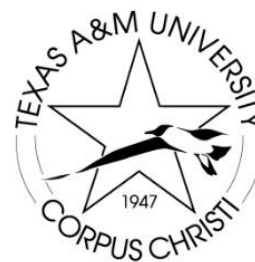


12.07.99.C0.01 Fixed-Term Faculty Members

Revised: April 30, 2021

Next Scheduled Review: April 30, 2026

[Revision History](#)



Procedure Summary

Fixed-term faculty positions are non-tenure track appointments that play a critical role in the teaching, scholarship and creative activity, and service mission of Texas A&M University-Corpus Christi. This procedure defines the different ranks of fixed-term faculty positions and the related appointment, evaluation, and dismissal processes. The promotion process for fixed-term faculty is covered in university procedure 33.99.04.C0.02, *Promotion of Full-Time Faculty Members*.

Procedure

1. GENERAL

In consultation with the Provost and Vice President for Academic Affairs (Provost), the dean of each academic unit (e.g., colleges and library) determines the level of fixed-term faculty support that is needed and forwards hiring recommendations for selected finalists along with documentation of teaching/librarianship qualifications to the Office of the Provost for approval. The standard load for fixed-term faculty shall be equal to 15 hours or the equivalent as defined by the academic unit.

2. FIXED-TERM TITLES AND RANKS

2.1. Instructor

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

2.2. Clinical Faculty

2.2.1. 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 academic unit. Clinical faculty members must hold at least a master's degree in the teaching field or related discipline and be appropriately credentialed for the courses they teach prior

to the first day of class.

2.2.2. Clinical faculty members may have duties that include teaching, scholarship and creative activity, and/or service as detailed in their appointment letters. The clinical rank will be specified at the time of hiring, and individuals are contracted annually. The ranks for clinical faculty members are as follows:

- (a) Assistant Clinical Professor – Assistant clinical professors are entry-level faculty positions that require a master's degree in the appropriate field.
- (b) Associate Clinical Professor – Associate clinical professors require a terminal degree in the appropriate field and a minimum of five (5) years of experience at the assistant clinical professor or comparable rank.
- (c) Senior Clinical Professor – Senior clinical professors require a terminal degree in the appropriate field and a minimum of five (5) years of experience at the associate clinical professor or comparable rank.

2.3. Professional Faculty

2.3.1. Professional faculty positions are full-time appointments that bring excellence to the university through high quality professionals in teaching, scholarship and creative activity, and/or service. Professional faculty members must hold a terminal degree in the teaching field or related discipline and be appropriately credentialed for the courses they teach prior to the first day of class. The professional rank will be specified at the time of hiring, and individuals are contracted annually. The ranks for professional faculty members are as follows:

- (a) Assistant Professional Professor – Assistant professional professors are entry-level faculty positions that require a terminal degree in the appropriate field.
- (b) Associate Professional Professor – Associate professional professors require a terminal degree in the appropriate field and five (5) years of experience at the assistant professional professor or comparable rank.
- (c) Senior Professional Professor – Senior professional professors require a terminal degree in the appropriate field and five (5) years of experience at the associate professional professor or comparable rank.

2.4. Research Faculty

2.4.1. Research faculty positions are typically full-time appointments whose primary responsibilities are designing, carrying out, and managing research, preparing publications, supervising student research, and actively participating in the continuing effort to improve the research in departments, academic units, and the university. Research faculty members are generally not required to teach courses (unless indicated in the letter of appointment) but could be afforded the opportunity to teach if there is a program need and funding is available.

2.4.2. Research faculty are expected to be an integral part of the academic unit and to actively participate in departmental and academic unit activities within the guidelines of the university rules and procedures and the system policies and regulations. The research rank will be specified at the time of hiring, and individuals are contracted annually. The ranks for research faculty members are as follows:

- (a) Assistant Research Professor – Assistant research professors are entry-level faculty positions that require a terminal degree in a discipline germane to the research program and evidence of strong research abilities and potential for scholarship.
- (b) Associate Research Professor – Associate research professors require a terminal degree in a discipline germane to the research program and five (5) years of experience at the assistant research professor or comparable rank. This rank requires an exemplary level of accomplishment as measured against the contribution of others in their 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.
- (c) Senior Research Professor – Senior research professors require a terminal degree in a discipline germane to the research program and five (5) years of experience at the associate research professor or comparable rank. A senior research professor must demonstrate continuing accomplishments with evidence of national and international recognition in research and evidence of valuable professional service.

2.5. Faculty Librarians

2.5.1. Faculty librarians are an integral part of the education process and work closely with faculty to provide instruction in the identification, evaluation,

application, and creation of information. They are responsible for ensuring that essential educational and research resources are identified, selected, acquired, maintained, preserved, and made accessible.

2.5.2. The Association of College and Research Libraries (ACRL) recognizes the master's degree (e.g., Master of Library Science) from a program accredited by the American Library Association (ALA), or the international equivalent, as the terminal professional degree for academic librarians. Exceptions to a library-related degree may be granted at the Dean of Libraries' discretion, should the position responsibilities warrant it. The faculty librarian rank will be specified at the time of hiring, and individuals are contracted annually. The ranks for faculty librarians are as follows:

- (a) Assistant Faculty Librarian – Assistant faculty librarians are entry-level faculty positions that require a Master of Library Science or equivalent degree from an ALA-accredited, or the international equivalent, library school.
- (b) Associate Faculty Librarian – Associate faculty librarians require a Master of Library Science or equivalent degree from an ALA-accredited, or the international equivalent, library school and five (5) years of experience at the assistant faculty librarian or comparable rank.
- (c) Senior Faculty Librarian – Senior faculty librarians require a Master of Library Science or equivalent degree from an ALA-accredited, or the international equivalent, library school and five (5) years of experience at the associate faculty librarian or comparable rank.

2.6. Visiting Faculty

Visiting faculty members may have duties that include teaching, scholarship and creative activity, and/or service as detailed in their appointment letters. Visiting faculty members must hold a terminal degree in the teaching or related discipline and be appropriately credentialed for the courses they teach prior to the first day of class. Visiting appointments can be made at the assistant, associate, or senior rank, depending on qualifications and experience. Visiting faculty positions are annual appointments. Visiting faculty members can be reappointed for up to a total of three (3) years. With the approval of the dean and Provost, on rare occasions their appointments may be extended for an explicitly defined period of time.

3. APPOINTMENT AND EVALUATION

- 3.1. All fixed-term faculty members will be provided with a letter of appointment that shall outline the initial terms and conditions of their employment. The letter will explicitly list the necessary expectations of the position (e.g., teaching, scholarship

and creative activity, service, librarianship, professional growth, professional service). All appointment letters will indicate that the position is fixed-term and will expire upon completion of the appointment unless extended in accordance with section 3.2 of system policy *12.07, Fixed Term Academic Professional Track Faculty* or dismissal of the faculty member under section 5 of the same system policy.

- 3.2. All fixed-term faculty members will be evaluated annually using the standard faculty review processes outline in university procedure *33.99.99.C0.02, Performance Reviews of Full-Time Faculty Members*. The review will include an examination of all of the requirements established in the original letter of appointment and all other requirements that may have been added during previous annual reviews. All annual reviews will be submitted to the Office of the Provost for inclusion in the faculty member's official file and will accompany any subsequent recommendations for re-hiring.
- 3.3. Upon recommendation by the dean and approval by the Provost, appointments for fixed-term faculty may be made at less than full-time.

4. PROMOTION

Application for promotion in rank for all fixed-term faculty members is covered in university procedure *33.99.04.C0.02, Promotion of Full-Time Faculty Members*. Academic units may provide additional details regarding the promotion process for fixed-term faculty in their faculty handbooks.

5. NON-REAPPOINTMENT

Notice of non-reappointment or the intention not to reappoint a fixed-term faculty member will be given in writing.

6. DISMISSAL

- 6.1. All fixed-term faculty whose appointment has not expired may be dismissed for cause on the same basis as tenured/tenure-track faculty members as outlined in system policy *12.01, Academic Freedom, Responsibility and Tenure* and university procedure *12.01.99.C0.05, Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments*.
- 6.2. When dismissing fixed-term faculty members for cause, the university will follow system policy *12.01, Academic Freedom, Responsibility and Tenure*.
- 6.3. Pending an investigation as described in system policy *12.01, Academic Freedom, Responsibility and Tenure*, fixed-term faculty members may be placed on administrative leave.

- 6.4. Fixed-term faculty members are subject to dismissal in the event of financial exigency or the termination or reduction of existing programs the same as tenured/tenure-track faculty as provided for in system policy *12.01, Academic Freedom, Responsibility and Tenure*.
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Related Statutes, Policies, or Requirements

System Policy [12.01, Academic Freedom, Responsibility and Tenure](#)

System Policy [12.07, Fixed Term Academic Professional Track Faculty](#)

University Procedure [12.01.99.C0.05, Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments](#)

University Procedure [33.99.04.C0.02, Promotion of Full-Time Faculty Members](#)

University Procedure [33.99.99.C0.02, Performance Reviews of Full-Time Faculty Members](#)

This procedure supersedes:

- *12.07.99.C0.01, Full-Time Non-Tenure Track Faculty Positions*
 - *12.07.99.C0.02, Fixed-Term Faculty Librarians*
 - *12.07.99.C1.01, Full-Time Non-Tenure Track Faculty Positions*
 - *12.99.99.C2.02, Full-Time Non-Tenure Track Faculty Positions*
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Contact Office

Contact for clarification and interpretation: Provost and Vice President for Academic Affairs
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