

SAP 12.07.99.T0.01 Fixed-Term Faculty Appointments

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Procedure Summary

Tarleton State University (Tarleton or university) may appoint fixed-term (not tenure-eligible) faculty members as needed, and may promote to higher ranks as deemed appropriate. This standard administrative procedure (SAP) establishes the principles and guidelines for the appointment and promotion of fixed-term faculty members at Tarleton and supplements System Policy 12.07, *Fixed Term Academic Professional Track Faculty*.

Procedure

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, and whose contributions are not expected to include all three areas required for tenure.

2. PROFESSIONAL TRACK TEACHING FACULTY

- 2.1 Professional track teaching faculty positions are typically full-time appointments within an academic department and carry the expectation for significant contributions in the areas of teaching and service. Professional teaching faculty are generally not required to contribute to scholarly or creative work. Faculty appointed to this track generally 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. Exceptions to having a terminal degree must be due to disciplinary practice and approved by the provost.
- 2.2 Professional Assistant Professor – This is an entry-level rank for faculty who have less than six years of teaching experience in the discipline for which they were hired and potential for ongoing development in assigned areas of responsibility. Appointments are renewable, for terms up to two years.

- 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 are for terms up to three years and are renewable. 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 Professor – This rank indicates significant and continuing accomplishments and evidence of advanced recognition in the areas of teaching and service. Appointments are for terms up to five years and are renewable. Application for promotion to Professional Professor is submitted no earlier than the fall of the fifth year of service in rank.
- 2.5 Application for promotion to the next highest level in rank shall follow the same department, college, and university review and evaluation processes for tenured and tenure-track faculty members, but shall only consider the criteria for teaching, research/scholarship, and/or service that are assigned in the faculty member’s appointment.

3. PROFESSIONAL TRACK RESEARCH FACULTY

- 3.1 Professional track research faculty positions are typically full-time appointments within an academic department or a research-based unit whose primary responsibilities are research or other scholarly or creative work. Faculty appointed to this track may be responsible for 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. Professional research 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. Faculty appointed to this rank must hold a terminal degree in the research field or appropriately related discipline.
- 3.2 Research Assistant Professor – This is an entry-level rank for faculty who have less than six years of research experience in the discipline for which they are hired, requiring demonstration of strong research abilities and potential for advanced scholarship and ongoing development in assigned areas of responsibility. Appointments are for terms up to two years and are renewable.
- 3.3 Research Associate Professor - This rank requires an exemplary level of accomplishment in research 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

research expected of a faculty member. Appointments are for terms up to three years and are renewable. Application for promotion to Research Associate Professor is submitted no earlier than the fall of the sixth year of service in rank.

3.4 Research Professor - This rank indicates significant and continuing accomplishments, evidence of national and international recognition in research as well as valuable professional service. Appointments are for terms up to five years and are renewable. Application for promotion to Research Professor is submitted no earlier than the fall of the fifth year of service in rank.

3.5 Application for promotion to the next highest level in rank shall follow the same department, college, and university review and evaluation processes for tenured and tenure-track faculty members, but shall only include consideration of the criteria for teaching, research/scholarship, and/or service that are assigned in the faculty member's appointment.

4. CLINICAL TRACK FACULTY

4.1 Professional track clinical faculty positions are typically full-time appointments in disciplines related to healthcare and healthcare delivery for experienced and skilled practitioners in the field. These appointments carry the expectation for significant contributions in the areas of didactic and practicum teaching and service. Professional clinical faculty are generally not required to contribute significantly to scholarly or creative work. Faculty in this track must be credentialed to teach courses assigned in their appointment. With the exception of Clinical Instructors, faculty appointed to this track must hold a terminal degree in the teaching field or related discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis with documentation on file, showing how the experience relates to the specific course(s) being taught. All professional clinical faculty must hold a Texas state license as required by the discipline, or be license-eligible at the time of hire, with the expectation that Texas licensure be achieved within the timeline specified in the appointment letter.

4.2 Clinical Instructor – Faculty at this rank are professional track faculty hired to meet the instructional needs of the department/program. Clinical Instructors must hold at least a Master's degree in the teaching or related disciplines and hold any current license and/or certification as required by the respective discipline. Appointments are for terms up to one year and are renewable.

4.3 Clinical Assistant Professor – This is an entry-level rank for faculty who have less than six years of teaching experience in the discipline for which they are hired and potential for ongoing development in assigned areas of responsibility. Appointments are for terms up to two years and are renewable.

4.4 Clinical 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 are for terms up to three years and are renewable. Application for promotion to Clinical Associate Professor is submitted no earlier than the fall of the sixth year of service in rank.

- 4.5 Clinical Professor – This rank indicates significant and continuing accomplishment and evidence of advanced recognition in the duties required by the appointment. Appointments to this rank are for terms up to five years and are renewable. Application for promotion to Clinical Professor is submitted no earlier than the fall of the fifth year of service in rank.
- 4.6 Application for promotion to the next highest level in rank shall follow the same department, college, and university review and evaluation processes for tenured and tenure track faculty members, but shall only include consideration of the criteria for teaching, research/scholarship, and/or service that are assigned in the faculty member’s appointment.

5. INSTRUCTOR TRACK FACULTY

- 5.1 Lecturer – Lecturers are teachers who hold at least a bachelor’s degree and 1) demonstrate advanced expertise through work experience in their field; or 2) make a unique contribution to teaching in the academic program. Lecturers may be considered for promotion to Instructor upon completion of their Master’s degree. Lecturers who are not eligible for credentialing will be partnered with a credentialed instructor of record for their courses. Appointments may be up to 100% appointment and are for one-year terms. Appointments may be renewable with approval by the dean.
- 5.2 Instructor – Instructor positions 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 for one-year terms and are renewable.
- 5.3 Senior Instructor – Senior Instructor positions are full-time teaching appointments. Senior Instructors must hold a minimum of a master’s degree in the teaching discipline and demonstrate clear evidence of teaching excellence and professional achievement. Appointments are for terms up to three years and are renewable. Application for promotion to Senior Instructor is submitted no earlier than the fall of the sixth year of service in rank.
- 5.4 Principal Instructor – Principal Instructor positions are full-time teaching appointments. Principal Instructors must hold a minimum of a master’s degree in the teaching discipline; clear evidence of superior teaching performance using multiple measures and professional achievement that support the mission/vision and values of Tarleton State University. Appointments are for terms up to five years and are renewable. Application for promotion to Principal Instructor is submitted no earlier than the fall of the fifth year of service in rank.

- 5.5 Application for promotion to the next highest level in rank shall follow the same department, college, and university review and evaluation processes for tenured and tenure-track faculty members, but shall only include consideration of the criteria for teaching, research/scholarship, and/or service that are assigned in the faculty member's appointment.
- 5.6 A non-terminally degreed faculty member who had the title of Assistant Professor as of September 1, 2017 may retain that title. This rank is synonymous with the current rank of Senior Instructor, as defined in Subsection 5.3. A non-terminally degreed Assistant Professor who applies for and is granted promotion will move to the rank of Principal Instructor and forego the title of Assistant Professor.

6. CONTINGENT FACULTY

- 6.1 Contingent faculty are credentialed non-tenure track faculty who serve the university on a temporary or part-time basis. Contingent faculty are primarily responsible for instruction and are generally not required to contribute significantly to scholarly or creative work or service. These faculty are hired, appointed, and evaluated as other fixed-term faculty.
- 6.2 Visiting Faculty - Visiting faculty positions are typically annual, limited term appointments holding the title of visiting instructor, visiting assistant, visiting associate, or visiting professor, 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 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.
- 6.3 Adjunct Faculty – Adjunct faculty positions are typically semester-long, limited term appointments of individuals with appropriate qualifications who teach courses within their specialization on a contractual basis. While adjunct faculty normally teach part-time, they may be hired at greater than part-time due to extraordinary circumstances and with approval by the college dean.
- 6.4 Courtesy Faculty - Courtesy faculty positions are semester-long or annual limited term appointments extended to individuals with appropriate professional qualifications who provide service to the university of their own free will and with no material or monetary compensation, supplementing the teaching, research, or service activities of the university. Courtesy faculty shall be housed in an academic department consistent with their expertise. Courtesy faculty appointments must be in accordance with the requirements outlined in the university's [Volunteer Procedure](#).

7. APPOINTMENT AND EVALUATION

- 7.1 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.

- 7.2 All appointment letters indicate the position is non-tenure track and expires upon completion of the appointment term indicated unless extended in accordance with System Policy 12.07, Fixed Term Academic Professional Track Faculty or dismissal of the faculty member under Section 9 of this SAP.
- 7.3 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.
- 7.4 Upon recommendation by the Dean and approval by the Provost, appointments for fixed-term faculty may be made at less than full time.

8. RENEWAL

- 8.1 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.

9. DISMISSAL

- 9.1 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.
- 9.2 Fixed-term faculty members may be placed on administrative leave pending an investigation as described in System Policy 12.01.
- 9.3 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 Rule 12.01.01.T1, [Implementing Tenure and Promotion](#)

Tarleton SAP 12.99.99.T0.01, [Performance Development and Evaluation of Faculty](#)

[Education Code, Section 51.943](#)

Contact Office

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