

The University of Alabama in Huntsville
Policy on Academic Titles and Positions

Draft

Number:

Division: Academic Affairs

Date: March 2015

Purpose: This policy defines the academic titles authorized for appointments of faculty and other academic personnel engaged in instruction, research and clinical activities at The University of Alabama in Huntsville.

Policy: The academic titles and credentials defined below are required for the appointment of all faculty, including tenured and tenure-earning appointments, clinical and research faculty, instructors, lecturers and other term appointments. All faculty recruitment and hiring shall conform to the University's Affirmative Action Plan and comply with the Faculty Recruiting and Hiring Policy AA-6. Additionally, all University faculty and other academic personnel involved in instruction must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements for teaching at the appropriate level. The submission of official transcripts and a background check are conditions of faculty employment.

The hiring entity will confirm that the correct title is used and that the candidates meet the required qualifications for appointment. All exceptions to this policy must be approved in writing by the Provost.

Academic personnel with responsibilities and/or credentials not included in this policy must be appointed in accordance with standard hiring guidelines of the Office of the Provost.

Procedures:

List of Academic Titles for The University of Alabama in Huntsville

The following titles will be used for all faculty and unclassified academic staff positions at The University of Alabama in Huntsville.

Tenure-Track Titles

- Professor
- Associate Professor
- Assistant Professor

Non-Tenure-Track Titles

- Instructor
- Distinguished Lecturer
- Senior Lecturer
- Lecturer
- Librarian
- Associate Librarian
- Assistant Librarian
- Library Lecturer
- Professor, Part-Time
- Associate Professor, Part-Time
- Assistant Professor, Part-Time
- Clinical Professor
- Clinical Associate Professor
- Clinical Assistant Professor
- Clinical Instructor
- Research Professor
- Research Associate Professor
- Research Assistant Professor
- Professor of Practice
- Visiting Professor
- Visiting Associate Professor
- Visiting Assistant Professor
- Adjunct Professor
- Adjunct Associate Professor
- Adjunct Assistant Professor
- Temporary Faculty
- Professor Emeritus
- Associate Professor Emeritus

Tenure-Track Appointments

Tenure-Track appointments are regular, full-time faculty appointments of individuals who have an earned doctorate or a terminal degree unless otherwise noted below.

Professor: A professor must have the terminal degree in a pertinent discipline, except where the individual has achieved equivalent status through outstanding performance. In that case, the SACSCOC standard outlined below is followed:

“The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.”

A professor also must have attained authoritative knowledge and international/ national reputation in a recognized field of research or creative achievement and must have maintained high levels of effectiveness in teaching and in service.

Associate Professor: An associate professor must have the terminal degree in a pertinent discipline, except where the individual has achieved equivalent status through outstanding performance. In that case, the SACSCOC standard outlined in the professor section given above is followed. An associate professor also must show superior achievement in either teaching or research/creative achievements and high levels of effectiveness in the other two areas of activity on which faculty are evaluated (the three areas being teaching, research/scholarship/creative achievements, and service), with a balance consistent with the expectations of the discipline.

Assistant Professor: An assistant professor must have the terminal degree in a pertinent discipline except where the individual has achieved equivalent status through outstanding performance. In that case, the SACSCOC standard outlined in the professor section given above is followed. An assistant professor also must show potential to perform effectively in the three areas of activity on which faculty are evaluated: (1) teaching, (2) research or creative achievements, and (3) service. Prior teaching experience is not essential. An assistant professor has a probationary period of six years and must submit the tenure file at the beginning of the sixth year or earlier. Assistant Professors are not eligible for tenure and must be promoted to Associate Professor to receive tenure.

Non-Tenure Track Instructor

Instructor: The instructor position itself is not tenure-track. Appointment at this rank is reserved for individuals who are candidates for the terminal degree within a pertinent discipline. The appointment has the expectation that subsequent appointment to assistant professor will be made upon the university's receipt of certification that the faculty member has completed all requirements for the terminal degree. The tenure clock will begin when the candidate receives the terminal degree and has been appointed assistant professor. The degree must be awarded and certified within one year from the date of the initial appointment. If the degree is not awarded, the Dean will decide whether the faculty member will be transferred to a lecturer position or will not be reappointed. An instructor also must show potential to perform effectively in the three areas of activity on which faculty are evaluated: (1) teaching, (2) research or creative achievements; and (3) service. Prior teaching experience is not essential.

Non-Tenure-Track Faculty Appointments

Non-tenure-track faculty are given either 1.) a one year appointment, or 2.) an appointment that may continue for a stated period of up to three years, renewable

annually for one year within that period, contingent upon the faculty member's satisfactory performance, the availability of funds, and the instructional needs of the department. A non-tenure-track faculty member is reviewed annually by the chair, and annual renewal of an appointment that is potentially multi-year is based on the department chair's recommendation to the dean. During the last spring semester of the faculty member's appointment, the chair consults with the tenured faculty in the department and makes a recommendation to the dean concerning reappointment. Service in a non-tenure-track appointment is not considered part of a probationary period for tenure consideration, and tenure cannot be earned in the position.

Librarian Series

Librarian: Appointment to the rank of Librarian requires demonstration of nationally-recognized excellence in the library field, normally a minimum of twelve years relevant professional experience, and approval by the Provost. Promotion to this rank normally requires a minimum of four years full-time appointment at the Associate Librarian rank in addition to meeting the following criteria. A candidate for the position of Librarian demonstrates overall superior performance in primary job responsibilities in accordance with Association of College and Research Libraries (ACRL) defined guidelines¹ and demonstrates leadership in creative problem-solving and strategic planning skills in the management of library resources. In the position of Librarian, the individual meets or exceeds a high level of understanding of the library's mission and the relationship of the library to the mission of the university. He or she demonstrates service to the library and to the university by serving in a leadership capacity on university committees and by participating in professional library or library-related associations, assuming leadership responsibilities in these associations. The individual further is recognized nationally as a proven scholar with a record of publications, presentations, exhibits and other scholarly activities and is an outstanding educator.

Associate Librarian: Appointment to the rank of Associate Librarian normally requires at least eight years of relevant professional library experience. Promotion to this rank normally requires a minimum of four years full-time appointment at the Assistant Librarian rank in addition to meeting the following criteria. A candidate for the position of Associate Librarian demonstrates outstanding performance of primary job responsibilities in accordance with ACRL defined guidelines² and demonstrates leadership and planning skills for library and/or university projects. An Associate Librarian shows evidence of scholarly activity that may include but is not limited to publications in library journals or discipline-specific journals; presentations at the local or state level, development of exhibits, and participation in or leading continuing education efforts; working collaboratively with university faculty to develop subject-specific library-related curricular content; etc. In addition, an Associate Librarian demonstrates service to the library and the university by serving in a leadership capacity on library or university committees and by participating in professional library or library-related associations.

¹ <http://www.ala.org/acrl/standards/promotiontenure#promorank>

² <http://www.ala.org/acrl/standards/promotiontenure#promorank>

Assistant Librarian. Appointment to the rank of Assistant Librarian includes all of the requirements of Library Instructor. In addition, appointment to this rank requires a minimum of four years relevant professional library experience. The following criteria apply to the position of Assistant Librarian. An Assistant Librarian demonstrates ability to handle information needs as assigned by specific job duties in accordance with ACRL defined guidelines³ (instructional, scholarly, creative, assessment, technical, and service duties) and shows evidence of scholarly activity, which may include but is not limited to publications in library or discipline-specific journals, presentations and exhibits at the local and regional level, development of programs and operating procedures for pertinent departments, participation in continuing education efforts, etc. An Assistant Librarian also demonstrates service to the library or university by serving on committees and by membership in professional library or library-related associations.

Library Lecturer. Appointment to this rank requires a master's degree from a library school accredited by the American Library Association or a master's degree relevant to the individual's subject specialty. A Library Lecturer demonstrates potential to carry out instructional, scholarly, and creative duties required to perform the informational needs of the position and shows evidence of professional growth in the field.

Lecturer Series

Lecturer is an appointment for full-time, non-tenure-earning faculty who are appointed to serve special instructional needs in academic departments. Lecturers are eligible for selected university benefits and are included in considerations for merit salary increases.

Lecturers must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the discipline in which the lecturer teaches. Any exceptions to these criteria must be justified and documented.

A Lecturer's initial appointment is usually for one year. An appointment may, however, be for one semester or for a stated period of up to three years, renewable annually for one year within that period, contingent upon satisfactory performance, the availability of funding, and the continuing instructional needs of the department. Lecturers are evaluated by the chair in the spring semester each year of their appointment, and annual renewal of an appointment that is potentially multi-year is based on the department chair's recommendation to the dean. During the last spring semester of a lecturer's appointment, the chair consults with the tenured faculty in the department and makes a recommendation to the Dean regarding reappointment.

The teaching load for lecturers is normally 24 semester hours in the academic year, with additional expectations for service in student advising, participation in departmental

³ <http://www.ala.org/acrl/standards/promotiontenure#promorank>

programs concerned with student activities and instructional matters, and other responsibilities as assigned by the chair of the department. Teaching requirements may be adjusted for involvement in important projects or special activities of value to the department and the college. Lecturers do not participate in departmental processes concerning appointments, reappointments, promotion, and tenure.

Distinguished Lecturer: An initial appointment may only be made at this rank with the approval of the Provost. Promotion to the rank of Distinguished Lecturer is intended to recognize high quality efforts, contributions and performance that combine excellent instructional effectiveness with additional significant contributions to the mission of the university. These contributions may include high level performance in instructional and curriculum development; dedication to student learning, retention and success; scholarly and/or creative activities or publications; grantsmanship; consistent and conspicuous involvement in institutional and professional service responsibilities; professional development activities; and continuing education. An individual promoted to the rank of Distinguished Lecturer must have held a regular, full-time appointment as a Senior Lecturer at The University of Alabama in Huntsville for a minimum of ten, preferably consecutive, years.

Senior Lecturer: An initial appointment may only be made at this rank with the approval of the Provost. Promotion to the rank of Senior Lecturer is intended to recognize efforts, contributions and performance that combine instructional effectiveness with additional significant contributions to the mission of the university. These contributions may include instructional and curriculum development; dedication to student learning, retention, and success; scholarly and/or creative activities or publications; grantsmanship; consistent and conspicuous involvement in institutional and professional service responsibilities; professional development activities; and continuing education. An individual promoted to the rank of Senior Lecturer must have held a regular, full-time appointment as a Lecturer at The University of Alabama in Huntsville for a minimum of six, preferably consecutive, years.

Lecturer: To be eligible for appointment at the rank of Lecturer, lecturers must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the discipline in which the lecturer teaches. The primary responsibility of an individual appointed as a Lecturer is instruction; student learning and retention with an emphasis on student success; and curriculum development. Other contributions such as scholarly and/or creative activities or publications; grantsmanship; consistent and conspicuous involvement in institutional and professional service responsibilities; and professional development activities are expected and required for promotion. Other duties may be assigned.

Clinical Faculty

Clinical Faculty appointments are regular, full-time or part-time appointments of individuals who are of substantial professional caliber and who are focused on student

learning, retention, and success, to supervise and instruct students in clinical, field, classroom, or laboratory settings. Clinical faculty are evaluated on the basis of their effective performance in four areas of responsibility: 1) clinical teaching; 2) clinical scholarship; 3) clinical practice; and 4) service. Not all faculty are expected to contribute equally in all areas, however, and the major emphasis is expected to be on clinical teaching and clinical practice. Clinical faculty may also engage in practice and outreach, and/or administer academic programs and other administrative activities.

Clinical faculty members of the rank of Clinical Professor, Clinical Associate Professor and Clinical Assistant Professor are expected to have an earned doctorate, terminal degree, or an earned terminal clinical degree, except where the individual has achieved equivalent status through outstanding performance. In that case, the SACSCOC standard outlined in the tenure-track professor section given above is followed.

Clinical appointments are non-tenure-earning and may be for one year or may continue for a stated period of up to three-years, renewable annually for one year within that period, contingent upon satisfactory performance, the availability of funding, and the educational needs of the department. Clinical faculty are subject to annual review by the department chair, and annual renewal of an appointment that is potentially multi-year is based on the department chair's recommendation to the dean. During the last spring semester of a clinical faculty member's appointment, the chair consults with the tenured faculty in the department and makes a recommendation to the dean concerning reappointment.

Clinical Professor: An individual appointed as a Clinical Professor must have a record of outstanding clinical and teaching performance and at least nine years of effective, relevant experience. This rank is reserved for individuals with proven stature as a clinician, teacher, and clinical researcher. The Clinical Professor must also present an outstanding record of teaching, clinical teaching, consultation, and practice, an outstanding research record in terms of publications and clinical scholarship, and a national reputation based on clinical expertise.

Clinical Associate Professor. An individual appointed to Clinical Associate Professor must show superior achievement in clinical teaching, clinical scholarship, and clinical practice. Such achievement may be demonstrated through significant clinical contributions, clinical research with an established record of publication, and consultation in an area of clinical specialization.

Clinical Assistant Professor: The Clinical Assistant Professor must also demonstrate excellence in clinical teaching with a focus on student learning and retention, leadership in incorporating clinical developments in educational programs, and beginning achievement in scholarly clinical work. Prior clinical practice or teaching experience is essential.

Clinical Lecturer: Appointment at the Clinical Lecturer rank requires a minimum of a master's degree in the relevant discipline. A Clinical Lecturer must show potential to

perform effectively in clinical teaching, clinical practice, and service. The Clinical Instructor must be effective in promoting student learning, retention and success.

Research Faculty

Research faculty appointments are regular, full-time or part-time appointments of individuals who have research expertise and experience and evidence of scholarly accomplishment. Research faculty members are engaged primarily in independent research, including serving as principal investigator or co-principal investigator on externally funded research and having significant refereed publications. Research faculty members are expected to have a terminal degree, usually the earned doctorate. Those appointed to full-time research faculty positions are expected to participate in the academic mission of their department and/or research center.

Funding of the salaries of research faculty is derived primarily from contracts and grants. Research faculty appointments are assigned to academic departments, although the research faculty may work primarily in a research center.

Research faculty appointments are typically for one year. An appointment may, however, continue for a stated period of up to three years, renewable annually for one year within that period, contingent upon satisfactory performance, the availability of funding, and the needs of the department. Research faculty are subject to annual review by the chair, and annual renewal of an appointment that is potentially multi-year is based on the department chair's recommendation to the dean. During the last spring semester of a research faculty member's appointment, the chair consults with the tenured faculty in the department and makes a recommendation to the dean concerning reappointment.

Research faculty may serve as directors of research centers. They are not eligible for tenure, nor may they serve as department chairs. They are also ineligible for service on the college Promotion and Tenure Advisory Committee (PTAC), on appointment or reappointment committees for tenure-earning faculty or on the University Review Board (URB).

Research staff at UAH may request a dual appointment in a research faculty rank by submitting a request through their supervisory chain to the appropriate academic department. This request should include a current curriculum vitae and a request to be appointed at the appropriate level based on the experience guidelines outlined below. Such appointments do not change the individual's primary duties, compensation, or the evaluation process applicable to research staff. A request for dual appointment as a research faculty member may also include a request for consideration for a graduate faculty appointment for the purpose of guiding the work of graduate students.

The total number of research faculty appointments within a department or program is normally limited to 50 percent of the number of tenured and tenure-earning faculty in the department. Research faculty whose appointments are primarily research staff and

who are also serving as research staff in a research center are not included in the 50%. The upper limit may be exceeded only in exceptional circumstances. The rationale for any request to exceed the established upper limit must be developed by the departmental faculty and be approved by the Dean and the Provost.

Research Professor: An individual appointed as a Research Professor must be recognized internationally/nationally in his/her field and have at least nine years of effective, relevant experience. This rank is reserved for individuals with proven stature in research.

Research Associate Professor: An individual appointed as a Research Associate Professor must have an established reputation in his/her field.

Research Assistant Professor: An individual appointed as a Research Assistant Professor must have research expertise in his/her field. This position may not be used as a substitute for post-doctoral fellow positions.

Professor of Practice

A Professor of Practice appointment is a full-time or part-time appointment of an individual engaged in instruction, creative work, and leadership in professional practice. The individual must have a proven reputation based on professional achievement along with expertise, experience, and international/national recognition in his/her professional field. Professors of Practice usually have a master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours in the teaching discipline. The title of Professor of Practice is used only on rare occasions and must have prior approval, through academic channels, of the Provost.

Part-Time Faculty

Part-time faculty are appointed to teach or serve on committees on the basis of demand in academic departments. Their responsibilities are defined upon appointment. Part-time faculty teaching credit courses at the undergraduate level must have completed at least 18 graduate semester hours in the discipline in which they teach and hold at least a master's degree, or hold the minimum of a master's degree with a major in the discipline. Part-time faculty teaching at the graduate level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. Any exceptions to these criteria must be justified and documented. Part-time faculty do not earn tenure, cannot hold tenure, and cannot participate in matters relating to curricular, hiring and personnel decisions in the department.

Visiting and Adjunct Faculty

Visiting Professor: A Visiting Professor appointment is a full-time appointment, usually for no more than two years, of an individual who has academic rank or high professional status at a different institution or organization and who is on leave of

absence from his/her home organization. This title may be expanded to Visiting Assistant Professor or Visiting Associate Professor as appropriate to the status of the individual.

Adjunct faculty have recognized professional qualifications and are assigned the rank of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. An individual appointed as an Adjunct faculty member serves as an honorary member of the faculty of a department, school, or college. The adjunct faculty member may be a University of Alabama in Huntsville faculty member or an individual from another institution, a federal agency/laboratory, or industry. The title is intended for individuals whose responsibilities include more than teaching or serving on graduate advisory committees and who have a continuing association with a department in some academic or professional capacity. Their duties and responsibilities are specified in the letter of appointment and may vary between departments and colleges. Letters of appointment for adjunct faculty also define the potential length of the appointment, which may be for one to three years with annual renewal, the initial appointment usually being for one year. Adjunct faculty are not compensated except when they are engaged as part-time faculty teaching a course on a demand basis. These faculty do not earn tenure nor may they participate in matters relating to faculty governance, curricular matters or personnel decisions in the department. .

Temporary Faculty

An individual may be appointed into any of the non-tenure-track titles on a temporary basis. Temporary faculty may be appointed for no more than one academic year, one semester, or one summer term. All temporary faculty must meet the minimum credential requirements of the title or position.

Emeritus Faculty

A tenured faculty member with ten years of full-time service to the university will be awarded emeritus or emerita status at his or her professorial rank upon retirement. Other faculty members who retire may also be considered for emeritus status. When a qualified faculty member retires, the Dean of the college will submit a notification letter to the Provost requesting recognition of emeritus or emerita status. The Provost will then submit appropriate paperwork to the Board of Trustees for approval. The process for nominating a faculty member for Emeritus Professor with fewer than ten years of full-time service to the university must include the nomination procedure as stipulated in the Faculty Handbook at Section 7.10.1. The evaluation process for such a candidate is the same as for a regular faculty member undergoing promotion review.

Emeritus Faculty privileges are described in Policy XXX.

Review: Academic Affairs will review the policy every five years or soon as needed.

Approval

Chief University Counsel

Date

Vice President for Diversity

Senior Vice President for Business
and Finance

Vice President for Research and
Economic Development

Provost and Executive Vice President
for Academic Affairs

Date

APPROVED:

President
