PURPOSE

1. This policy and procedure statement is intended to define the general responsibilities of faculty and to provide a comprehensive list of faculty titles assigned at Texas State.

FACULTY RESPONSIBILITIES

2. All faculty have the responsibility for the appropriate undertaking of teaching, scholarly/creative activities, and service as expected within their discipline and as appropriate for their title and rank. These responsibilities may vary from year to year and are reflected in the PPS 7.05, Faculty Workload. Faculty responsibilities are specified in other policy statements and the Faculty Handbook, including PPS 4.01, Conduct and Planning of Courses; PPS 4.02, Conduct of Classes; PPS 4.05, Maintenance and Improvement of Quality in Teaching; PPS 8.01, Development/Evaluation of Tenure-Track Faculty; department faculty evaluation policies mandated by PPS 8.09, Performance Evaluation of Faculty and Post-Tenure Review; PPS 8.10, Tenure and Promotion Review; and the department and college tenure and promotion policies mandated by PPS 8.10.

CONTRACT CONDITIONS

3. All faculty appointments are for a specified period and are not to exceed one year as specified by the TSUS Rules and Regulations, Chapter V, section 4.1, Employment.

Faculty who are not in tenured or tenure-track appointments may be appointed for a specified term, ranging from one to five years. Eligibility for a reappointment for subsequent years is contingent upon satisfactory annual performance evaluations during the term period, in addition to continuity of funding and departmental need.

FACULTY DEFINITIONS

4. Tenure line faculty are faculty who are eligible for consideration for tenure following a stipulated probationary period, or who have earned tenure.

a. Titles for tenure-track and tenured faculty include:
1) Assistant Professor  
2) Associate Professor  
3) Professor  
4) Professor – Endowed Chair  
5) Professor – Endowed Professorship  
6) Professor – University Chair  
7) Regents’ Professor  
8) Chair – Associate Professor  
9) Chair – Professor  
10) Program Chair – Associate Professor  
11) Program Chair – Professor  
12) School Director – Associate Professor  
13) School Director – Professor  
14) University Distinguished Professor

5. Nontenure line faculty (NLF) are faculty who are not eligible for tenure. Emeritus faculty are included because tenure is surrendered at the time of retirement. Nontenure line faculty and emeritus faculty can be appointed on a per course or FTE basis.

a. Titles for nontenure line faculty include:

1) Lecturer - instructional faculty are hired for one academic year or semester, either on a per course or Full Time Equivalent (FTE) appointment. Lecturer duties are restricted to teaching functions and limited service activities.

2) Senior Lecturer – instructional faculty are hired on a continuing basis, either on a per course or FTE appointment. Senior lecturer appointments can be made for a specific term, not to exceed five years, pending successful annual reviews and recommendations to reappoint, renewable annually. Senior lecturers can be reappointed to subsequent five year terms. Senior lecturer duties will be more expansive than those for lecturers and will include the teaching function and expanded service activities. In addition, scholarly/creative activities may be encouraged and allowed but not required.

3) Clinical Lecturer/Senior Lecturer – instructional faculty hired either on a per course or FTE appointment for a specific term, not to exceed five years or, if for a lesser period of time, the time period specified. Specific requirements for appointment at this rank are found in PPS 7.18, Clinical Faculty Appointments.

4) Clinical Assistant Professor – instructional faculty hired either on a per course or FTE appointment for a specific term, not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the clinical track for one or more additional terms, contingent upon continuity of funding, the individual's evaluations, and
departmental need. Specific requirements for appointment at this rank are found in PPS 7.18, Clinical Faculty Appointments.

5) Clinical Associate Professor – instructional faculty hired either on a per course or FTE appointment for a specific term, not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the clinical track for one or more additional terms, contingent upon continuity of funding, the individual's evaluations, and departmental need. Specific requirements for appointment at this rank are found in PPS 7.18, Clinical Faculty Appointments.

6) Clinical Professor – instructional faculty hired either on a per course or FTE appointment for a specific term, not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the clinical track for one or more additional terms, contingent upon continuity of funding, the individual's evaluations, and departmental need. Specific requirements for appointment at this rank are found in PPS 7.18, Clinical Faculty Appointments.

7) Research Assistant Professor - appointed for a term not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the research track for one or more additional terms, contingent upon continuity of funding, the individual's evaluations, and departmental need. Specific requirements for appointment at this rank are found in PPS 7.19, Research Faculty Appointments.

8) Research Associate Professor - appointed for a term not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the research track for one or more additional terms, contingent upon continuity of funding, the individual's evaluations, and departmental need. Specific requirements for appointment at this rank are found in PPS 7.19, Research Faculty Appointments.

9) Research Professor - appointed for a term not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the research track for one or more additional terms, contingent upon continuity of funding, the individual's evaluations, and departmental need. Specific requirements for appointment at this rank are found in PPS 7.19, Research Faculty Appointments.

10) Lecturer of Practice – instructional faculty hired either on a per course or FTE appointment for a specific term, not to exceed three years or, if for a lesser period of time, the time period
specified. A faculty member may be reappointed in the faculty of practice track for one or more additional terms, contingent upon continuity of funding, the individual’s evaluations, and departmental need. Specific requirements for appointments at the rank are found in PPS 7.23, Faculty of Practice Appointments.

11) Assistant Professor of Practice – instructional faculty hired either on a per course or FTE appointment for a specific term, not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the faculty of practice track for one or more additional terms, contingent upon continuity of funding, the individual’s evaluations, and departmental need. Specific requirements for appointments at the rank are found in PPS 7.23, Faculty of Practice Appointments.

12) Associate Professor of Practice – instructional faculty hired either on a per course or FTE appointment for a specific term, not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the faculty of practice track for one or more additional terms, contingent upon continuity of funding, the individual’s evaluations, and departmental need. Specific requirements for appointments at the rank are found in PPS 7.23, Faculty of Practice Appointments.

13) Professor of Practice – instructional faculty hired either on a per course or FTE appointment for a specific term, not to exceed five years or, if for a lesser period of time, the time period specified. A faculty member may be reappointed in the faculty of practice track for one or more additional terms, contingent upon continuity of funding, the individual’s evaluations, and departmental need. Specific requirements for appointments at the rank are found in PPS 7.23, Faculty of Practice Appointments.

14) Visiting Lecturer – appointment at this rank is reserved for a faculty member from another university serving as a visiting scholar for a predetermined time period for collaboration; for a retired tenured faculty member from another university; or an individual with prominent industry ties. Visiting lecturers may also be appointed to teach, on a paid or unpaid basis. Recommendations for appointments at this rank are submitted via the personnel committee, the chair or director, and the dean to the Provost. Required documents for this appointment are found in PPS 7.02, Faculty Hiring.

15) Visiting Assistant Professor - appointment at this rank is reserved for a faculty member from another university serving
as a visiting scholar for a predetermined time period for collaboration; for a retired tenured faculty member from another university; or an individual with prominent industry ties. Visiting assistant professors may also be appointed to teach, on a paid or unpaid basis. Recommendations for appointments at this rank are submitted via the personnel committee, the chair or director, and the dean to the Provost. Required documents for this appointment are found in PPS 7.02, Faculty Hiring.

16) Visiting Associate Professor - appointment at this rank is reserved for a faculty member from another university serving as a visiting scholar for a predetermined time period for collaboration; for a retired tenured faculty member from another university; or an individual with prominent industry ties. Visiting associate professors may also be appointed to teach, on a paid or unpaid basis. Recommendations for appointments at this rank are submitted via the personnel committee, the chair or director, and the dean to the Provost. Required documents for this appointment are found in PPS 7.02, Faculty Hiring.

17) Visiting Professor - appointment at this rank is reserved for a faculty member from another university serving as a visiting scholar for a predetermined time period for collaboration; for a retired tenured faculty member from another university; or an individual with prominent industry ties. Visiting professors may also be appointed to teach, on a paid or unpaid basis. Recommendations for appointments at this rank are submitted via the personnel committee, the chair or director, and the dean to the Provost. Required documents for this appointment are found in PPS 7.02, Faculty Hiring.

18) Assistant Professor Emeritus/Emerita
19) Associate Professor Emeritus/Emerita
20) Professor Emeritus/Emerita
21) Distinguished Professor Emeritus
22) University Distinguished Professor Emeritus/Emerita
23) Extension Educator – appointment with this title is reserved for an academic professional whose primary function is to provide education to clientele through the university’s Distance Education and Study Abroad Programs. Extension educators have as their primary responsibility the instruction, assessment, development and implementation of continuing education and extension and self-paced correspondence programs. Extension educators do not generate student credit hours (SCH) but are
assigned duties within a department, center or institute that require faculty credentials.

24) Language Educator – appointment with this title is reserved for an academic professional whose primary function is to provide non-credit education to international clientele through the Texas State Intensive English Program. Language educators have as their primary responsibility the instruction, assessment, development and implementation of continuing non-formal education programs. Language educators do not generate student credit hours (SCH) but are assigned duties within a department, center or institute that require faculty credentials.

25) Teacher Fellow – appointment with this title is reserved for fully certified first-year K-12 teachers who have completed all Texas certification requirements. Teacher Fellows assume full responsibility for a teacher-of-record position in a participating K-12 school district and are supported through direct involvement and supervision by both district and Texas State faculty.

26) Writer-In-Residence – appointment with this title is reserved for an academic professional whose primary function is to devote time to writing; share knowledge about the creative writing process; offer one-to-one consultations and advice to Texas State graduate and/or undergraduate students interested in creative writing and careers as authors; and organize and/or participate in events such as readings or workshops that are designed to increase the knowledge and skills of Texas State students. Writers-in-residence may also participate in community events that promote writing.

27) Affiliate Instructor – appointment with this title is reserved for an academic healthcare professional whose primary function is to provide supervision of student clinical learning experiences, including but not limited to instruction of procedures, health assessments, and administration of medications. Affiliate instructors may only perform supervision when a qualified, experienced faculty member is physically present. Supervision of clinical learning experiences must follow appropriate professional regulatory board rules and regulations.

6. Per course faculty are paid a flat rate for teaching a class. Appointment is limited to a maximum of two 3-4 hour classes per semester. The only exception is the addition of a University Seminar class to those two classes per semester.

7. A per course faculty FTE is typically 20% or 40% or can range from 0% to less than 50% depending on the department. Pay may be calculated on a per contact hour basis that can alter an FTE.
a. Titles for per course faculty include:

1) Lecturer  
2) Senior Lecturer  
3) Clinical Lecturer/Senior Lecturer  
4) Clinical Assistant Professor  
5) Clinical Associate Professor  
6) Clinical Professor  
7) Research Assistant Professor  
8) Research Associate Professor  
9) Research Professor  
10) Lecturer of Practice  
11) Assistant Professor of Practice  
12) Associate Professor of Practice  
13) Professor of Practice  
14) Professor of Practice – Endowed Chair  
15) Visiting Lecturer  
16) Visiting Assistant Professor  
17) Visiting Associate Professor  
18) Visiting Professor  
19) Assistant Professor Emeritus/Emerita  
20) Associate Professor Emeritus/Emerita  
21) Professor Emeritus/Emerita  
22) Regents’ Professor Emeritus/Emerita  
23) Distinguished Professor Emeritus/Emerita  
24) University Distinguished Professor Emeritus/Emerita  
25) Extension Educator  
26) Language Educator  
27) Teacher Fellow  
28) Writer-In-Residence  
29) Affiliate Instructor

8. Program faculty are not teacher of record, do not generate student credit hours (SCH) but are assigned duties within a department, center or institute that require faculty credentials. The program faculty appointment falls within the Department of Labor’s Learned Professional employee exemption when all of the following tests are met:

a. The employee’s primary duty must be the performance of work requiring advanced knowledge, defined as work that is predominantly intellectual in character and involves work requiring the consistent exercise of discretion and judgement;

b. The advanced knowledge must be in a field of learning; and

c. The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

A program faculty appointment request that includes a description of duties must be submitted for approval to Faculty Records in the Office of the Provost.
9. Visiting Scholar - appointment is reserved for individuals visiting from an outside institution or organization and sponsored by a faculty host. The appointment of a visiting scholar must be well defined as to the purpose, the length of the appointment, and the benefit to Texas State. A visiting scholar must hold a minimum of a bachelor’s degree; be financially supported by an outside source; and have proof of medical insurance. If the visiting scholar is a foreign national, the proper visa is required. The faculty host must request prior written approval for the appointment of a visiting scholar from the school director/department chair, dean, and the Associate Provost, and as relevant, seek guidance from the International Office on immigration related matters.

Requests are made no fewer than 30 days prior to arrival on campus using the Request for Approval of Visiting Scholar form. Federal Export Control regulations will be followed when hiring foreign nationals as Visiting Scholars. This title cannot be used for faculty who otherwise qualify for a visiting or research faculty appointment.

CERTIFICATION STATEMENT

10. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: ______________________Review Date: _________________
Reviewer: _________________________ Date: _______________________
Approved: _________________________Date: _______________________

Gene Bourgeois
Provost and Vice President for Academic Affairs