

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**12.07.99.P0.01 Fixed Term Academic Professional Track Faculty**

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to establish the principles and guidelines for the appointment and promotion of non-tenure track fixed-term faculty members at Prairie View A&M University (PVAMU). This UAP supplements System Policy [12.07 Fixed Term Academic Professional Track Faculty](#).

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**Official Procedures and Responsibilities**

**1. GENERAL**

- 1.1 Fixed-term faculty positions are appointments that bring excellence to the university by high quality professionals in teaching, and/or scholarly/creative activity, and/or service.
- 1.2 Fixed-term faculty positions are non-tenure track positions.
- 1.3 Non-tenure track faculty positions play a critical role in the teaching, research/creative activity and service mission of the university. In consultation with the Provost and Senior Vice President for Academic Affairs (Provost), each college dean will determine the level of non-tenure track faculty support that is needed, send forward proposals to hire the appropriate people, and forward documentation of qualifications to teach to the Provost's office. The standard full-time load for non-tenure track faculty shall equal 15 hours or the equivalent as defined by the college and approved by the Provost.

**2. NON-TENURE TRACK FACULTY**

- 2.1 Laboratory Instructor - This is a non-tenure track position and is appropriate for an instructor whose primary responsibility is to teach laboratory courses. The appointee must hold a master's degree in the appropriate field and have training in laboratory safety and compliance and lab experience appropriate to the respective field.
- 2.2 Instructor - This is a non-tenure track position with the primary responsibility in teaching. The appointee must have a minimum of a master's degree in a field that supports the primary appointment or equivalent experience. This position is eligible for up to two renewable, one-year appointments.

- 2.3 Lecturer – Lecturers are full-time teaching positions. Lecturers must hold at least a master's degree.
- 2.3.1 Lecturer I - This is a non-tenure track position. The appointee must hold a master's degree or higher in the field or related field of hire. The individual will be primarily engaged in teaching; however, duties may also include administration and/or service.
- 2.3.2 Lecturer II - This is a non-tenure track position appropriate for an individual who has a minimum of five years of full-time service as a Lecturer or a faculty equivalent. The appointee must hold a master's degree or higher in the field or related field of hire. The individual primarily will be engaged in teaching; however, duties may also include administration and/or service.
- 2.3.3 Lecturer III - This is a non-tenure track position appropriate for an individual who has a minimum of three years of full-time service as a Lecturer II or faculty equivalent. The appointee must have demonstrated sustained evidence of exemplary teaching, scholarship and/or service to the institution and in accordance with standards defined by the unit in which the candidate is hired. The appointee must hold a master's degree or higher in the field or related field of hire. The individual primarily will be engaged in teaching; however, duties may also include scholarship, administration and/or service.
- 2.4 Contracts for Lecturer I and Instructor positions will be issued on an annual basis, and Lecturer II and III positions may be issued for up to three years. The maximum term for a lecturer is a total of 10 years in lecturer ranks.
- 2.5 Application for promotion in rank shall follow the standard department, college, and university criteria and processes with the exception that the dossier shall include required documentation for only those areas of teaching, scholarly/creative activity and/or service that have been part of the faculty member's responsibility.

### **3. PROFESSIONAL NON-TENTURE TRACK FACULTY**

- 3.1 Professional Track Faculty positions are full-time appointments that bring excellence to the university through high quality professionals in teaching and/or research/creative activity and/or service. Professional Track Faculty must hold at least a master's degree in the teaching field or related discipline and be appropriately credentialed to the courses assigned prior to the first day of class.
- 3.2 Assistant Professor of the Practice – This is a professional, non-tenure track position appropriate for an individual who possesses the expertise and achievements to provide professional instruction to a unit. The appointee must hold the professional degree as required in the applicable field as well as post-graduation experience and a record of achievement as a practitioner within the profession. A current license and/or certification may also be required depending upon the profession. The individual primarily will be engaged in teaching; however, duties may also include scholarship and/or service.

- 3.3 Associate Professor of the Practice – This is a professional, non-tenure track position appropriate for an individual who possesses the expertise and advanced achievements to provide professional instruction to a unit. The appointee must hold the professional degree as required in the applicable field as well as post-graduation experience and a record of significant achievement as a practitioner within the profession. A current license and/or certification may be required depending upon the profession. The individual will primarily be engaged in teaching; however, duties may also include scholarship, administration and/or service.
- 3.4 Professor of the Practice – This is a professional, non-tenure track position appropriate for an individual who possess the expertise and advanced achievements and distinction to provide professional instruction to a unit. The appointee must hold the professional degree as required in the applicable field as well as significant post-graduation experience and a distinguished record of achievement as a practitioner. A current license and/or certification may be required depending upon the profession. The individual will primarily be engaged in teaching; however, duties may also include scholarship and/or service.
- 3.5 Contracts for Assistant Professors of the Practice will be on an annual basis; contracts for Associate and Professors of the Practice may be up to three years.
- 3.6 Application for promotion in rank shall follow the standard department, college, and university criteria and processes with the exception that the dossier shall include required documentation for only those areas of teaching, scholarly/creative activity and/or service that have been part of the faculty member's responsibility.

#### **4. CLINICAL NON-TENURE TRACK FACULTY**

- 4.1 Clinical faculty positions are full-time appointments that bring excellence to the university through highly skilled and experienced practitioners who address a specific need in a department or college.
- 4.2 Clinical faculty must hold at least a master's degree in the teaching field or related discipline and be appropriately credentialed for courses they teach prior to the first day of class.
- 4.3 Clinical faculty may have duties that include teaching, scholarly/creative activity, and/or service as detailed in their appointment letter. The clinical rank will be specified at the time of hiring and individuals are contracted annually.
- 4.4 Clinical Instructor - This is a professional, non-tenure track position. A Clinical Instructor is appointed to meet the instructional needs of the respective discipline and is responsible for the application of a framework for teaching as the primary role; supervising students in a clinical practicum and/or service activity; and engaging in research and scholarship. The appointee must hold academic credentials and any current license and/or certification as required per the respective discipline. No prior teaching experience is required.
- 4.5 Clinical Assistant Professor - This is a professional, non-tenure track position. A Clinical Assistant Professor is appointed to meet the instructional needs of the respective discipline, and is responsible for the application of a framework for

teaching as the primary role; supervising students in a clinical practicum and/or service activity; and engaging in research and scholarship. The appointee must hold a masters and/or terminal degree, any current license and/or certification as required per the respective discipline and a minimum three years of formal teaching experience.

- 4.6 Clinical Associate Professor - This is a professional, non-tenure track position. A Clinical Associate Professor is appointed to meet the instructional needs of the respective discipline, and is responsible for the application of a framework for teaching as the primary role; supervising students in a clinical practicum and/or service activity; and engaging in research and scholarship. The appointee must hold a terminal degree in the appropriate discipline, any current license and/or certification as required per the respective discipline and a minimum five years of formal teaching experience.
- 4.7 Clinical Professor - This is a professional, non-tenure track position. A Clinical Professor is appointed to meet the instructional needs of the respective discipline, and is responsible for the application of a framework for teaching as the primary role; supervising students in a clinical practicum and/or service activity; and engaging in research and scholarship. The appointee must hold a terminal degree in the appropriate discipline, any current license and/or certification as required per the respective discipline and a minimum seven years of formal teaching experience.
- 4.8 Contracts for Clinical Assistant Professors will be on an annual basis, contracts for Clinical Associate Professors may be up to three years, and contracts for Clinical Professors may be up to five years.
- 4.9 Application for promotion in rank shall follow the standard department, college, and university criteria and processes with the exception that the dossier shall include required documentation for only those areas of teaching, scholarly/creative activity and/or service that have been part of the faculty member's responsibility.

## **5. RESEARCH NON-TENURE TRACK FACULTY**

- 5.1 Research Track Faculty positions are typically full-time appointments whose primary responsibilities are designing, carrying out, and managing research (including serving as principal investigator when appropriate), preparing publications, supervising student research, and actively participating in the continuing effort to improve the research in departments, colleges and the university. Research Track Faculty are generally not required to teach courses (unless indicated in the letter of appointment), but could be afforded the opportunity if there is a program need and funding is available. Research Track Faculty may be appointed at less than a full-time basis if clearly specified by workload percentages in the letter of appointment.
- 5.2 Research Assistant Professor - This is a professional, non-tenure track position. The primary responsibilities are devoted to research and/or scholarly activities. The appointee may be expected to teach at least one course annually. A minimum of a master's degree in the appropriate discipline is required.

- 5.3 Research Associate Professor - This is a professional, non-tenure track position. The primary responsibilities are devoted to research and/or scholarly activities, including but not limited to the acquisition of grants. The appointee must have demonstrated experience conducting research and/or scholarly activities and may be expected to oversee research activities of a center or laboratory and have limited supervision responsibilities. The appointee may be expected to teach at least one course annually. A terminal degree in the appropriate discipline is required.
- 5.4 Research Professor - This scholar and researcher must have a proven track record of success in acquiring, managing and leading extramurally funded projects. The appointee will have national and/or international recognition in their field of research and may be expected to teach at least one course annually. A terminal degree in the appropriate discipline is required.
- 5.5 Contracts for Research Assistant Professors will be on an annual basis, contracts for Research Associate Professors may be up to three year, and contracts for Research Professors may be up to five years.
- 5.6 Application for promotion in rank shall follow the standard department, college, and university criteria and processes with the exception that the dossier shall include required documentation for only those areas of teaching, scholarly/creative activity and/or service that have been part of the faculty member's responsibility.

## **6. TEMPORARY AND VISITING FACULTY**

- 6.1 Adjunct Instructor – This is a non-tenure track faculty member who is hired on a part-time basis not to exceed 50 percent effort. An adjunct faculty is not guaranteed work beyond the current semester and is not paid benefits. An adjunct faculty is typically an expert in a special field. Adjunct faculty work by contract so their responsibilities are limited to teaching the course for which they have been hired.
- 6.2 Scholar in Residence - This is a non-tenure track position. Scholar in residence is a temporary appointment with a strong record of research or scholarly activity whose duties focus on scholarly practice or research. Duties may include, but are not limited to, public and guest lectures, teaching classes, performances or demonstrations. The appointment term may vary, but in general is not more than one academic year.
- 6.3 Visiting Faculty – This is a non-tenure track position. A visiting faculty either has held, is on leave from or is retired from an academic position at another educational institution; or whose research, creative activities or professional achievement makes a visiting appointment appropriate. The appointee will have formal teaching responsibilities and may make identifiable contributions to the department through research and/or service. Each appointment or reappointment shall not exceed one academic year. The total period of consecutive service shall not exceed two years. Upon the approval of the dean, an additional consecutive appointment for one-year or less is permissible when the needs of the department, college or school justify such continuation.

## **7. GRADUATE ASSISTANTS**

- 7.1 Graduate Assistant Teaching - Graduate Assistants (Teaching) may not work more than 50% effort, which equals 20 hours per week of employment. Graduate Assistant Teaching must have 18 credit hours of earned graduate credits in the discipline to be taught. To serve in a GA position, the student must be enrolled in a graduate program, and should be enrolled in at least nine (9) credit hours of graduate courses per semester; and enrolled in a minimum of six (6) credit hours of graduate courses during the summer session. Eligibility for appointment as a Graduate Assistant varies as per the number of credit hours attained in graduate studies prior to appointment; and the percentage of effort and maximum hours per week a GA may be employed. In all Graduate Assistant positions, the student may not be employed holding a dual title positions (for example, GA Teaching & Research; etc.).
- 7.2 Graduate Assistant Non-Teaching - Graduate Assistants (Non-Teaching) may not work more than 62.5% effort, which equals 25 hours per week of employment. There is no restriction on the attainment of previous graduate credit hours prior to appointment as a GA Non-Teaching. To serve in a GA position, the student must be enrolled in a graduate program, and should be enrolled in at least nine (9) credit hours of graduate courses per semester; and enrolled in a minimum of six (6) credit hours of graduate courses during the summer session. Eligibility for appointment as a Graduate Assistant varies as per the number of credit hours attained in graduate studies prior to appointment; and the percentage of effort and maximum hours per week a GA may be employed. Lastly, in all Graduate Assistant positions, the student may not be employed holding a dual title positions (for example, GA Teaching & Research; etc.).
- 7.3 Graduate Assistant Research - Graduate Assistants (Research) may not work more than 50% effort, which equals 20 hours per week of employment. To serve in a GA position, the student must be enrolled in a graduate program, and should be enrolled in at least nine (9) credit hours of graduate courses per semester; and enrolled in a minimum of six (6) credit hours of graduate courses during the summer session. Eligibility for appointment as a Graduate Assistant varies as per the number of credit hours attained in graduate studies prior to appointment; and the percentage of effort and maximum hours per week a GA may be employed. Lastly, in all Graduate Assistant positions, the student may not be employed holding a dual title positions (for example, GA Teaching & Research; etc.).
- 7.4 Contracts for Graduate Assistants will be on an annual basis.

## **8. CHANCELLOR'S RESEARCH INITIATIVE**

- 8.1 Senior Research Fellow - This is a CRI initiative position. This is a world-renowned, scholar and researcher who has a proven track record of success in developing and implementing large, multi-investigator, federally funded programs such as NSF Engineering Research Centers, NSF Materials Research Science & Engineering Centers, foundations that support the liberal arts and other funding mechanisms similar in scope and size. A Senior Research Fellow has demonstrated the ability to augment federal funding with additional support from commercial and/or non-profit sources; alignment of their area of study with current/future national funding priorities and university strategic thrusts; a track record of their trainees successfully obtaining federal funding; and demonstrated success as an outstanding educator, if not recruited for research.

- 8.2 Contracts for Senior Research Fellows will be on an annual basis and will be based on scholarly/creative activity and/or service that has been part of the faculty member's responsibility.

## **9. APPOINTMENT**

- 9.1 All fixed-term faculty members will be provided with a letter of appointment that outlines the initial terms and conditions of employment and details the necessary teaching, and/or scholarly/creative activity, and/or service expectations of the position. For additional details, please see Section 3.1 of System Policy [12.07 Fixed Term Academic Professional Track Faculty](#).
- 9.2 All appointment letters will indicate that the position is non-tenure track and will expire upon completion of the appointment term indicated unless extended in accordance with Section 3.2 of System Policy [12.07 Fixed Term Academic Professional Track Faculty](#) or dismissal of the faculty member under Section 9 of this UAP.
- 9.3 Faculty members shall be notified annually, in writing, of their salary. Any other changes or additions to the appointment should also be included.
- 9.4 Faculty members are expected to fulfill the terms and conditions of employment for the following year unless they resign prior to thirty (30) calendar days after receiving notice of the terms. This provision should be included in all letters of appointment and annual reviews.
- 9.5 Upon recommendation by the college dean and approval by the Provost, appointments for fixed-term faculty may be made at less than full time.

## **10. EVALUATION**

- 10.1 Section 4 of System Policy [12.07 Fixed Term Academic Professional Track Faculty](#) addresses evaluation of professional track faculty.

## **11. DISMISSAL**

- 11.1 Section 5 of System Policy [12.07 Fixed Term Academic Professional Track Faculty](#) addresses dismissal of professional track faculty.

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### **Related Statutes, Policies, Regulations and Rules**

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[System Policy 12.01 Academic Freedom, Responsibility and Tenure](#)

[System Policy 12.07 Fixed Term Academic Professional Track Faculty](#)

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### **Contact Office**

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