



## **Texas Tech University**

### **Operating Policy and Procedure**

#### **OP 32.17: Faculty Appointments and Titles**

**DATE:** September 13, 2006

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to conferring faculty appointments and titles.

**REVIEW:** This OP will be reviewed in April of even-numbered years by the senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by May 15.

### **POLICY/PROCEDURE**

#### **1. Titles**

- a. The titles for tenure-eligible appointments to the faculty of Texas Tech University are Horn Professor, professor, associate professor, and assistant professor. Titles for non tenure-eligible appointments to the faculty are research professor (at all professorial ranks), research scientist, lecturer, and instructor. The teaching assistant title is a faculty title reserved for graduate students who serve part time in the instructional role.
- b. The titles for appointments to research roles are research scientist and research professor. These titles are reserved for non tenure-acquiring appointments.
- c. The terms *adjunct* and *visiting* are used with the appropriate faculty rank for non-continuing, non tenure-acquiring appointments. *Part-time* is used with the appropriate faculty rank for less than full-time academic appointments.
- d. Endowed chairs and professorships shall carry the designation in accordance with the conditions of the award.

#### **2. The following definitions should be considered with respect to appointments:**

##### **a. Horn Professor**

Horn Professorships, the highest honor the university may bestow on members of its faculty, are granted to professors in recognition of national or international distinction for outstanding teaching, research, or other creative achievement. The number is not limited and no attempt is made to maintain any fixed ratio among colleges or departments. See OP 32.09 for detailed information regarding appointment procedures.

##### **b. Professor**

Individuals appointed to this rank meet the criteria for associate professors and also provide evidence of sustained achievement and productivity in the areas of teaching, research or

creative activity, and service. These individuals should be outstanding teachers, contributing members of their disciplines, and provide substantial service to the institution. Criteria for appointment of professor include maturity of thinking, demonstrated ability to communicate and inspire students and less experienced colleagues, continued respect of colleagues in their field of work, and evidence of ability for continued professional growth.

c. Associate Professor

The term *associate professor* should reflect that the individual so appointed meets the criteria for the assistant professor rank and, in addition, has demonstrated substantial achievement in teaching, research or creative activity, and service to the institution and the profession. The individual must have demonstrated the capacity for independent creative thinking and the willingness to participate as a respected colleague in deliberations concerning the department, college, and university.

d. Assistant Professor

The term *assistant professor* is assigned to an individual employed full time. The individual ordinarily possesses the degree considered terminal for her/his field and has demonstrated prior experience in teaching, research or creativity, or the equivalent in professional accomplishment. This appointment anticipates distinct ability as a teacher with adequate educational and professional experience in the area(s) of specialization. Assistant professors are expected to perform in the areas of teaching, research or creative activity, and service.

e. Instructor

Instructors may be either part-time or full-time faculty. The appointment as instructor designates a non tenure-acquiring role with primary duties in teaching. Graduate students ordinarily will not be appointed to this position unless they have completed all coursework for their degrees. When so appointed, they will be viewed as faculty rather than as students with regard to their responsibilities and enrollment restrictions.

f. Lecturer

Lecturers perform instructional duties, primarily the teaching of organized classes. They do not hold academic rank in another educational institution. The title indicates a non tenure-acquiring appointment.

g. Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor

These appointments are subject to the following restrictions:

- (1) The positions are of limited duration, usually one semester or one academic year. Extension of an appointment in a visiting position beyond one academic year requires permission from the PSVPAA.
- (2) Tenure or credit for service toward tenure is not acquired during the visiting appointment.
- (3) The level of visiting rank is based upon an evaluation of the level of responsibility to be assumed and should be supported by evidence of the level of experience and/or education required at another institution, in industry, or in a corporation or organization to support such rank.

- (4) The visitors are expected to perform instructional duties that include teaching one or more regularly scheduled classes, supervising graduate research projects, theses, or dissertations, participating regularly in team teaching projects, or combinations of the above.

- h. Research Professor, Research Associate Professor, Research Assistant Professor/Research Scientist

Research professor, research associate professor, research assistant professor, research scientist, or comparable titles are special faculty titles and are to be assigned to individuals appointed, usually full time, to research positions. These appointments do not lead to tenure and are under the control of the PSVPAA.

- i. Adjunct

The term *adjunct* is used to indicate that appointees, because of their expertise, will be called upon by Texas Tech University for their opinions on matters of importance. The rank at which the appointment is made is determined by an evaluation of the previous achievements of the appointee. Individuals who already hold a faculty appointment in one academic unit of the university typically are not eligible for an adjunct appointment in another academic unit; rather, adjunct appointments recognize persons with appropriate expertise from outside the university, including those associated with TTUHSC.

- j. Joint

The term *joint* is used to indicate that appointees, because of their expertise, will serve as support faculty to another department in addition to the primary department in which they hold tenure or are on a tenure-acquiring track. Such appointments must originate in the department and proceed through the dean of the college, graduate dean, and PSVPAA for final approval. Although the joint appointment provides for listing the faculty members in the budgets of two departments, the faculty members usually are paid from the budget of the primary department.

Joint appointments may be terminated at any time through the channels used for the appointment. The *Personnel Action Form* (PAF) will be used in such cases (see Attachment A).

- k. Principal Investigator and Co-principal Investigator

When tenure-eligible faculty members are supported by research for a portion of their salary, that portion of the appointment shall carry the title “principal investigator” or “co-principal investigator.” This designation should also be used for summer appointments when appropriate.

### 3. Appointment of Faculty

- a. The request for appointment is initiated by the department chairperson/area coordinator and recommended by the dean of the instructional school or college and by the graduate dean. In the case of research personnel, the principal investigator recommends the appointment to the chairperson. At the time of appointment, official faculty transcripts, curriculum vitae, and proof of authorization to work in the United States must be sent with the PAF to the Personnel Department. It is the responsibility of the department chairperson or area

- coordinator of the department/area to which the faculty member is appointed to obtain the transcripts and the vita from the faculty member. Official transcripts for all tenure-track and tenured faculty are required to be on file in the Personnel Department of the university.
- b. Faculty appointments of individuals who have completed all requirements for the doctoral degree except the dissertation must be made in accordance with OP 32.28.
  - c. The initiation of the appointment form (PAF) is a culmination of the establishment of a position and search and selection procedures. Procedures for recruitment and selection of faculty members are detailed in OP 32.16. Initial appointment of all faculty, including teaching assistants, must be accompanied by a *Certification of Faculty Qualifications* as specified in OP 32.02.
  - d. Appointment to an academic position must be reviewed by the PSVPAA, who considers the recommendation of the dean of the instructional school or college involved. Approval by the PSVPAA of all conditions of employment (including start-up resources) is required.
  - e. Appointment to a research position must be reviewed by the PSVPAA, who considers the recommendation of the instructional school or college involved.
  - f. The PSVPAA approves non tenure-acquiring appointments after considering recommendations from the dean of the college or school involved.
  - g. The initial appointment of a professor or an associate professor with tenure must receive the recommendation of the PSVPAA, received through designated university procedures for consideration of a faculty member for tenure. The president reviews the recommendation and, if he/she agrees, recommends the appointment with tenure to the Board of Regents. Only the Board of Regents may grant tenure.
  - h. The PSVPAA will notify the appointee, the secretary of the Board of Regents, the chairperson, and the appropriate dean of the approval of faculty appointments.
  - i. If the appointment is accepted, the Office of the PSVPAA shall send a copy of the PAF to the appointee.
  - j. When the account distribution section of the appointment form indicates that the appointee is to be paid from a research account, the Budget Office, upon receiving its copy of the appointment form, will make a copy of the form and send it to the Office of Research Services.
  - k. In the case of a continuing appointment, reappointment will occur unless the appointee is notified of termination. Full-time faculty members who are not reappointed must be notified as outlined in OP 32.01, Section 6. The appointee is notified of reappointment by means of a *Notice of Budgeted Salary* (NOBS) form (see Attachment B).

#### 4. **Non Tenure-acquiring Reappointments**

In the case of a non tenure-acquiring reappointment, a PAF must be processed indicating reappointment for the new budgetary period.

Individual responsibilities are as follows:

- a. The signature of the principal investigator indicates that the research appointee is qualified to perform the duties required on the project involved and that the position has been approved at the designated salary level.
- b. The signature of the department chairperson requesting the appointment certifies that the appointee is fully qualified to hold the rank and perform the duties indicated and that the position has been approved in the budget. The chairperson further certifies that the appointment, if offered, will be accepted by the appointee at the rank, salary, and time indicated on the appointment form.
- c. The signature of the dean of the instructional school or college certifies that the recommended appointment does not exceed the number of authorized positions for the department concerned nor for the funds budgeted. The dean further certifies approval of the rank and salary to be offered.
- d. The signature of the graduate dean certifies that the appointee is qualified to teach graduate level courses and to participate on graduate student committees if the appointment is for any of the professorial ranks. If the appointment is for a rank below that of assistant professor or a research appointment other than research scientist, the appointee is not to teach graduate level courses or to participate on graduate student committees, unless specifically approved by the dean of the Graduate School.
- e. The signature of the PSVPAA officially approves the appointment of academic personnel other than those acquiring tenure with initial appointment. In the case of academic personnel acquiring tenure with initial appointment, the signature of the PSVPAA serves as a recommendation to the president that the faculty member be approved for tenure. This signature also verifies that the position has been reviewed and approved for continuation or creation. Only the Board of Regents may grant tenure.
- f. The signature of the PSVPAA officially approves the appointment of research personnel or personnel appointments to sponsored projects.

*Attachment A: Personnel Action Form (PAF)*

*Attachment B: Notice of Budgeted Salary (NOBS)*

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