teaching at UHCL. It has the same basic conditions as that of lecturer. In addition, the appointee must have taught full time at UHCL for 6 years or more.
- b. College by-laws must define process and criteria for promotion to senior lecturer. The process must include a review by a committee that consists of tenured and tenure track faculty as well as senior lecturers from within the academic program(s)

the lecturer serves. Promotions must be approved by the appropriate Dean.

- c. Senior lecturers shall have a term of appointment for three years. Dismissal of a senior lecturer during the term of appointment will be in accordance with Policy "Dismissal of Faculty Members."
- d. Those individuals already employed with the Senior Lecturer title by UHCL at the time of passage of the policy may retain the title. All new appointments as senior lecturer are subject to the processes outlined above.

3. Visiting Faculty

- a. Appointment as a visiting lecturer, visiting assistant professor, visiting associate professor, or visiting professor will be a non-tenure track appointment. If any visiting faculty position is to be considered a courtesy appointment, it will be designated as such in the offer letter.
- b. All visiting faculty positions are temporary and established for a specified period, usually for a semester or an academic year. Any appointments over one year are subject to annual review.
- c. Completion of a terminal degree is required for appointment above the rank of visiting lecturer, with appropriate experience and background for each rank, and may carry whatever rank is appropriate.
- d. The workload associated with all visiting faculty positions is articulated in the offer letter.

4. Auxiliary Faculty

a. Clinical Faculty

- i. Appointment as a clinical assistant professor, clinical associate professor, or clinical professor will be a non-tenure track appointment. If any clinical faculty position is to be considered a courtesy appointment, it will be designated as such in the offer letter.
- ii. Clinical professorships are intended for a continuing relationship over an extended period of time. They do not represent a commitment for a particular teaching load and may include periods during which the individual is not teaching or performing remunerated work. Pay, if any, will depend on the responsibilities at the time.
- iii. Appointments are subject to annual review.
- iv. College by-laws must define process and criteria for promotion. The process must include a review by a committee of tenured and/or tenure track faculty from within the academic program(s) the faculty serves. Promotions must be approved by the appropriate Dean.
- v. Completion of a terminal degree is required for the appointment, with appropriate experience and background for each rank.

5. Research Faculty

- a. Appointment as research assistant professor, research associate professor, or research professor will be a non-tenure track appointment. If any research faculty position is to be considered a courtesy appointment, it will be designated as such in the offer letter.

- b. Research professorships are intended for a continuing relationship over an extended period of time, usually involving research at or in collaboration with UHCL. They do not represent a commitment for a particular teaching load and may include periods during which the individual is not performing remunerated work. Pay, if any, will typically depend on availability of external funding and will not be paid from the state teaching budget.
- c. Appointments are subject to annual review.
- d. Research faculty may submit proposals for funding as principal investigators. Research faculty may teach courses and are subject to the same stipulations as adjunct faculty and may be paid from the same budget for teaching duties. Research faculty may serve on thesis and dissertation committees at the option of individual college by-laws.
- e. Completion of a terminal degree is required for the appointment, with appropriate experience and background for each rank.

6. Post-Doctoral Fellow

- a. 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.
- b. 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 when external funding is available. Any appointments over one year are subject to annual review.

7. Visiting Scholar

- a. The designation of visiting scholar can be conferred upon an individual who conducts scholarly activity with a faculty member or with an academic program at UHCL. Typically, the visiting scholar comes to the University with external funding and with another university or research center affiliation. If any visiting scholar position is to be considered a courtesy appointment, it will be designated as such in the offer letter.

Revision Log

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Approval

Approved by University Council:

March 14, 2019

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