

II.C. NON-TENURE TRACK-FACULTY

(Revised: July 15, 1995; January 19, 2021; September 4, 2025)

All language in this section matches University Procedure 12.07.99.C0.01.

1. GENERAL

Non tenure-track faculty positions play a critical role in the teaching, research/creative activity, and service mission of the college. The standard load for non-tenure track faculty shall equal 15 hours.

2. FULL-TIME NON-TENURE TRACK RANKS

2.1 VISITING FACULTY

Visiting faculty members may have duties that include teaching, research/creative activity, and/or service as detailed in their appointment letters. Visiting faculty must hold a terminal degree in the teaching or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class. Visiting appointments can be made at assistant, associate, or professor 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 years. With the approval of the dean and Provost, on rare occasions, their appointments may be extended for an explicitly defined period of time.

2.2 PROFESSIONAL TRACK FACULTY

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.

2.2.1 Assistant Professional Professor - Assistant Professional Professors are entry-level faculty positions that require a terminal degree in the appropriate field.

2.2.2 Associate Professional Professor –Associate Professional Professors require a terminal degree in the appropriate field and a minimum of five years of experience at the assistant professional professor or comparable rank. This rank represents maturity, experience, and leadership in the academic profession.

2.2.3 Senior Professional Professor –Senior Professional Professors require a terminal degree in the appropriate field and a minimum of five 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.

2.3 INSTRUCTOR

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.

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

2.3.2 Senior Instructor – Senior instructors require a master's degree in the appropriate field and a minimum of five years of experience at the instructor or comparable rank.

3. CONTRACT RENEWAL

3.1 Contracts for Assistant Professional Professors will be on an annual basis, contracts for Associate Professional Professors may be up to two years, and contracts for Senior Professional Professors may be up to three years.

3.2 Contracts for Instructors will be on an annual basis, and contracts for Senior Instructors may be up to three years.

4. PROMOTION

4.1 Application for promotion in rank shall follow the standard department, college, and university criteria and processes with the exception that the dossier shall include required documentation for only those areas of teaching, research/creative activity, and/or service that have been part of the faculty member's responsibility.

5. APPOINTMENT AND EVALUATION

5.1 All Non-Tenure Track faculty members will be provided with a letter of appointment that shall outline the initial terms and conditions of employment. The letter will explicitly list the necessary teaching and/or research/creative activity and/or service expectations of the position. All appointment letters will indicate that the position is non-tenure track and will expire upon completion of the appointment unless extended in accordance with section 3.2 of System Policy 12.07 or dismissal of the faculty member under section 4 of this policy.

5.2 All Non-Tenure Track faculty members will be evaluated annually using standard faculty review processes. The review will include an examination of all of the requirements established in the original letter of appointment and all other requirements that may be added during annual reviews. Evaluations will be filed in the dean's office and will accompany any subsequent recommendations for re-hiring. All recommendations for promotion must be approved by the Provost.

5.3 Upon recommendation by the dean and approval by the Provost, appointments for non-tenure track faculty may be made at less than full time.

6. DISMISSAL

- 6.1 All Non-Tenure Track faculty whose appointment has not expired may be dismissed for cause on the same basis as tenured faculty members as outlined in System Policy 12.01.
- 6.2 When dismissing Non-Tenure Track faculty members for cause, Texas A&M University-Corpus Christi will follow System Policy 12.01, Section 6.
- 6.3 Pending an investigation as described in System Policy 12.01, Section 5, Non-Tenure Track faculty members may be placed on administrative leave
- 6.4 Non-Tenure Track Faculty are subject to dismissal in the event of financial exigency or the termination or reduction of existing programs as provided in System Policy 12.01, Section 9.