

UNIVERSITY PROCEDURE
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

12.07.99.C0.01 Full-Time Non-Tenure Track Faculty Positions

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1. GENERAL

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, each college dean determines the level of non-tenure-track faculty support that is needed, sends forward proposals to hire the appropriate people, and forwards documentation of qualifications to teach to the provost's office. The standard load for non-tenure track faculty shall equal 15 hours or the equivalent as defined by the college.

2. Full-Time Non-Tenure Track Ranks

2.1 INSTRUCTOR – Instructors are full-time teaching appointments. Instructors must hold at minimum a master's degree in the teaching field or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class. Instructors are hired on annual contracts and may be reappointed.

2.2 VISITING FACULTY– Visiting faculty positions are annual, limited term appointments. Visiting appointments can be made at assistant, associate, or professor rank, depending on qualifications and experience. Visiting faculty may have duties that include teaching, research/creative activity, and/or service as detailed in their appointment letter. Visiting faculty must hold a terminal degree in the teaching or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class. Visiting faculty members can be reappointed for up to a total of three years. With the approval of the dean and Provost, on rare occasions they may be extended for an explicitly defined period of time.

2.3 CLINICAL TRACK FACULTY – 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. Clinical faculty must hold at least a master's degree in the teaching field or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class.

Clinical faculty may have duties that include teaching, research/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.

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- 2.3.1 Clinical Assistant Professor – Clinical assistant professors are entry-level rank faculty positions that require a master’s degree in the appropriate field.
 - 2.3.2 Clinical Associate Professors – Clinical associate professors require a terminal degree and a minimum of five years in rank at the Clinical Assistant Professor rank.
 - 2.3.3 Clinical Professor – Clinical professors require a terminal degree and a minimum of five years in rank at the Clinical Associate Professor rank.
 - 2.3.4 Contracts for Clinical Assistant Professors will be on an annual basis, contracts for Clinical Associate Professors may be up to two years, and contracts for Clinical Professors may be up to three years.
 - 2.3.5 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, research/creative activity and/or service that have been part of the faculty member’s responsibility.
- 2.4 **PROFESSIONAL TRACK FACULTY**
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 they teach prior to the first day of class.
- 2.4.1 Professional Assistant Professor- Professional assistant professors are entry-level rank faculty positions that require a master’s degree in the appropriate field.
 - 2.4.2 Professional Associate Professor – Professional Associate Professors require a terminal degree and five years of experience at the professional assistant professor rank.
 - 2.4.3 Professional Senior Professor – Professional Senior Professors require a terminal degree and five years of experience at the professional associate professor rank.
 - 2.4.4 Contracts for Professional Assistant Professors will be on an annual basis, contracts for Professional Associate Professors may be up to two years, and contracts for Professional Senior Professors may be up to three years.

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2.4.5 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, research/creative activity and/or service that have been part of the faculty member's responsibility.

2.5 **RESEARCH TRACK FACULTY**

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.

Research track faculty are expected to be an integral part of the academic unit and to actively participate in departmental and college activities within the guidelines of the University and the A&M System procedures and rules.

2.5.1 Research Assistant Professor—This is an entry rank level position requiring a terminal degree in a discipline germane to the research program and evidence of strong research abilities and potential for scholarship.

2.5.2 Research Associate Professor- This position requires a terminal degree and five years of experience as a Research Assistant Professor. This rank requires an exemplary level of accomplishment as measured against the contribution of others in his or her field; professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of the university; and evidence indicating a commitment to maintaining the level of competence in research expected of a faculty member.

2.5.3 Research Full Professor- This position requires a terminal degree and five years of experience at the Research Associate Professor rank. A research full professor must demonstrate continuing accomplishments and evidence of national and international recognition in research; and evidence of valuable professional service.

2.5.4 Contracts for Research Assistant Professors will be on an annual basis, contracts for Research Associate Professors may be up to two years, and contracts for Research Full Professors may be up to three years.

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- 2.5.5 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 research/creative activity that have been part of the faculty member's responsibility.

3. APPOINTMENT AND EVALUATION

- 3.1 All Non-Tenure Track faculty members will be provided with a letter of appointment that shall outline the initial terms and conditions of employment. The letter will explicitly list the necessary teaching and/or research/creative activity and/or service expectations of the position. All appointment letters will indicate that the position is non-tenure track and will expire upon completion of the appointment unless extended in accordance with section 3.2 of [System Policy 12.07](#) or dismissal of the faculty member under section 4 of this policy.
- 3.2 All Non-Tenure Track faculty members will be evaluated annually using standard faculty review processes. The review will include an examination of all of the requirements established in the original letter of appointment and all other requirements that may be added during annual reviews. Evaluations will be filed in the dean's office and will accompany any subsequent recommendations for re-hiring. All recommendations for promotion must be approved by the Provost.
- 3.3 Upon recommendation by the dean and approval by the Provost, appointments for non-tenure track faculty may be made at less than full time.

4. DISMISSAL

- 4.1 All Non-Tenure Track faculty whose appointment has not expired may be dismissed for cause on the same basis as tenured faculty members as outlined in [System Policy 12.01](#).
- 4.2 When dismissing Non-Tenure Track faculty members for cause, Texas A&M University-Corpus Christi will follow [System Policy 12.01](#), Section 6.
- 4.3 Pending an investigation as described in [System Policy 12.01](#), Section 5, Non-Tenure Track faculty members may be placed on administrative leave.

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- 4.4 Non-Tenure Track Faculty are subject to dismissal in the event of financial exigency or the termination or reduction of existing programs as provided in [System Policy 12.01](#), Section 9.

Contact for Interpretation: The Provost and Vice President for Academic Affairs (361) 825-2721