



### **Part 3 – Academic Ranks and Titles**

#### **2-3-301 Academic Ranks.**

Academic ranks used for faculty shall consist of lecturer, instructor, senior lecturer, assistant professor, associate professor and professor. These ranks and titles shall be granted in accordance with University regulations and procedures adopted and maintained by the President in accordance with the ordinary governance process, and shall be subject to the final approval of the BOT.

There are three types of contract-renewable faculty not holding professorial rank [See 2-3-202(2) Contract-Renewable]. They are lecturer, senior lecturer and instructor.

- (A) The rank of lecturer and senior lecturer are reserved for contract-renewable faculty not holding professorial rank whose highest degree is a master's degree or equivalent. Lecturers can be promoted to the rank of senior lecturer.
  
- (ii) The rank of Instructor is reserved for contract-renewable faculty not holding professorial rank whose highest degree is a Ph.D., other terminal degree, or the equivalent. Instructors can be promoted through the ranks of assistant professor, associate professor, and professor.

#### **2-3-302 Rank Requirements.**

Minimum standards for academic rank shall be established as a means of aiding the University to obtain qualified personnel and to encourage continued professional growth through recognition of the individual's accomplishments in the classroom, in research, in professional activities or in other pursuits for the best interests of the University. These standards do not necessarily in and of themselves constitute qualifications for hiring or promotion. The common minimum standard involves the academic background as determined by the highest degree earned by the individual. Other criteria, when applicable, may be considered by the University in lieu of formal degree requirements. Positions may be advertised to permit applicants who have not completed the minimum degree requirement. When the position is filled by a candidate who has not completed the minimum degree requirement, the initial contract will specify the time period by which the degree requirements shall be

completed.

(1) Lecturer: The minimum preparation is:

- (a) the master's degree in the discipline in which the faculty member will have primary teaching responsibility, or
- (b) the master's degree in another discipline and at least 18 hours of graduate work in the discipline in which the faculty member will have primary teaching responsibility, or
- (c) completion of all the requirements for a terminal degree except for the dissertation or its equivalent in the discipline in which the faculty member will have primary teaching responsibility, or
- (d) qualifications as outlined in 2-3-303 Equivalencies.

(2) Senior Lecturer: The minimum preparation is completion of at least seven (7) years of successful academic performance and

- (a) the master's degree in the discipline in which the faculty member will have primary teaching responsibility, or
- (b) the master's degree in another discipline and at least 18 hours of graduate work in the discipline in which the faculty member will have primary teaching responsibility, or
- (c) completion of all the requirements for a terminal degree except for the dissertation or its equivalent in the discipline in which the faculty member will have primary teaching responsibility, or qualifications as outlined in 2-3-303 Equivalencies.

(1) Instructor: The minimum preparation is:

- (a) the doctoral degree, other terminal degree, or equivalent in the discipline in which the faculty member will have primary teaching responsibility, or
- (b) the doctoral degree, other terminal degree, or equivalent in another discipline and at least 18 hours of graduate work in the discipline in which the faculty member will have primary teaching responsibility, or
- (c) qualifications as outlined in 2-3-303 Equivalencies.

(2) Assistant Professor: The minimum preparation is:

- (a) the doctoral degree, other terminal degree, or equivalent in the discipline in which the faculty member will have primary teaching responsibility, or
- (b) the doctoral degree, other terminal degree, or equivalent in another discipline and at least 18 hours of graduate work in the discipline in which the faculty member will have primary teaching responsibility, or
- (c) qualifications as outlined in 2-3-303 Equivalencies.

(5) Associate Professor: The minimum preparation shall be an appropriate earned doctorate or other academic degree and/or professional certification considered terminal in the field, or qualifications as outlined in 2-3-303 Equivalencies, and four (4) years of successful academic performance.

(6) Professor: The minimum preparation shall be an appropriate earned doctorate or other academic degree and/or professional certification considered terminal in the field, or qualifications as outlined in 2-3-303 Equivalencies, and completion of at least seven (7) years of successful academic performance. Substantial evidence must be presented to document outstanding professional performance.

### **2-3-303 Equivalencies.**

In recognition of exceptional professional contributions or experience, exceptions to the rank requirements may be made for those who, because of professional reputation, stature, and appropriate experience, are worthy of such consideration. In each instance, the recommendation shall be made by the President to the BOT. Each case shall be presented on its own merits.

### **2-3-304 Special Status Faculty.**

#### **2-3-304(1) Affiliate Faculty.**

Affiliate professorships may be granted to University and non-University personnel who provide regular, recurring service to the University and/or its programs. Affiliate professors normally provide these services without salary compensation and serve only within their areas of expertise. All affiliate professors must be demonstrably qualified with experience, skills, and/or other qualifications that enable them to provide the services required by the University. Services may

include, but are not limited to: teaching of a course within one's area of specialty, and supervision of interns from the University to provide direct experience to students. The affiliate professor functions under the authority of the appropriate department/school/program area and in conjunction with the faculty therein.

Each affiliate professor must be approved by the department chair or by the school director if they are in the relevant discipline or their designee if not, and the dean of the college. The affiliate professor will then exercise their particular task under the authority of the appropriate department/school/program area and in conjunction with the faculty therein.

While realizing that services of significant proportions are continually delivered by individuals to the University, affiliate professors are individuals whose services are regular and recurring. These services may include, but are not limited to: teaching of a course within one's area of specialty, supervision of interns from the University to provide direct experience to students, etc.

Under normal circumstances, affiliate professors will receive no salary for services provided to the University except that with the approval of the CAO, non-University personnel may be paid an honorarium and/or travel expenses.

Following are guidelines for the recommendation and selection of affiliate professors:

- (a) The recommendation shall be initiated by the department chair or by the school director, if they are in the relevant discipline or their designee if not, and the dean of the college. Each recommendation shall delineate the qualifications, experience, and/or skills of the candidate, the specific service to be provided, salary (if any), terms and conditions of the appointment.
- (b) The recommendation shall be approved or not approved by the CAO.
- (c) The affiliate professor appointment form shall be signed by the individual and appropriate University officers.
- (d) The names of affiliate professors will appear in University catalogues.

### **2-3-304(2) Emeritus Faculty.**

Tenured faculty members and/or administrators in good standing who have served at the University for ten years or more and who have attained the rank of professor or associate professor will automatically be nominated, at the time of

retirement or at the time of Reduction in Force due to financial or program exigency, by the President to the BOT to become emeritus faculty. University faculty members and/or administrators in good standing who have served the University for a period fewer than ten years and who hold the rank of professor, associate professor, assistant professor or instructor, regardless of how long they have served, may at the time of retirement or at the time of Reduction in Force due to financial or program exigency, also be nominated for emeritus status. Such nominations may be made by the appropriate department chair/school director, the dean, CAO, or the President.

Nominations, except those originating with the CAO or President, shall be submitted to the CAO, who will forward their recommendations to the President. The President may make such a recommendation to the BOT. The BOT shall take final action on all nominations.

### **2-3-305 Academic Titles.**

Although faculty ranks are limited to lecturer, senior lecturer, instructor, assistant professor, associate professor, or professor, academic titles may be used for some faculty. Titles may include, but are not limited to, Visiting Faculty, Clinical Faculty, Research Faculty, and Professional-in-Residence (e.g., Artist-in-Residence, Executive-in-Residence, etc.). The designations used for ranks specified in 2-3- 301 Academic Ranks may not also be used for titles.

- (VII) Visiting Faculty. Visiting faculty may hold any faculty rank for which they meet the minimum requirements [See 2-3-302 Rank Requirements]. Visiting faculty positions are contract-renewable. Due to the limited duration of these positions, faculty in visiting positions are not eligible for promotion and are not considered continuing faculty for the purposes of distribution of any salary increase monies available each fiscal year [See 3-3- 701(1) Faculty Compensation Procedures].
- (VIII) Clinical Faculty. Clinical faculty may hold any faculty rank for which they meet the minimum requirements [See 2-3-302 Rank Requirements]. Clinical faculty positions are contract-renewable. Clinical faculty are eligible for consideration for promotion. The promotion criteria for Clinical Faculty shall be determined by the relevant program area faculty and shall be based primarily on excellence in clinical applications performance [See 2-3-901 Promotion Guidelines]. Clinical faculty are considered continuing faculty for the purposes of distribution of any salary increase monies available each fiscal year [See 3-3- 701(1) Faculty Compensation Procedures].

- (IX) Research Faculty. Research faculty may hold any faculty rank for which they meet the minimum requirements [See 2-3-302 Rank Requirements]. Research faculty positions are contract-renewable. Research faculty are eligible for consideration for promotion. The promotion criteria for Research Faculty shall be determined by the relevant program area faculty and shall be based primarily on excellence in research performance [See 2-3-901 Promotion Guidelines]. Research faculty are considered continuing faculty for the purposes of distribution of any salary increase monies available each fiscal year [See 3-3-701(1) Faculty Compensation Procedures].
- (X) Professional-in-Residence. Professionals-in-Residence (e.g., Artist-in-Residence, Executive-in-Residence, etc.) may hold any faculty rank for which they meet the minimum requirements [See 2-3-302 Rank Requirements]. Professional-in-Residence positions are contract-renewable. Professionals-in-Residence are eligible for consideration for promotion. The promotion criteria for Professionals-in-Residence shall be determined by the relevant program area faculty and shall be based primarily on excellence in performance in the relevant area of expertise [See 2-3-901 Promotion Guidelines]. Professionals-in-Residence are considered continuing faculty for the purposes of distribution of any salary increase monies available each fiscal year [See 3-3-701(1) Faculty Compensation Procedures].

## **Policy History**

### **2-3-301 ACADEMIC RANKS.**

Section 2-3-301 unnumbered paragraphs one and two amended (Nov 2012)

Subsection 2-3-301(i) amended (Nov 2012)

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Section 2-3-301 amended (Nov 2011)

### **2-3-302 RANK REQUIREMENTS.**

Section 2-3-302 amended (Jun 2013)

Subsection 2-3-302(1), (2), (3), (4), (5) and (6) amended (Nov 2012)

Section 2-3-302 amended (Nov 2011)

Subsection 2-3-302(1) Instructor/Lecturer amended (Nov 2011)

Subsection 2-3-302(2)(a)(b)(c)(d) Assistant Professor amended (Nov 2011)

Subsection 2-3-302(3) Associate Professor amended (Nov 2011)

Subsection 2-3-302(4) Professor amended (Nov 2011)

**2-3-304 SPECIAL STATUS FACULTY.**

Subsection 2-3-304(2) Emeritus Faculty amended (Nov 2011)

Subsection 2-3-304(1) Affiliate Faculty unnumbered paragraph three amended (Nov 2011)

Subsection 2-3-304(1)(d) Affiliate Faculty unnumbered paragraph four and 4(d) amended (Nov 2011)

**2-3-305 ACADEMIC TITLES.**

Section 2-3-305 amended (Mar 2013)

Section 2-3-305 Academic Titles section added (Nov 2011)