

*Office of the Dean*

**SUBJECT:** Non-Tenure-Accruing Faculty Members

**DATE:** April 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding of standards and procedures concerning employment, evaluation, and promotion in rank of faculty employed in non-tenure-acquiring ranks. Related OPs: [32.34](#), [32.17](#), [32.32](#)

**REVIEW:** This OP will be reviewed when changes are necessitated by new college or university policies.

## **POLICY**

At Texas Tech, there are special full-time appointments that do not acquire tenure ([OP 32.17](#)). These include:

- Lecturer/Senior Lecturer
- Assistant Professor of Practice/Associate Professor of Practice/Professor of Practice
- Visiting Assistant Professor/Visiting Associate Professor/Visiting Professor
- Adjunct Assistant Professor/Adjunct Associate Professor/Adjunct Professor
- Research Assistant Professor, Associate Professor, Research Professor

Although faculty with the above full-time appointments do not acquire tenure, persons serving in these positions have the same academic freedom as tenured and tenure-track faculty.

### **Employment**

Employment in the above ranks requires annual reappointment that may be renewed beyond six years only at the discretion of the department.

### **Evaluation**

It is incumbent upon each unit employing persons in non-tenure-track positions to maintain a system of evaluation for these individuals. Based on college guidelines, each department will prepare written standards to be used in the evaluation of these faculty members. Annual reports must be collected and review provided as for other faculty (OP 32.32). In the College of Human Sciences, it is expected that all non-tenure-track faculty members employed half-time or greater will submit an annual report and will receive an annual evaluation from their department chairperson and/or other supervisor as appropriate. The content areas of their report will be based on their assignment. Results of the evaluation will be used to determine reappointment or, retention for those with continuing appointment, as well as for merit considerations ([OP 32.32](#)).

### **Promotion in Rank**

Rank for visiting and adjunct faculty is decided at the time of the appointment based on their credentials. The limited nature of these appointments precludes the opportunity for promotion in rank. Instructor is a single level rank with no advanced level.

Faculty members holding Professor of Practice and Research Professors designations are eligible for promotion in rank. Application for promotion to the associate rank may be considered in conjunction with the application for continuing appointment (fall semester of the sixth year) if the faculty chooses to be considered. Continuing appointment and promotion in rank are two distinct decisions but are typically considered simultaneously. Both are optional.

Requests for advancement in rank can also be made separately from continuing appointment consideration. Such a request may occur any time after the sixth year of full-time employment. Faculty members have the option to be considered for further promotion any time six years after the previous promotion.

## **PROCEDURE**

### Employment

Employment of non-tenure track faculty follows university guidelines ([OP 32.34](#)) and college policies/practices.

### Evaluation

Faculty evaluation guidelines are described fully in OP [32.32](#) and the COHS Faculty and Staff Evaluation policy. These guidelines apply to non-tenure-accruing faculty members.

### Promotion in Rank

The procedure for application for advancement in rank is identical to that for continuing appointment.

## **DOCUMENTS INCLUDED**

[32.34](#) Continuing Appointment and Promotion of Faculty in Lecturer, Professor of Practice, and Research Professor Titles

[32.17](#) Faculty Appointments and Titles

[32.32](#) Performance Evaluations of Faculty

[Non-Tenure-Accruing Faculty Members](#)

[Continuing Appointment and Promotion Policy](#)

[Faculty and Staff Evaluation Policy](#)

*Approved by Faculty Council April 2022*