

## Policy AA-FPT-PO7 Titles and Promotion of Non-Tenure-Track Faculty

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### I. **Title**

Titles and Promotion of Non-Tenure-Track Faculty

### II. **Policy**

This policy is intended to create common, university-wide criteria for assigning titles to non-tenure-track (“NTT”) faculty while preserving the autonomy of each college and school to establish criteria that will create a career-path for NTT faculty through retention and promotion.

#### **Titles and Appointments**

All NTT faculty titles must comply with the titles established in Regents Rule §31001. All NTT faculty appointments must be approved by the dean and/or chair as appropriate and made using an appointment letter template approved by the Office of the Provost and the Office of Legal Affairs. NTT faculty appointments and promotional ranks are as follows:

1. Part time or full time, one-semester contract, with title of Adjunct, or other equivalent Regent approved title on the UTA Faculty Title list appropriate to their units.
2. Full time, nine-month contract, with title of Lecturer on the UTA Faculty Title list appropriate to their units.
3. Full time, one year academic contracts, with title of Senior Lecturer or other Regent approved title appropriate to their units.
4. Full time, one year academic contracts, with title of Assistant Professor of Practice, Assistant Professor of Research, Assistant Professor of Instruction, or Clinical Assistant Professor.
5. Full time, one year academic contracts, with title of Associate Professor of Practice, Associate Professor of Research, Associate Professor of Instruction, or Clinical Associate Professor.
6. Full time, one year academic contracts, with title of Professor of Practice, Professor of Research, Professor of Practice, Professor of Instruction, or Clinical Professor. This is the highest rank for NTT faculty and no further promotions are available.

Minimum degree requirements and required qualifications for each of these ranks should be set forth in the UTA Faculty Title Definitions. Colleges and Schools need to establish additional parameters for each rank specific to their discipline and submit them to the Provost for approval. Internal or external candidates may be appointed to any rank for which the candidate meets the minimum degree requirements and required qualifications as defined in the UTA Faculty Title list. Colleges/Schools will establish timelines for the promotion process.

NTT faculty desiring promotion may submit their materials for consideration for promotion in accordance with timelines established by their college. If not promoted, faculty will continue in their current rank. If an individual applying for promotion is unsuccessful, he/she must wait two years to apply again, i.e. he/she may not reapply in the following academic year.

NTT workload requirements are specified in each college's workload policy.

### **Evaluation and Promotion**

1. Annual Evaluation- annual evaluations, will be conducted for full-time NTT faculty of all ranks contracted for at least one academic year. Evaluation procedures and standards will be defined by college/school bylaws which must include workload responsibilities for the position, a current vita and supporting documents. Evaluation procedures and standards will be defined by college bylaws. The outcome of this evaluation will be used for consideration of reappointment, merit consideration, and promotion.
2. Promotion. Deans should first seek to fill vacant NTT faculty positions through the promotion process if possible. Candidates will be evaluated based on previous annual evaluations and promotion standards adopted by the department. Following is the promotion process for Lecturers, Professors in Practice or Instruction, Clinical Faculty, and Professors of Research:
  - a. Adjunct Assistant Professor, Associate Adjunct Professor, and Adjunct Professor. The promotion process is initiated by the faculty member submitting their request for promotion. Promotion from Adjunct Assistant Professor to Adjunct Associate or to Adjunct Professor position requires satisfactorily meeting the requirements listed for the applicable UTA Faculty title ; the job description as specified by the candidates' college or school for the desired position, and the following:
    - i. A written peer review of demonstrating excellence in teaching.
    - ii. A written statement of teaching performance, service, and research activity, if any, (within the context of department expectations) provided by the faculty member.
    - iii. Consistent annual reviews that not only meet but exceed expectations in teaching and participation in service related activities within the department.
    - iv. A review and written recommendation by the departmental Committee for Promotion of NTT Faculty comprised of NTT faculty of higher rank than the applicant for promotion and Tenure Stream faculty. The committee must have a minimum of three members, but may be larger. The majority of the committee members must be tenured faculty.
    - v. In the absence of sufficient faculty to form a committee, members may be substituted from faculty of higher rank (NTT/TT) from another department in a related discipline. The Committee for Promotion of Non-Tenure-Track

- Faculty will be a standing committee, elected according to the bylaws established within each department.
- vi. The chair's recommendation to the dean.
  - vii. Final approval of the dean.
- b. Full Time Lecturer, Senior Lecturer, and Distinguished Senior Lecturer. The promotion process is initiated by the faculty member submitting their request for promotion. Promotion from a Full Time Lecturer to Senior Lecturer position or from a Senior Lecturer to Distinguished Senior Lecturer position meeting the requirements for the applicable UTA Faculty title; the job description as specified by the candidates' college or school for the desired position; and the following:
- i. A written peer review of demonstrating excellence in teaching.
  - ii. A written statement of teaching performance, service, and research activity, if any, (within the context of department expectations) provided by the faculty member.
  - iii. Consistent annual reviews that not only meet but exceed expectations in teaching and participation in service related activities within the department.
  - iv. A review and written recommendation by the departmental Committee for Promotion of NTT Faculty comprised of NTT faculty of higher rank than the applicant for promotion and Tenure Stream faculty. The committee must have a minimum of three members, but may be larger. The majority of the committee members must be tenured faculty. .
  - v. In the absence of sufficient faculty to form a committee, members may be substituted from faculty of higher rank (NTT/TT) from another department in a related discipline. The Committee for Promotion of Non-Tenure- Track Faculty will be a standing committee, elected according to the bylaws established within each department. The chair's recommendation to the dean.
  - vi. Final approval of the dean.
- c. Assistant, Associate and Professor Ranks. Professors of Practice, Instruction, or Clinical Professors at any rank (i.e. Assistant, Associate, or full) are on a separate promotion track from Lecturers. These titles/ranks may be awarded to NTT faculty Lecturers, as described in Definitions, Degrees, and Contract Duration above. The promotion process is initiated by the faculty member submitting their request for promotion in consultation with the department chair and the dean. Promotion requires satisfactorily meeting the requirements listed in the job description as specified by the candidates' college or school for the desired position. For promotion from a Lecturer to Assistant Professor of Practice, from Assistant to Associate Professor of Practice, Instruction, or Clinical and from Associate to Professor of Practice, Instruction, or Clinical:
- i. A written peer review of demonstrating excellence in teaching.
  - ii. A written statement of teaching performance, service, and research activity, if any, (within the context of department expectations) provided by the faculty member.
  - iii. A satisfactory annual evaluation including satisfactory teaching and participation in service related activities within the department.
  - iv. A review and written recommendation by the departmental Committee for Promotion of NTT Faculty comprised of NTT faculty of higher rank than the applicant for promotion and Tenure Stream faculty. The committee

- must have a minimum of three members, but may be larger. The majority of the committee members must be tenured faculty.
- v. In the absence of sufficient faculty to form a committee, members may be substituted from NTT faculty of higher rank from another department in a related discipline. The Committee for Promotion of Non-Tenure-Track Faculty will be a standing committee, elected according to the by-laws established within each unit.
  - vi. A chair's written recommendation to the dean.
  - vii. Final approval of the dean.
- d. Assistant, Associate and Professor in Research Ranks. Professor of Research at any rank (i.e. Assistant, Associate, full) are on a separate promotion track from Lecturers and Professors of Practice, Instruction, or Clinical. The appointment may designate regular full-time service for faculty involved in a professional experience program. The promotion process is initiated by the faculty member submitting their request for promotion. Promotion requires satisfactorily meeting the requirements listed in the job description and as specified by the candidates' college or school for the desired position, and the following:
- i. A written statement of research activity and a review of service, if any, (within the context of department expectations) provided by the faculty member.
  - ii. A review and written recommendation by the departmental Committee for Promotion of NTT Faculty comprised of NTT faculty of higher rank than the applicant for promotion and Tenure Stream faculty. The committee must have a minimum of three members, but may be larger. The majority of the committee members must be tenured faculty.
  - iii. In the absence of sufficient faculty to form a committee, members may be substituted from NTT faculty of higher rank from another department in a related discipline. The Committee for Promotion of Non-Tenure-Track Faculty will be a standing committee, elected according to the by-laws established within each unit.
  - iv. A chair's written recommendation to the dean.
  - v. Final approval of the dean.

## **Support**

The University will provide NTT faculty with the support it deems necessary for the faculty member to conduct his or her duties in a professional manner as the budget allows.. Such support may include, but is not limited to:

- a. office space with computer; administrative staff assistance;
- b. timely access to the classroom management system;
- c. access to professional development programs offered by the department and/or the university;
- d. access to mentoring programs offered by the department and/or the university;
- e. assignment of teaching duties ideally at least 30 days prior to the start of each semester;
- f. consideration for promotion to higher rank with appropriate salary increase; and
- g. consideration for merit raises based on performance.

Additional support to attend professional conferences may be made available by each department and/or college at a level to be determined by each.

III. **Definitions**

N/A.

IV. **Relevant Federal and State Statutes**

N/A

V. **Relevant UT System and UTA Policies, Procedures, and Forms**

[Regents Rule and Regulation 31001 Faculty Appointments and Titles](#)

[Regents Rule and Regulation 31002 Notice of Nonrenewal to Nontenured Faculty Members](#)

[Regents Rule and Regulation 31006 Faculty Workload and Reporting Requirements](#)

VI. **Who Should Know**

Non-tenure-track faculty and academic administrators.

VII. **UTA Officer(s) Responsible for Policy**

Provost and Vice President for Academic Affairs

VIII. **Dates Approved or Amended**

July 31, 2020

IX. **Contact Information**

All questions concerning this policy should be directed to the Provost and Vice President for Academic Affairs.