

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.1	Academic Titles	Revised:	May 2008
Policy 3.1.1	Academic Titles	Responsibility:	Vice President for Academic Administration

ACADEMIC TITLES

Policy

All faculty positions are identified by titles in the Regents' *Rules and Regulations*, [Rule 31001](#).

Full-time Status

A faculty member is any individual holding an academic title listed below, with the exception of Assistant Instructors or Teaching Assistants, and is in compliance with full-time academic service standards at the Health Science Center when he/she is compensated for 100% effort by the Health Science Center, or by the Health Science Center and affiliated institutions, with the approval of the President; and, the responsible Dean(s) and Chair(s) certify that regular, recurring teaching assignments along with research responsibilities and assigned responsibilities, in any approved combination thereof, equal full-time effort in an academic titled position.

Tenure Track Titles

Professor, Associate Professor, and Assistant Professor are the only academic titles in which faculty members may hold tenure, except for the title of Regental Professor. The only exception is the title of Instructor, in that time in this title may be applied to the maximum probationary period if explicitly approved and put in writing by the appropriate Dean and the Vice President for Academic Administration.

Non-Tenure Track Titles

Tenure cannot be awarded to persons holding the following titles nor does time in these academic titles count toward the maximum probationary time toward tenure. The only exception is the title of Instructor, in that time in this title may be applied to the maximum probationary period if explicitly approved and put in writing by the appropriate Dean and the Vice President for Academic Administration.

Individuals appointed to full-time positions for the primary purpose of patient care and other service activities or to full-time or part-time positions for the primary purpose of research activities will be given one of the following titles, even though the individuals may be assigned limited teaching responsibilities:

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- Professor/Clinical or Professor/Research of _____ (title of specialty)
 - Associate Professor/Clinical or Associate Professor/Research of _____(title of specialty)
 - Assistant Professor/Clinical or Assistant Professor/Research of _____ (title of specialty)
 - Instructor/Clinical or Instructor/Research of _____ (title of specialty)

For persons appointed to these positions, all appointment letters, personnel forms, budgets, and other official documents of the Health Science Center shall state in parenthesis following the name and title of the individual either (nontenured clinical appointment) or (nontenured research appointment), as appropriate.

Service in these positions shall not be credited as faculty service toward satisfaction of a required probationary period for the award of tenure. Appointment to these titles is for a stated period of time not to exceed one academic year. Such appointments shall terminate upon expiration of the stated period without notification. Reappointments may be offered to individuals holding these titles.

Part-time or Full-time Non-Tenure Track Titles

Instructor: This title denotes a probationary appointment as a member of the faculty. During the period of probationary appointment to this rank, the scholarly competence, teaching performance, and professional promise of the faculty member will be evaluated. Appointments to this title cannot be terminated without due notification of non-renewal.

Lecturer: This title may be used for individuals who serve as teachers and whose experience and qualifications are comparable to those of faculty members in untenured, tenure-track positions.

Senior Lecturer: This title may be used for special teachers who augment and complement regular teaching faculty and whose experience and qualifications are comparable to those of faculty members in tenured positions.

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Assistant Instructor or Teaching Associate: These titles may be used interchangeably for: (1) certain graduate students teaching on a part-time or full-time basis who are in the last phase of their doctoral programs and who are unconditionally enrolled in graduate study, or (2) persons who, because of the nature of their duties such as in a laboratory or in a hospital, do not qualify for one of the usual academic titles and do not hold the academic training or professional distinction usually required for attaining tenured positions.

Teaching Assistant: This title usually applies to graduate students who are teachers and who are employed on a part-time basis.

Faculty Associate: This title may be applied to a person assigned to a research or non-teaching center, institute, or other unit or interdisciplinary program.

Specialist: This title may be used for professional individuals who serve as practitioners in specific areas of instruction, training, or supervision. Upon approval of the President, the title may carry appropriate descriptive prefixes so as to indicate the specific area of proficiency.

Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor: These titles are used only for temporary appointments of persons either visiting from other institutions where they hold similar ranks or who are brought to the University on a trial basis. Such appointments are limited to two years unless an exception is approved in writing by the appropriate Executive Vice Chancellor.

Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor: Except in special circumstances, qualified individuals appointed to these titles are part-time faculty whose function is to participate in a teaching program (e.g., teaching a course or participating in the teaching of a course(s)). These titles may only be used for individuals whose functions do not include patient care. Tenure may not be granted to individuals in these positions nor may time in these positions be counted as probationary time toward tenure. Appointments to these titles are made on the recommendation of the Chair with the approval of the appropriate Dean, the President, the Executive Vice Chancellor for Health Affairs, and the Board of Regents. Appointments to the faculty with an adjunct title may be with or without salary and shall be for a stated period of time not to exceed one

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academic year. Such appointments shall terminate without notification upon expiration of the stated period of appointment. Reappointments may be offered to individuals holding these titles.

Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor: These titles may be used to appoint a qualified individual to either part-time or full-time service on the faculty while involved in a professional clinical experience program. Tenure may not be granted in these positions nor may time in these positions be counted as probationary time toward tenure. Appointments to these titles are made on the recommendation of the Chair with the approval of the appropriate Dean, the President, the Executive Vice Chancellor for Health Affairs, and the Board of Regents. Appointments to the faculty with a clinical title may be with or without salary and shall be for a stated period of time not to exceed one academic year. Such appointments shall terminate without notification upon expiration of the stated period of appointment. Reappointments may be offered to faculty members holding these titles.
