

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Appointments and Titles

Policy Number: 7.2

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Outlines requirements for academic appointments and defines academic ranks.

Reason for the addition, revision, or deletion (check all that apply):

- Scheduled Review Change in law Response to audit finding
 Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Pulled wording from policy 7.4 related to special training and/or experience and inserted into this policy. Inserted wording regarding interim appointments and assistant/associate appointments. Added new titles, along with expectations, for clinical instructors, lecturers and adjuncts. Added cross references.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Academic Appointments and Titles

Original Implementation: September 6, 1979

Last Revision: ~~January 31, 2017~~ October 28, 2019

The provost and vice president for academic affairs is responsible for the allocation of positions and appointments based on recommendations from colleges and academic units.

All conditions of appointment will be in writing at the time of appointment.

The rank of initial appointment is based upon the qualifications of the appointee. In order to be appointed to a tenure-track position, individuals are expected to have completed the terminal degree in the discipline of the appointment. All appointees should meet the qualifications as prescribed by *SFA policies and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)*.

In exceptional circumstances, special training in recognized institutions, e.g., conservatories or research institutes, or the attainment of nationally recognized licenses or certificates, may be judged to satisfy the requirement for advanced degrees. Practical experience and/or demonstrable expertise and performance in activities related directly to one's faculty appointment may be judged to satisfy the requirement for advanced degrees and/or years of experience. Exceptions may be granted by the provost and vice president for academic affairs.

The titles of instructor, assistant *professor*, associate *professor* and full professor, or librarian I, II, III and IV are used for full-time, tenure-track appointments. These positions are subject to the terms and conditions of the policy on Tenure and Continued Employment (7.29). All other appointments are not on tenure-track. Generally, service in non-tenure track ranks is not applicable toward tenure and not subject to the terms and conditions of the tenure policy.

An interim appointment may occur when there is a vacancy in an administrative position. The interim administrator has full authority until a person is named to the respective position. Interim appointments of administrative positions are made by the supervising administrator and are subject to approval by the Board of Regents.

Assistant/Associate administrative appointments may occur when there is a need for additional support to the academic unit head, dean, or provost. Assistant/Associate administrators are appointed by the supervising administrator and are subject to approval by the Board of Regents.

Tenure-track Ranks

Faculty

The rank of **Instructor** may be held by an individual without a terminal degree but with contract provisions specifying a completion date of the terminal degree. ~~Appointments to this rank after~~

~~August 2005 are on tenure track and must go through tenure process.~~ The minimum criterion on appointment to the rank of instructor at Stephen F. Austin State University is a master's degree in the field in which the individual will be teaching.

The rank of **Assistant Professor** is held by an individual with a terminal degree who demonstrates the capability to produce research/scholarly/creative accomplishments, teach effectively, and provide service to the academic and general communities.

The rank of **Associate Professor** is held by an individual with a terminal degree, proven record of research/scholarly/creative accomplishments, and effective teaching, and service to the academic and general communities.

The rank of **Professor** is held by an individual with a terminal degree who has a sustained record of research/scholarly/creative accomplishments, effective teaching, and service to the academic and general communities, and whose contributions to the profession or field are substantial and are recognized beyond the campus.

Librarian

The rank of **Librarian I** is held by an individual who has a master's degree in library science from a school accredited by the American Library Association.

The rank of **Librarian II** is held by an individual who has demonstrated capabilities to be an effective and productive librarian and a contributing member of the academic and general communities.

The rank of **Librarian III** is held by an individual who has a proven record of effective and productive librarianship and has made numerous professional contributions to the academic and general communities through presentations at professional meetings, professional publications, and service to library organizations.

The rank of **Librarian IV** is held by an individual whose contributions to the profession of librarianship are substantial and are recognized at the state and national levels to be of high quality. The applicant's professional contributions to the academic and general communities should be significant as evidenced by exceptional records of accomplishment in the lower ranks.

Non-tenure Track Ranks

Service in the following ranks is not applicable toward tenure.

Archivist

The rank of **Archivist I** is held by an individual with a Master of Arts degree in public history with an archival studies concentration.

The rank of **Archivist II** is held by an individual who has a proven record of effective and productive performance.

The rank of **Archivist III** is held by an individual who has a proven record of effective and productive performance. The individual shall also have made significant professional contributions to the academic and general communities through presentations at professional meetings, professional publications and service to library organizations.

The rank of **Archivist IV** is held by an individual who has a proven record of substantial contributions to the profession recognized at the state and national levels. Additionally, the individual holding this rank must have successfully passed the Academy of Certified Archivist Examination.

Other Faculty

~~Generally, the **Senior Lecturer** title is used for a full-time, nine-month position given to someone who has a terminal degree.~~

~~Generally, the **Lecturer** title is used for a full-time, nine-month position given to someone who has not completed a terminal degree.~~

~~Generally, the **Adjunct** title is used for a full-time or part-time position that is contracted on a semester basis. This category is used to fill temporary vacancies.~~

***Clinical Instructor III** is a full-time, nine-month appointment. Must have a proven record of performance at all appropriate levels and evidence of substantial contributions to the profession as defined by the candidate's academic department.*

***Clinical Instructor II** is a full-time, nine-month appointment. Must have a proven record of performance at all appropriate levels and evidence of contributions to the profession as defined by the candidate's academic department.*

***Clinical Instructor I** is a full-time, nine-month appointment. Entry level appointment. Faculty in this classification are those with expertise in professional practice disciplines where instruction does not necessarily take place in the traditional academic setting (e.g. nursing, hospitality, etc.)*

***Senior Lecturer** is a full-time, nine-month appointment requiring a terminal degree (or the equivalent in professional experience or credentials). Must have a proven record of performance at all appropriate levels and evidence of substantial contributions to the profession as defined by the candidate's academic department.*

***Lecturer II** is a full-time, nine-month appointment. Must have a proven record of performance at all appropriate levels and evidence of contributions to the profession as defined by the candidate's academic department.*

***Lecturer I** is a full-time, nine-month appointment to an on-going position. Master's degree minimum.*

***Adjunct**, whether part-time or full-time, is intended to be temporary, with appointments made on a semester-by-semester basis as required to fill instructional needs beyond those that can be covered*

by current faculty. Reoccurring full-time adjunct appointments should be considered as evidence for the necessity of an additional lecturer/tenure-track position.

Visiting (Rank): Professor, Associate Professor, Assistant Professor, or Instructor

Visiting faculty rank is determined by degree, experience, and/or current rank at another institution. These positions are full-time, nine-month, or semester appointments depending on the circumstances. The visiting instructor may hold this position at another institution and may or may not hold a terminal degree. The visiting assistant professor may hold this position at another institution. The visiting associate and visiting full professors will have attained the same rank at another institution and must hold a terminal degree. These positions are full-time, nine-month, or semester appointments depending on the circumstances.

Special Designated Titles

This category is used for part-time and/or full-time appointments. Appointees in this category may carry specially designated titles (assigned by the appropriate academic dean in consultation with the provost and vice president for academic affairs). The designated title should reflect the appointee's assignment. Designations such as the following are examples: clinical instructor, artist-in-residence, director of bands, or research associate.

~~Graduate Assistants~~

~~This rank is used only for appointments of enrolled graduate students as defined in policy 6.12.~~

Cross Reference: *Academic and Professional Qualifications (7.1); Academic Promotion (7.4); Administrative Evaluation of Adjunct Faculty Performance (7.5); Faculty Workload (7.13); Part-time Faculty (7.21); Performance Evaluation of Faculty (7.22); Tenure and Continued Employment (7.29); Library Faculty (7.17); Graduate Assistantships (6.12); Terminal Degrees (7.30)*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs