

SAP 12.07.99.T0.01 Fixed-Term Faculty Appointments

New/Approved: May 2, 2016
Next Scheduled Review: May 2, 2021



Procedure Statement

Tarleton State University may appoint fixed-term faculty members as needed, and may promote to higher ranks as deemed appropriate.

Reason for Procedure

This procedure establishes the principles and guidelines for the appointment and promotion of fixed-term faculty members at Tarleton State University (Tarleton).

Procedures and Responsibilities

1. GENERAL

- 1.1 Fixed-Term Faculty positions are full-time appointments that bring excellence to the university through high quality professionals in teaching, and/or scholarly/creative activity, and/or service.

2. PROFESSIONAL TRACK FACULTY

- 2.1 Professional Track Faculty must hold a terminal degree in the teaching field or related discipline and be appropriately credentialed to the courses assigned prior to the first day of class.
- 2.2 Professional Assistant Professor – Entry-level rank requiring the appropriate terminal degree.
- 2.3 Professional Associate Professor – Terminal degree and five years of experience at the professional assistant professor rank.
- 2.4 Professional Full Professor – Terminal degree and five years of experience at the professional associate professor rank.
- 2.5 Contracts for Professional Assistant Professors will be on an annual basis, contracts for Professional Associate Professors may be up to three years, and contracts for Professional Full Professors may be up to five years.

- 2.6 Application for promotion in rank shall follow the standard department, college, and university criteria and processes with the exception that the dossier shall include required documentation for only those areas of teaching, scholarly/creative activity and/or service that have been part of the faculty member's responsibility.

3. RESEARCH TRACK FACULTY

- 3.1 Research track faculty positions are typically full-time appointments within a research-based unit whose primary responsibilities are designing, conducting, and managing research (including serving as principal investigator when appropriate), preparing publications, supervising student research, and actively participating in the continuing effort to improve the research in departments, colleges and the university. Research track faculty are generally not required to teach courses (unless indicated in the letter of appointment), but could be afforded the opportunity if there is a program need and funding is available. Research track faculty may be appointed at less than a full-time basis if clearly specified by workload percentages in the letter of appointment.
- 3.2 Research Assistant Professor - Entry-level rank requiring a terminal degree in a discipline germane to the research program and evidence of strong research abilities and potential for scholarship.
- 3.3 Research Associate Professor - Terminal degree and five years of experience as a Research Assistant Professor. This rank requires an exemplary level of accomplishment as measured against the contribution of others in the field; professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of the university; and evidence indicating a commitment to maintaining the level of competence in research expected of a faculty member.
- 3.4 Research Full Professor - Terminal degree and five years of experience at the Research Associate Professor rank. A research full professor must demonstrate continuing accomplishments and evidence of national and international recognition in research; and evidence of valuable professional service.
- 3.5 Contracts for Research Assistant Professors will be on an annual basis, contracts for Research Associate Professors may be up to three years, and contracts for Research Full Professors may be up to five years.
- 3.6 Application for promotion in rank shall follow the terms of the contract.

4. NON-TERMINALLY DEGREED FACULTY

- 4.1 Lecturer – Lecturers must hold at least a bachelor's degree and demonstrate advanced expertise through work experience in the field.

- 4.2 Instructor - Instructors are full-time teaching appointments. Instructors must hold at minimum a master's degree in the teaching field or related discipline, demonstrate competence in their teaching discipline, and be appropriately credentialed for courses taught prior to the first day of class
- 4.3 Senior Instructor/Assistant Professor (as of September 1, 2017, this rank will be classified as Senior Instructor only. Individuals currently serving as Assistant Professors under this ranking may retain the Assistant Professor title) – Minimum of master's degree and clear evidence of teaching excellence and professional achievement, with at least five years of experience at Instructor rank.
- 4.4 Contracts for Lecturers and Instructors will be issued on an annual basis, and Assistant Professor/Senior Instructor may be issued for up to three years.
- 4.5 Application for promotion in rank shall follow the standard department, college, and university criteria and processes with the exception that the dossier shall include required documentation for only those areas of teaching, scholarly/creative activity and/or service that have been part of the faculty member's responsibility.

5. VISITING FACULTY

- 5.1 Visiting faculty positions are annual, limited term appointments. Visiting appointments can be made at assistant, associate, or professor rank, depending on qualifications and experience. Visiting faculty may have duties that include teaching, scholarly/creative activity, and/or service as detailed in the appointment letter. Visiting faculty must hold a terminal degree in the teaching or related discipline and be appropriately credentialed for courses taught prior to the first day of class. Visiting faculty members may be reappointed annually for up to a total of three years. With the approval of the dean and Provost, they may be extended for an explicitly defined period of time.

6. APPOINTMENT AND EVALUATION

- 6.1 All Fixed-term faculty members will be provided with a letter of appointment that will outline the initial terms and conditions of employment and detail the necessary teaching, and/or scholarly/creative activity, and/or service expectations of the position.
- 6.2 All appointment letters will indicate that the position is non-tenure track and will expire upon completion of the appointment term indicated unless extended in accordance with Section 3.2 of System Policy *12.07* or dismissal of the faculty member under Section 4 of this policy.
- 6.3 All Fixed-term faculty members will be evaluated annually using standard faculty review processes. The review will include an examination of all requirements established in the original letter of appointment and other requirements that may be added during annual reviews. Evaluations will be filed in the dean's office and will accompany any subsequent recommendations for re-hiring. Continuing extension of employment must be approved by the dean each year. All recommendations for promotion must be approved by the Provost.

- 6.4 Upon recommendation by the dean and approval by the Provost, appointments for Fixed-Term Faculty may be made at less than full time.

7. DISMISSAL

- 7.1 All Fixed-term faculty whose appointment has not expired may be dismissed for cause on the same basis as tenured faculty members as outlined in System Policy *12.01*.
- 7.2 When dismissing Fixed-term faculty members for cause, Tarleton will follow System Policy *12.01*, Section 6.
- 7.3 Fixed-term faculty members may be placed on administrative leave pending an investigation as described in System Policy *12.01*, Section 5.
- 7.4 Fixed-term faculty are subject to dismissal in the event of financial exigency or the termination or reduction of existing programs as provided in System Policy *12.01*, Section 9.

Related Statutes, Policies, or Requirements

System Policy 12.01, [*Academic Freedom, Responsibility, and Tenure*](#)

System Policy 12.07, [*Fixed Term Academic Professional Track Faculty*](#)

Tarleton SAP 12.02.99.T0.01 [*Procedures for Implementing Tenure*](#)

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