

Guideline for Faculty Titles
College of Agriculture and Life Sciences

1 General

These guidelines apply only to those positions that are administratively located in the College of Agriculture and Life Sciences (ie. have an 02 adloc). Nothing in this guideline requires that current faculty members (those already holding appointments when this guideline is adopted by the College) must have their titles or current appointments changed. However, if a present faculty member is offered a new appointment, with a change in title, or when a new faculty member is hired, his/her appointment title should conform to these guidelines. It is desired that all faculty titles move toward alignment with this guideline over time. Nothing in this guideline supersedes the requirements for faculty recruitment, appointments, and promotions that are addressed in Texas A&M University System Policies or Regulations, or Texas A&M University Rules and Standard Administrative Procedures.

2 Definition, Categories and Ranks for Faculty Appointments

2.1 By definition, a position is considered to be a faculty appointment if the primary title includes the word \$professor,\$Instructor,\$or "lecturer\$"in the title, regardless of other rank of appointment qualifiers associated with the title. However, not all faculty appointments are eligible to participate in all faculty shared governance activities in the University, College, or departments, but must adhere to the Constitution and Bylaws of the Faculty Senate or other approved College or department guidelines.

2.2 Categories for faculty titles are expected to align as follows (with exceptions requiring department head recommendation and approval of the College Dean, and the Dean of Faculties and Associate Provost):

2.2.1 Professor, Associate Professor, and Assistant Professor are appointment titles of either tenured or tenure-track faculty members. (Distinguished Professors are also tenured faculty members, but by Texas A&M University Rule are titles into which faculty are promoted. Refer to University Rule 12.99.99.M4, and Dean of Faculties and Associate Provost annual guidelines on promotion to Distinguished Professor.) All faculty members in these appointments are expected to make significant contributions in the areas of scholarly research or creative work, teaching, extension, and service, with exceptions made for termed appointments to focus on fewer of these areas (such as administrative appointments).

2.2.2 Instructor is a tenure-track appointment, which is used for a person who was recruited to be an Assistant Professor on tenure-track, but who has not finished all requirements for the appropriate terminal degree on the date predicted. Upon evidence of completion of the expected degree, the appointment title will be changed to Assistant Professor. (The unit and appointed faculty member may also consider the option of a non-tenure track title until the imminent completion of the expected terminal degree). Instructors are expected to make significant contributions in the areas of scholarly research or creative work, teaching, and service.

- 2.2.3 [Adjective] Professor, [Adjective] Associate Professor, and [Adjective] Assistant Professor are non-tenure track appointments. This adjective modifier does not include the word Distinguished (see 2.2.1 above), but currently includes the words Adjunct, Clinical, Executive, Instructional, Research, Senior, and Visiting. Faculty in these appointments will be expected to make significant contributions to the department or college programs in teaching, scholarly research or creative work, or service. Visiting is normally used for appointments of faculty members whose long term primary employment commitment is not to Texas A&M University and where the faculty appointment is expected to cease after no more than three years (although the appointments are one-year or semester appointments, reappointment is possible). Adjunct appointments will indicate an expectation that a longer term as a faculty member is expected. Adjunct appointments can be for people outside Texas A&M University or if the faculty member holds an appointment with another TAMU department. Departments may utilize any of these non-tenure accruing appointments for faculty members who consistently and significantly contribute to programs in scholarly research, creative work, teaching or service.
- 2.2.4 Titles used by non-tenured faculty administratively located in the Texas AgriLife Extension Service or Texas AgriLife Research (ie. have an 07 or 06 adloc) who also may have joint appointments with the College are defined by those agencies. For Extension, appropriate individuals can be assigned the professorial title Professor, Associate Professor, or Assistant Professor and "Extension Specialist". For Research, appropriate people can be assigned the professorial title Professor, Associate Professor, or Assistant Professor preceded by the adjective "Research".
- 2.2.5 Senior Lecturer and Lecturer are non-tenure track appointments for faculty members who teach but who are not required to consistently make significant contributions in the area of scholarly research or creative work, or the area of service. These titles normally carry voting rights for shared governance on campus.
- 2.2.6 Assistant Lecturer is a non-tenure track appointment used for less than five years for either candidates for a Texas A&M University doctoral degree, or people who are not expected to fill a permanent faculty position at Texas A&M University. These appointments are focused on teaching, and they do not normally have eligibility for faculty voting rights in shared governance processes on campus.
- 2.2.7 Graduate Assistant Lecturer and Graduate Teaching Assistant titles, although used on some State and Federal forms for the purpose of reporting, will not be considered as faculty titles or faculty rank, for the purposes of appointment in the College of Agriculture and Life Sciences.

2.3 Tenure and Rank for Appointments

Tenure is granted by the Board of Regents. At the time of appointment of a faculty member in either the Professor or Associate Professor ranks, the department may recommend the faculty member for tenure on arrival. Such a recommendation must include an evaluation and vote by an appropriately composed departmental

faculty committee, and the Department Head's evaluation and recommendations. The process may also include external recommendations concerning rank and tenure. The Dean must solicit the input of the College's promotion and tenure committee, and relay their recommendation for tenure, as well as his or her recommendation for tenure. These recommendations will be processed through the Dean of Faculties and Associate Provost, for consideration by the Executive Vice President and Provost, and the President. Upon their concurrence to recommend tenure on arrival, the recommendation will be forwarded to the Chancellor. If the Chancellor concurs with the recommendation for tenure, the recommendation will be placed on the next available Board of Regents agenda. The Board of Regents can consider tenure decisions at any of their Board meetings where the item has been appropriately processed to appear on their agenda.

In all cases below, exceptions to the expectations for appointment at a particular rank may be made with appropriate departmental faculty consultation, plus Department Head recommendation, and the approvals of the College Dean and the Dean of Faculties and Associate Provost. Expected qualifications for faculty appointment to various categories and ranks should be considered as follows.

- 2.3.1 All tenured and tenure track faculty members are expected to have a terminal degree for the field in which the faculty member will be primarily teaching. (These degrees may not be titled the same as the degree is titled at Texas A&M University, but the academic work toward the terminal degree should clearly have been within the field where the faculty member will primarily teach.)
- 2.3.2 All faculty members having positions administratively located in the College of Agriculture and Life Sciences with the word Professor in the title must meet one of the following criteria:
 - a) Have a terminal degree (normally a Doctoral level degree, but in some fields a Master level degree) appropriate for the area in which the faculty member will teach.
 - b) Have a terminal degree in a related field to the one in which the faculty member will teach, and at least seven years of teaching at the college level in the field, or in a related field.
 - c) Have a Master level degree in the field in which the faculty member will be teaching, and at least five years of teaching at the college level in the field, or in a related field.
 - d) Have a Bachelor level degree in the field, or in a related field in which the faculty member will be teaching, and either seven years of practice in the field or special certification, or licensure related to the needs of the program in which the faculty member will teach.
- 2.3.3 All faculty members having positions with the word ~~Professor~~ in the title will have their rank qualifier (the descriptor of their rank) determined as follows:
 - 2.3.3.1 *Assistant* as a qualifier in the titles indicates a relative novice stature in academia, but with credentials evidencing both an expertise in the field, and a commitment to significantly contribute to the areas required by their appointment of scholarly research or creative work, teaching, and service.

2.3.3.2 *Associate* as a qualifier in the titles indicates experience in academia or substantial contributions to the field, and for tenured or tenure track faculty all of the following. For non-tenure track faculty members a) and b) always applies, but c) and d) will be evidenced in alignment with the areas required by the individual faculty member's appointment:

- a) an exemplary level of accomplishment, as measured against the contributions of others in the field;
- b) professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of Texas A&M University;
- c) an area of specialization germane to the programs of Texas A&M University, one not currently represented on the tenured faculty, or one that provides desired reinforcement in an area of priority; and
- d) evidence indicating a commitment to maintain the level of competence in teaching and research expected of a tenured faculty member.

2.3.3.3 The title of Professor with no other rank qualifier indicates substantial experience in academia and evidence of significant impact on the professions of college faculty and on the field in which the faculty member will teach. In addition, such faculty members are expected to have demonstrated all of the required attributes listed in 2.3.3.2 for faculty members with the Associate qualifier as part of their title and rank.

2.3.3.4 The qualifier Distinguished is rarely used in a title at the time of appointment, but if used, the faculty member must have not only demonstrated all of the required attributes described in 2.3.3.3, but must also have a recognized, national and international reputation for seminal or field altering contributions that have advanced the field in which the faculty member will teach.

2.3.4 Positions with the word Lecturer in the title are expected to meet one of the following requirements:

- a) Have a terminal or Master level degree in the field, or in a related field to the one in which the faculty member will teach, or
- b) Have a Bachelor level degree in the field, or in a related field to the one in which the faculty member will teach, plus either three years of practice in the field, or special licensure or certification in the field that is supportive of the teaching goals of the program.

2.3.4.1 Furthermore, for ranks of Assistant Lecturer, Lecturer, and Senior Lecturer, the following criteria must be met:

2.3.4.1.1 The title of Assistant Lecturer is used principally for faculty who do not hold the terminal degree. A full-time or part-time Assistant Lecturer teaching credit courses leading toward the baccalaureate degree must have completed at least 18 graduate semester hours in the discipline they will be teaching and hold at least a master's degree, or hold the minimum of a master's degree with a major in the discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis (Southern Association requirement

relating to faculty preparation). Ordinarily the Assistant Lecturer appointment is part-time and usually considered temporary.

- 2.3.4.1.2 Lecturers should possess a doctoral degree or a master's degree and either three years of teaching experience at the college level or three years of professional experience in the field in which they are teaching, or a combination of the two. (Teaching experience may have been acquired at the graduate assistant level) This title is used for faculty who have proven competence in teaching. Lecturers may be recommended for promotion to the rank of Senior Lecturer upon attaining qualifications for that rank. Recommendation will be considered along with other promotion recommendations (but without a need for outside letters).
- 2.3.4.1.3 The Senior Lecturer title is used for faculty who possess the doctoral degree or who have wide experiential background and a record of successful professional achievement. They may qualify for graduate faculty status. Senior Lecturers are expected to make unusual and important contributions to departmental objectives. Appointment to the Senior Lecturer rank requires prior approval by the College Dean.

3 Terms of Appointment

All initial appointments to Texas A&M University faculty positions, except for those faculty members who were granted tenure on arrival, are one-year appointments (unless an exception is requested by the Department Head and approved by the College Dean and the Dean of Faculties and Associate Provost). All faculty members should be considered for appropriate promotions when they have evidenced the attributes expected for faculty in higher titles, but they all should have an indication of the normal timeframe for such promotion considerations. All faculty promotions must adhere to the University Rule 12.01.99.M2, and the guidelines presented annually by the Dean of Faculties and Associate Provost. Other approved departmental guidelines and expectations must be followed in considering faculty promotions. The following expectations exist for all faculty appointments:

- 3.1 Tenured faculty at the Associate Professor or Professor level may request that they be considered for promotion, or they may be invited by the Department to apply for promotion. There is no requirement that they be considered for promotion in a specified timeframe. Normal time in these ranks is determined by not only the ability to contribute significantly and continuously in the areas of scholarly research or creative work, teaching, and service, but by a period of service long enough to mount substantive evidence that their work in these areas is having an important impact locally and, where applicable, nationally and internationally.
- 3.2 Tenure track appointments are for a probationary term of no more than seven years, although exceptional circumstances may warrant a probation period extension. Extensions for one-year adjustments are requested through the Department Head and College Dean, to the Dean of Faculties and Associate Provost. Two-year extensions must also receive Executive Vice President and Provost approval. Thus, because of the set probation period for all tenure track appointments, these faculty members must be considered for promotion in or before the penultimate year of their probation. All appointments are annual appointments until the faculty member is granted tenure. In accordance with the University Rule 12.01.99.M2, a faculty member in the first year of their tenure-track probationary period must be notified by

March 1 if they will not be reappointed for the following academic year. If the faculty member is in their second year on tenure track, they must be notified by December 15 if they will not be reappointed for the next academic year. After the second year of appointment on tenure track, all tenure track faculty members must be given 12 months notice if they will not be reappointed. Failure by the tenure track faculty member to be awarded tenure by the start of the final year of the probation will result in no further reappointment being made after the end of the final year of probation. (By rule, even if significant changes allow for exceptional reconsideration of tenure in the final year of probation, no reappointment is made after the probationary period unless tenure is awarded.)

- 3.3 Faculty members appointed to Research Assistant Professor, Research Associate Professor, or Research Professor positions administratively located in the College (ie. have an 02 ad loc) are subject to the guidelines established by the Texas A&M University Dean of Faculties and Associate Provost.
- 3.4 Faculty members appointed to [Adjective] Professor, [Adjective] Associate Professor (exclusive in both cases of the adjectives research, visiting, or adjunct), and those appointed to Senior Lecturer will have one-year appointments for at least the first three years in that title, but will always receive 12 months notice if they are not to be reappointed. These appointments do not need to be full-time appointments, but intent to change the percent effort of the appointment should either be by mutual agreement of the faculty member and the Department, or after 12 months notice to the faculty member. All faculty members in these titled positions should be considered for multi-year appointments after the first three years in that title at Texas A&M University.
- 3.5 Faculty members appointed to [*Adjective*] Assistant Professor (excluding the adjectives research, visiting, and adjunct), and Lecturer will have one-year or semester appointments for the first five years of service in the titled position. Notification of non-reappointment should be made as soon as possible, but in all cases they should be notified no later than one month after the Board of Regents has approved the next fiscal year Texas A&M University budget. Faculty members who have continuously been in one of these ranks for five full-time-equivalent years during a continuous seven year period are entitled to 12 months notice if they will not be reappointed. Faculty in these ranks may be considered for multi-year appointments after they have served continuously in the position at Texas A&M University for five years.
- 3.6 Assistant Lecturer, Lecturer, and Senior Lecturer appointments are non-tenure accruing. Letters of appointment or reappointment must include this sentence, "This position is not associated with academic tenure; time in this position does not accrue toward a point when a decision to offer a tenured appointment must be made, nor can this position be offered concurrently with academic tenure."
- 3.7 Faculty with the word *Visiting* or *Adjunct* in their Texas A&M University faculty titles are always given one-year or semester appointments. Notification of non-reappointment should be made as soon as possible, but in all cases they should be notified no later than one month after the Board of Regents has approved the next fiscal year Texas A&M University budget.

3.8 Faculty members appointed to [Adjective] Associate Professor (excluding the adjectives research, visiting, or adjunct), and Senior Lecturer should be considered for promotion after the first three years and before the end of the sixth year of continuous appointment at one of these ranks. (Senior Lecturers can be promoted to [Adjective] Associate Professor if their appointment responsibilities are expanded beyond just the area of teaching.) Failure to receive promotion does not affect reappointment consideration. After the first consideration for promotion, faculty members not promoted with this first consideration must be reconsidered for promotion at least once in every three years thereafter, or they must provide a written waiver of such consideration to the Department Head.

3.9 Faculty members appointed to [Adjective] Assistant Professor (excluding the adjectives research, visiting, or adjunct), and Lecturer should normally be considered for promotion from these ranks after five years, and after this at least once every three years unless they provide the Department Head with a written waiver. Failure to receive a promotion does not automatically affect the reappointment to these ranks.