



Academic Appointments and Titles

Position titles are being reviewed to comply with this HOP.

Purpose

This policy describes the academic titles approved for use at Stephen F. Austin State University (SFASU). See The University of Texas System Board of Regents' *Rules and Regulations*, Rule 31001, Faculty Appointment and Titles.

Persons Affected

This policy applies to faculty appointed at SFASU.

Definitions

College: An academic unit organized within the university, which is usually comprised of many departments or provides programs in multiple academic specialties/professional instruction. This academic unit may be referred to as a college or school and is led by a dean reporting to a designated Executive Vice President (EVP).

Department: An academic unit organized within a college, usually devoted to a particular academic discipline. This academic unit may be referred to as a department, school, or center, and the unit's head (usually a chair or director) reports to the dean of the college.

Faculty member: a faculty member is anyone holding an academic title in this policy, except Assistant Instructors or Teaching Assistants.

Policy

UT System Board of Regents' *Rules and Regulations* Rule 31001 describes the use of titles that apply to all institutions within The University of Texas System, including tenured titles, non-tenured titles, and honorific titles.

Academic Titles:

- A. *Tenure Eligible Titles* - The only titles to be used in which the faculty members are tenure eligible are as follows:
 - 1. Professor
 - 2. Associate Professor
 - 3. Assistant Professor (Tenure-Track)
- B. *Non-tenured Academic Titles* - The following academic titles may also be used by SFASU. Tenure may not be awarded to a person appointed to these titles. Academic service with these titles may not be counted toward the satisfaction of any maximum probationary



period. Appointments to these titles shall be for one to three academic years. Such appointments shall terminate at the expiration of the stated period of appointment without notification of non-renewal. If SFASU determines it is to the institution's benefit, it may offer reappointment to these titles in accordance with Texas Education Code Section 51.943, Renewal of Faculty Employment Contracts.

1. *Instructor* – This title denotes probationary appointment and may allow for the accrual of time toward tenure.
2. *Lecturer* - This title may be used for individuals who will serve as Teachers and whose teaching experience, and qualifications are comparable to those of faculty members in untenured, tenure-track positions. Upon approval by the President, SFASU may identify up to three divisions within this rank to be designated Lecturer I, Lecturer II, and Lecturer III.
3. *Senior Lecturer* - This title may be used for Teachers who will augment and complement regular teaching faculty and whose teaching experience, and qualifications are comparable to those in tenure positions.
4. *Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor* - These titles may be used by SFASU to designate regular part-time or full-time service on the faculty while involved in clinical experiences or applied programs.
5. *Assistant Instructor or Teaching Associate* - These titles may be used interchangeably for:
 - i. Certain graduate students teaching on a part-time or full-time basis who are in the last phase of their doctoral programs and who are unconditionally enrolled in graduate study, or
 - ii. Persons who, because of the nature of their duties, such as in a laboratory or in a hospital, do not qualify for one of the usual academic titles and do not hold the academic training or professional distinction usually required for attaining tenure positions.
6. *Professor in Practice, Associate Professor in Practice, and Assistant Professor in Practice* - These titles may be used by SFASU to designate regular part-time or full-time service for faculty involved in a professional experience program. Appointments to the faculty with a Professor in Practice title may be with or without pay.
7. *Teaching Assistant* - This title usually applies to graduate students who are teachers and employed part-time.
8. *Faculty Associate* - This title may be applied to a person assigned to a research or nonteaching center, institute, or other unit or interdisciplinary program of SFASU.



9. *Specialist* - This title may be used for professional individuals who will serve as practitioners in specific areas of instruction, training, or supervision. In accordance with SFASU policy, the title may carry appropriate descriptive prefixes to indicate specific areas of proficiency, such as Practice Teaching Specialist, Physical Activity Specialist, or Social Work Field Training Specialist.
10. *Patient Care or Research* - Persons appointed to full-time positions for the primary purpose of patient care or other service activities or to full-time or part-time positions for the primary purpose of research activities shall be given one of the following titles, even though the individuals may be assigned teaching responsibilities:
 - i. Professor of _____ (Title of Specialty)
 - ii. Associate Professor of _____ (Title of Specialty)
 - iii. Assistant Professor of _____ (Title of Specialty)
11. Other titles outlined in UT System Board of Regents' *Rules and Regulations*, Rule 31001, Faculty Appointments and Titles:
 - a. *Non-tenure Track Positions* - Prefixes to academic and staff positions in which tenure cannot be acquired:
 - i. *Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor* - These titles are used only for temporary appointments of persons either visiting from other institutions where they hold similar ranks or who are brought to SFASU on a trial basis.
 - ii. *Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor* - One of these titles may be used when a qualified person from business, industry, government, private practice, or another institution of higher education may be teaching a course or participating in the teaching of a course at SFASU. Qualifications are to be determined by individual departments and approved by their deans. Appointments to the faculty with an adjunct title may be with or without pay.
 - iii. *Adjoint Professor, Adjoint Associate Professor, and Adjoint Assistant Professor* - These titles may be used by SFASU to designate faculty who serve SFASU in cooperative or joint programs pursuant to a memorandum of understanding, cooperative research and development agreement, or similar partnership instrument. Persons holding these titles will be employees of and compensated by the partnership organization. They will not be deemed employees of SFASU. They will, however, have the same obligations, responsibilities, and authority as regular faculty employed directly by SFASU when performing faculty functions pursuant to the



agreement. Appointments will usually be part-time to supervise theses and dissertations or to teach highly specialized courses. The term of the appointment shall be specified in the agreement with the partner organization.

- iv. Other positions outlined in UT System Board of Regents' *Rules and Regulations*, Rule 31001.
- b. *Honorific Titles* - Honorary titles such as Dean Emeritus, Chair Emeritus, Professor Emeritus, and similar designations may be given to a retired faculty member or in anticipation of the retirement of a faculty member, effective upon retirement. The conferring of one of these titles is not automatic upon retirement and may be conferred only upon approval of the President in accordance with approved SFASU procedures.
- c. Any person holding a position of Research Scientist, Research Associate, Research Assistant, or (in the health units) other appropriate research titles, will be under the classified personnel system, unless special approval has been granted by the President of SFASU to designate the individual as an unclassified employee in such a position.

Departure from an Administrative Position:

Administrative and academic (faculty) titles, duties, and pay rates for individuals who hold both administrative and academic appointments are distinct and severable. Departure or removal from an administrative position does not impair the individual's rights and responsibilities as a faculty member.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 51.943

Regents' *Rules and Regulations*, Rule 31001, Faculty Appointment and Titles

SFA HOP 04-204 Graduate Admission and Assistantships
SFA HOP 02-301 Academic and Professional Qualifications/Terminal Degrees
SFA HOP 02-304 Academic Promotion of Full Time Faculty
SFA HOP 02-305 Adjunct Faculty Performance Evaluation
SFA HOP 02-312 Faculty Workload
SFA HOP 02-315 Part-time Academic Appointments
SFA HOP 02-316 Performance Evaluation of Faculty
SFA HOP 02-320 Tenure and Continued Employment

Responsible Executive

Provost and Executive Vice President for Academic Affairs



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

Handbook of
Operating Procedures

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Forms

None

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Educational Policy