

Policies of the University of North Texas	Chapter 6
06.002 Academic Appointments and Titles	Faculty Affairs

Policy Statement. In furtherance of its commitment to recruiting and retaining a highly qualified and diverse faculty in support of academic excellence, UNT uses a standardized process for making faculty appointments and for assigning titles across all units. All faculty appointments shall be made and titles assigned in accordance with this policy.

Application of Policy. All Faculty and Units.

Definitions.

1. Probationary Period. “Probationary period” means the period of employment preceding determination of tenure status.
2. Unit. “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.
3. Unit Administrator. “Unit administrator” means the person responsible for the unit.

Procedures and Responsibilities.

- I. Types of Faculty Appointments.
 - A. Tenure-Track Appointment. A tenure-track appointment means employment where the faculty member may be granted tenure at the time of employment or where the faculty member may be granted tenure after a probationary period. Appointment may be made to the rank of assistant professor, associate professor, or professor.
 - B. Non-Tenure Track Appointment. A non-tenure track appointment is an appointment of a fixed duration, in which the individual is part of the faculty of a unit. Such an appointment is not eligible for tenure and may be for a partial semester, a semester, an academic year, or for multiple years as fits the needs of the institution. Non-tenure track multi-year appointments are subject to non-renewal at the sole discretion of the university at the end of each year. Appointments may be made to the title of assistant librarian, associate librarian, librarian, clinical assistant professor, clinical associate professor, clinical professor, lecturer, senior lecturer, principal lecturer, visiting lecturer, visiting assistant professor, visiting associate professor, visiting professor, visiting clinical professor, adjunct, scholar-in-residence, executive-in-residence, instructor, associated professor, affiliated professor, assistant professor of practice, associate professor of practice, professor of practice, and instructor.

- C. Joint Appointment. A joint appointment is an appointment where a faculty member is assigned faculty-related responsibilities in two or more UNT units, other institutions of higher education, or external entities as set out in UNT Policy 06.036 (Joint Faculty Appointments).
- D. Administrative Appointment. An administrative appointment is an appointment in which the workload consists of significant administrative duties (at least 50 percent administrative responsibilities) related to the operation of UNT, including the operation of a department, college, or program; and that leads or officially assists in leading a unit in a role such as a dean, associate dean, department chair, or other unit administrator.

II. Types of Academic Titles.

- A. Assistant Professor. An assistant professor is a tenure-track faculty member holding a terminal degree in a specific discipline or having equivalent applied experience, appointed to perform the responsibilities of teaching, scholarship, and service.
- B. Associate Professor. An associate professor is a tenured or tenure-track faculty member who meets the promotion criteria outlined in UNT Policy 06.004, Faculty Reappointment, Tenure and Promotion.
- C. Professor. A professor is a tenured or tenure-track faculty member who meets the promotion criteria outlined in UNT Policy 06.004, Faculty Reappointment, Tenure and Promotion.
- D. Instructor. An instructor is a non-tenure track faculty member who has not completed the terminal degree at the time of hire. Upon completion of the degree, the appointment may be changed to a tenure-track appointment. Instructors are expected to make significant contributions in the areas of teaching, scholarship, and service.
- E. Assistant Librarian. An assistant librarian is a non-tenure track faculty member holding a terminal degree in a library-related discipline, or having equivalent applied experience, appointed to perform the responsibilities of librarianship, scholarship, and service.
- F. Associate Librarian. An associate librarian is a non-tenure track faculty member who meets associate librarian promotion criteria. Promotion to the rank of associate librarian requires evidence of progressive development in the domains of the librarianship and scholarship, along with evidence of effectiveness in the domain of service. Candidates for promotion must have at least five (5) consecutive years of experience at the assistant librarian rank and/or the equivalent professional experience. The candidate must demonstrate progressive development and/or

effectiveness based on university and unit criteria in the areas of librarianship, scholarship, and service.

- G. Librarian. A librarian is a non-tenure track faculty member who meets the librarian promotion criteria. Candidates for promotion must have at least five (5) consecutive years of experience at the associate librarian rank and/or the equivalent professional experience. Promotion to the rank of librarian requires evidence of sustained development in the three (3) areas of librarianship, scholarship, and service.
- H. Clinical Assistant Professor. A clinical assistant professor is a non-tenure track faculty member who has expertise or specialization in a specific profession and whose primary responsibilities are performed in a clinical, professional, or practicum setting.
- I. Clinical Associate Professor. A clinical associate professor is a non-tenure track faculty member who meets promotion criteria outlined in UNT Policy 06.005.
- J. Clinical Professor. A clinical professor is a non-tenure track faculty member who meets the promotion criteria outlined in UNT Policy 06.005.
- K. Lecturer. A lecturer is a non-tenure track faculty member who meets the performance expectations related to the workload outlined in UNT Policy 06.005.
- L. Senior Lecturer. A senior lecturer is a non-tenure track faculty member who meets the promotion criteria outlined in UNT Policy 06.005.
- M. Principal Lecturer. A principal lecturer is a non-tenure track faculty member who meets the promotion criteria outlined in UNT Policy 06.005.

III. Types of Administrative Appointments.

- A. Dean. A dean is the head academic and administrative official responsible for the educational, budgetary, scholarship, personnel, and student affairs of a college or school. Deans are appointed by and serve at the pleasure of the provost, with approval of the president.
- B. Associate Dean. An associate dean assists the dean in the leadership of a college or school, often in specific areas of responsibility such as academic affairs or research. Associate deans generally are tenured faculty. Associate deans are appointed by and serve at the pleasure of the dean, with approval of the provost.
- C. Department Chair. A department chair is the head academic and administrative official responsible for the educational, budgetary, scholarship, personnel, and

student affairs of a department. Chairs generally are tenured with the rank of professor. Chairs are appointed by and serve at the pleasure of the dean, with approval of the provost.

- D. Assistant or Associate Department Chair. An assistant or associate department chair assists the department chair in the administration of the department. Assistant or associate department chairs serve at the pleasure of the department chair, with approval of the dean.

IV. Special Titles.

- A. Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Visiting Clinical Professor, and Visiting Lecturer. Visiting faculty are non-tenure appointments for a fixed term to carry out instructional or research responsibilities within a unit. Professional credentials are required for appointment as a visiting faculty member. Visiting faculty members may be associated with another university or agency where they hold similar rank. Such appointments are limited to two years. Individuals appointed in these positions are not eligible for tenure.
- B. Adjunct. Adjunct appointments are non-tenure track appointments for instructional purposes only and for a fixed term, usually on a semester-by-semester basis.
- C. Scholar-in-Residence. Scholar-in-residence appointments are non-tenure track appointments for a fixed-term based on noteworthy experience and credentials.
- D. Executive-in-Residence. Executive-in-residence appointments are non-tenure track appointments for a fixed-term based on noteworthy experience and credentials.
- E. Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice. Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice appointments are non-tenure appointments for one year, unless a longer duration is stated, and reserved for individuals who have a particular expertise in a given area based on experience and education rather than academic credentials. These appointments may be renewed at the sole discretion of the provost.
- F. Associated Professor or Affiliated Professor. Associated Professor or Affiliated Professor is a courtesy title that may be assigned to a tenure-track faculty member with an appointment to a department other than the department(s) to which the tenure-track faculty member is appointed. A department that wishes to offer such a title must have written criteria for assignment of the title and a defined period of time for the association or affiliation, generally no less than three years. The assignment of

associated or affiliated professor is not an appointment and does not grant the faculty member any rights or privileges in addition to those set out in the faculty member's appointment or university policy.

V. Honorific Titles.

- A. Endowed Chair. Endowed chairs are administrative appointments that are supplementary to any other positions held at UNT. Designation as endowed chairs recognizes individuals who have made outstanding contributions to a discipline. Holders of these titles may be outstanding scholars, artists, business authorities, or performers. National and, where appropriate, international recognition in a field is expected. The availability of endowed chair positions depends upon external funding. Endowed chairs may be established where sources of funding provide for the creation of such positions in accordance with Regents Rule 09.200, Naming of Property, Programs, and Academic Positions; and UNT Policy 09.001, Naming Policy.
- B. Endowed Professorship. Designation as an endowed professorship recognizes individuals who have made outstanding contributions to a discipline. Holders of this title may be outstanding scholars, artists, business authorities, or performers. National and, where appropriate, international recognition in a field is expected. Named professorships may be established where sources of funding provide for the creation of such positions in accordance with Regents Rule 09.200 and UNT Policy 09.001.
- C. Regents' Professor. Designation as a regents' professor recognizes eminence in the field of study and outstanding contributions to teaching, scholarship and service, and may be awarded only by the UNT System Board of Regents. National and, where appropriate, international recognition is required. As specified in Regents Rule 06.300, Faculty Appointments, and UNT Policy 06.017, Regents' Professorships, only full-time, tenured faculty with the rank of Full Professor may hold this title.
- D. University Distinguished Research Professor. The university distinguished research professorship recognizes tenured faculty at the rank of professor who have achieved an exceptionally outstanding record of creative activities or research productivity and who demonstrate a record of continued extraordinary productivity. As specified in UNT Policy 06.016, Distinguished Research Professorship, only full-time, tenured professors may hold this title.
- E. University Distinguished Teaching Professor. The university distinguished teaching professorship recognizes tenured faculty who: perform outstanding teaching; teach at the introductory levels of their disciplines (where such courses are available); foster the development of teaching excellence; and serve as a mentor to faculty and

students. As specified in UNT Policy 06.015, Distinguished Teaching Professorship, only full-time, tenured associate professors and professors may hold this title.

- VI. Creation and Elimination of Titles. Other titles may be created or eliminated, with the written approval of the provost and in compliance with applicable Regents Rules and other university policies, based on the needs of a department, college/school, or the university. Examples of such titles may include, but are not limited to, special assistants, directors, associate directors, and assistant deans.

References and Cross References.

Regents Rule 06.300, Faculty Appointments

Regents Rule 09.200 Naming of Property, Programs, and Academic Positions

UNT Policy 06.004, Faculty Reappointment, Tenure, and Promotion

UNT Policy 06.015, University Distinguished Teaching Professorship

UNT Policy 06.016, University Distinguished Research Professorship

UNT Policy 06.017, Regents' Professorships

UNT Policy 06.036, Joint Faculty Appointments

UNT Policy 09.001, Naming Policy

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