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 standard administrative procedure (SAP) establishes the principles and guidelines for the appointment and promotion of fixed-term faculty members at Tarleton State University (Tarleton) and supplements System Policy 12.07, Fixed Term Academic Professional Track Faculty.

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 TEACHING FACULTY

   2.1 Professional track teaching faculty are typically full-time appointments within an academic department and carry the expectation for significant contributions in the area of teaching and service. Professional teaching faculty are generally not required to contribute significantly to scholarly or creative work. Faculty appointed to this track 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 with evidence of expertise in the area of teaching and service and potential for ongoing development in assigned areas of responsibility. Appointments to this rank are for one or two year terms.

2.3 Professional Associate Professor – This rank requires an exemplary level of accomplishment in the areas of teaching and service when compared to the contributions of others in the discipline; 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 teaching and service expected of a faculty member. Appointments to this rank are for three to four year terms. Application for promotion to Professional Associate Professor is submitted no earlier than the fall of the sixth year of service in rank.

2.4 Professional Full Professor – This rank indicates significant and continuing accomplishments and evidence of advanced recognition in the areas of teaching and service. Appointments to this rank are for terms up to five years. Application for promotion to Professional Full Professor is submitted no earlier than the fall of the fifth year in rank.

2.5 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 and service that are part of the faculty member’s responsibility, unless specified differently in the appointment letter.

3. PROFESSIONAL TRACK RESEARCH FACULTY

3.1 Professional track research 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. Appointments to this rank are for one to two year terms. Faculty appointed to this track must hold a terminal degree in the research field or appropriately related discipline.

3.2 Research Assistant Professor - Entry-level rank requiring demonstration of strong research abilities and potential for advanced scholarship. Appointments to this rank are for one to two year terms.

3.3 Research Associate 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. Appointments to this rank are for three to four year terms. Application for promotion to Research Associate Professor is made no earlier than the fall of the sixth year of service in rank.

3.4 Research Full Professor - This rank must demonstrate continuing accomplishments and evidence of national and international recognition in research; and evidence of valuable professional service. Appointments to this rank are for terms up to five years. Application for promotion to Research Full Professor is made no earlier than the fall of the fifth year of service in rank.

3.5 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 are part of the faculty member’s responsibility, unless specified differently in the appointment letter.

4. NON-TERMINALLY DEGREE FACULTY

4.1 Lecturer – Lecturers must hold at least a bachelor’s degree and demonstrate advanced expertise through work experience in the field. Appointments are one year terms.

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. Appointments are one year terms.

4.3 Senior Instructor/Assistant Professor (as of September 1, 2017, this rank is classified as Senior Instructor only. Individuals serving as Assistant Professors under this ranking as of September 1, 2017 may retain the Assistant Professor title) – Minimum of master’s degree and clear evidence of teaching excellence and professional achievement. Appointments to this rank are for terms up to three years. Application for promotion is made in the fall of the sixth year of service at the Instructor rank.

4.4 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, unless specified differently in the appointment letter.

5. VISITING FACULTY

5.1 Visiting faculty positions are annual, limited term appointments. Visiting appointments are 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 are provided with a letter of appointment that outlines the initial terms and conditions of employment and details the necessary teaching, and/or scholarly/creative activity, and/or service expectations of the position.

6.2 All appointment letters indicate the position is non-tenure track and expires upon completion of the appointment term indicated unless extended in accordance with Section 3.2 of System Policy 12.07, *Fixed Term Academic Professional Track Faculty* or dismissal of the faculty member under Section 7 of this SAP.

6.3 All fixed-term faculty members are evaluated annually using standard faculty review processes and in accordance with the terms described in the letter of appointment and Tarleton SAP 12.99.99.T0.01, *Performance Development and Evaluation of Faculty*.

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. **RENEWAL**

7.1 In accordance with Education Code, Section 51.943, when the university determines it is in the best interest to renew a faculty member with a fixed term, the university will provide a renewal letter not later than 30 days before the first day of the academic year.

8. **DISMISSAL**

8.1 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, *Academic Freedom, Responsibility, and Tenure*.

8.2 When dismissing fixed-term faculty members for cause, Tarleton will follow System Policy 12.01.

8.3 Fixed-term faculty members may be placed on administrative leave pending an investigation as described in System Policy 12.01.

8.4 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.
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*

Tarleton SAP 12.99.99.T0.01, *Performance Development and Evaluation of Faculty*

*Education Code, Section 51.943*

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