12.07.99.C0.01 Fixed-Term Faculty Members

Revised: March 17, 2025
Next Scheduled Review: March 17, 2030
Revision History

Procedure Summary

Fixed-term faculty members have non-tenure track appointments and play a critical role in the teaching, librarianship, research, scholarship and creative activity (RSCA), and service mission of Texas A&M University-Corpus Christi. This procedure defines the different titles and 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/director of each academic unit (e.g., college, school, 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 instructional load for full-time faculty is equal to 15 hours.

2. FIXED-TERM FACULTY TITLES AND RANKS

2.1. Instructor

2.1.1. Instructors have full-time appointments that bring excellence to the university through teaching and service expectations. 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.

2.1.2. Instructors are hired on annual contracts and may be reappointed. The promotion process for instructors follows university procedure *33.99.04.C0.02, Promotion of Full-Time Faculty Members* up to the academic unit level where the process ends. The academic unit dean/director makes the final decision regarding the promotion of

instructors. The ranks for instructors are as follows:

(a) Instructor – Instructors are entry-level faculty positions that require a master's degree in the appropriate field.

(b) Senior Instructor – Senior instructors require a master's degree in the appropriate field and a minimum of five (5) years of experience at the instructor or comparable rank. This is the summit of academic rank for an instructor, representing a position of leadership in the university. Additional requirements for this rank are in the academic unit handbooks.

2.2. Clinical Faculty

2.2.1. Clinical faculty members have full-time appointments that bring excellence to the university by being 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, RSCA, and/or service as detailed in their appointment letters. The clinical rank will be specified at the time of hiring. These individuals are contracted annually and may be reappointed. 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 master's degree in the appropriate field and a minimum of five (5) years of experience at the assistant clinical professor or comparable rank. This rank represents maturity, experience, and leadership in the academic profession. Additional requirements for this rank are in the academic unit handbooks.

(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. This is the summit of academic rank for a clinical faculty member, representing a position of leadership in the university. Additional requirements for this rank are in the

academic unit handbooks.

2.3. Professional Faculty

2.3.1. Professional faculty members have full-time appointments that bring excellence to the university by being high quality professionals in teaching and 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.

2.3.2. The professional rank will be specified at the time of hiring. These individuals are contracted annually and may be reappointed. 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 a minimum of five (5) years of experience at the assistant professional professor or comparable rank. This rank represents maturity, experience, and leadership in the academic profession. Additional requirements for this rank are in the academic unit handbooks.

(c) Senior Professional Professor – Senior professional professors require a terminal degree in the appropriate field and a minimum of five (5) years of experience at the associate professional professor or comparable rank. This is the summit of academic rank for a professional faculty member, representing a position of leadership in the university. Additional requirements for this rank are in the academic unit handbooks.

2.4. Research Faculty

2.4.1. Research faculty members typically have 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.

2.4.2. Research faculty members 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. These individuals are contracted annually and may be reappointed. 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 a minimum of 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; and evidence indicating a commitment to maintaining the level of competence in research expected of a faculty member of comparable rank. Additional requirements for this rank are in the academic unit handbooks.

(c) Senior Research Professor – Senior research professors require a terminal degree in a discipline germane to the research program and a minimum of 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. Additional requirements for this rank are in the academic unit handbooks.

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 discretion of the Dean of Libraries, should the position responsibilities warrant it. The faculty librarian rank will be specified at the time of hiring. These individuals are contracted annually and may be reappointed. 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 a minimum of five (5) years of experience at the assistant faculty librarian or comparable rank. This rank represents maturity, experience, and leadership in the academic profession. Additional requirements for this rank are in the academic unit handbooks.

(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 a minimum of five (5) years of experience at the associate faculty librarian or comparable rank. This is the summit of academic rank for a faculty librarian, representing a position of leadership in the university. Additional requirements for this rank are in the academic unit handbooks.

2.6. Visiting Faculty

2.6.1. Visiting faculty members may have duties that include teaching, RSCA, 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.

2.6.2. 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 academic unit dean/director 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 outlines the initial terms and conditions of their employment. The letter will explicitly list the necessary expectations of the position (e.g., teaching, librarianship, RSCA, and service). All appointment letters will indicate that it is a fixed-term position (non-tenure track) 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 the faculty member is dismissed as outlined in section 5 of this procedure.

3.2. All fixed-term faculty members will be evaluated annually as outlined in university procedure *12.01.99.C0.06, Performance Reviews of Full-Time Faculty Members*. The review will include an examination 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-hire.

3.3. Upon recommendation by the academic unit dean/director and approval by the Provost, appointments for fixed-term faculty may be made for less than full-time.

3.4. Reappointment of fixed-term faculty should be at the same rank and type (full- or part-time) as their most recent appointment.

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, DISMISSAL, AND ADMINISTRATIVE LEAVE

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

5.2. All fixed-term faculty whose appointment has not expired may be dismissed for cause 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*.

5.3. 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.

5.4. Fixed-term faculty members are subject to dismissal in the event of financial exigency or the termination or reduction of existing programs as provided for in system policy *12.01, Academic Freedom, Responsibility and Tenure*.

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 *12.01.99.C0.06, Performance Reviews of Full-Time Faculty Members*
University Procedure *33.99.04.C0.02, Promotion 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*

Contact Office

Contact for clarification and interpretation:	Provost and Vice President for Academic Affairs 361.825.2722