



**Policy Chapter:** Chapter 6 Faculty Affairs

**Policy Number and Title:** 06.002 Academic Appointments and Titles

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## **I. 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 will be made, and titles assigned, in accordance with this policy.

## **II. Application of Policy**

Academic Affairs Personnel.

## **III. Policy Definitions**

### ***A. Probationary Period***

“Probationary Period,” in this policy, means the period of employment preceding determination of tenure status. In the case of professional faculty on a continuing contract, “probationary period” refers to the period of employment under an initial multi-year appointment when non-renewal for faculty is at the sole discretion of the university at the end of each year. An initial one-year appointment or series of one-year appointments is not considered part of the probationary period.

### ***B. Unit***

“Unit,” in this policy, means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.

### ***C. Unit Administrator***

“Unit Administrator,” in this policy, means the person responsible for the unit and the personnel actions within the unit. A department chair is an example of a unit administrator.

## **IV. Policy Responsibilities**

### ***A. Types of Faculty Appointments***

#### **1. 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.

#### **2. Professional Faculty Appointment**

A professional faculty 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. Professional faculty appointment titles are maintained by the Office of Academic Resources.

3. 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 Appointment](#).

4. Administrative Appointment

An administrative appointment is an appointment in which the workload consists of significant administrative duties (at least 50% 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.

***B. Types of Academic Titles and Special Titles***

Academic titles are maintained by the Office of Academic Resources. Permission to create a new title (outside of the current list) must be obtained prior to appointment offers. Newly proposed titles must be in compliance with applicable Regents Rules and other university policies, and be based on the needs of a department, college/school, or the university. The Faculty Senate Executive Committee will be apprised of new academic titles.

***C. Types of Administrative Appointments***

1. 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.

2. 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.

3. Unit Administrator

A unit administrator is the head academic and administrative official responsible for the educational, budgetary, scholarship, personnel, and student affairs of a department. Unit administrators generally are tenured with the rank of professor. Unit administrators are appointed by and serve at the pleasure of the dean, with approval of the provost.

4. Assistant or Associate Unit Administrator

An assistant or associate unit administrator assists the unit administrator in the

administration of the department. Assistant or associate unit administrators serve at the pleasure of the unit administrator, with approval of the dean.

5. University Librarian & Vice Provost

The University Librarian & Vice Provost is the head academic and administrative official responsible for the educational, budgetary, scholarship, personnel, and student affairs of the University Libraries. The University Librarian & Vice Provost is appointed by and serves at the pleasure of the provost, with approval of the president.

6. Senior Associate and Associate University Librarians

Senior Associate and Associate University Librarians assist the University Librarian & Vice Provost in the leadership of the University Libraries, often in specific areas of responsibility such as academic affairs or research. Senior Associate and Associate University Librarians are appointed by and serve at the pleasure of the University Librarian & Vice Provost, with approval of the provost.

***D. Honorific Titles***

1. 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](#).

2. 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, Naming](#).

3. 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 06.015, Eminent Professorships](#), only full-time, tenured faculty with the rank of Full Professor may hold this title.

#### 4. 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 06.015, Eminent Professorships](#), only full-time, tenured professors may hold this title.

#### 5. 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, Eminent Professorships](#), only full-time, tenured associate professors and professors may hold this title.

### V. Resources/Forms/Tools

[Types of Academic Titles](#)

[Name Change for Non-Tenure Track Faculty](#)

### VI. References and Cross-References

[UNT System Board of Regents Rule 06.300, Faculty Appointments](#)

[UNT System Board of Regents Rule 09.200, Naming of Property, Programs, and Academic Positions](#)

[UNT Policy 06.004, Faculty Reappointment, Tenure, Promotion, and Reduced Appointment](#)

[UNT Policy 06.015, Eminent Professorships](#)

[UNT Policy 06.036, Joint Faculty Appointments](#)

[UNT Policy 09.001, Naming](#)

### VII. Revision History

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