

II.B.

FIXED-TERM FACULTY

(Revised: July 15, 1995; November 20, 2020; August 21, 2025)

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

1. GENERAL

Fixed-term faculty members have non-tenure track appointments and play a critical role in the teaching, research, scholarship and creative activity (RSCA), and service mission of the school. The standard load for non-tenure track faculty shall equal 15 hours.

2. FULL-TIME FIXED-TERM RANKS

2.1 VISITING FACULTY

Visiting faculty positions are annual, limited term appointments. Visiting appointments can be made at assistant, associate, or professor rank, depending on qualifications and experience. Visiting faculty may have duties that include teaching, research/creative activity, and/or service as detailed in their appointment letter. 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 faculty members can be reappointed for up to a total of three years. With the approval of the Director and Provost, on rare occasions they may be extended for an explicitly defined period of time.

2.2 PROFESSIONAL FACULTY

2.2.1 Professional Faculty positions are full-time appointments that bring excellence to the university by being high quality professionals in teaching and/or service. Professional Track faculty must hold a terminal degree in the teaching field or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class.

2.2.2 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 rank 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.
- 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.

3. 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*. Additional details regarding the promotion process for fixed-term faculty can be found in the SAMC Faculty Handbook, Section II.C. Tenure and Promotion.

4. APPOINTMENT AND EVALUATION

- 4.1 All fixed-term faculty members will be provided with a letter of appointment that outlines 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 (e.g., teaching, RSCA, and service). All appointment letters will indicate that it is a fixed-term position 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 this policy.
- 4.2 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 all the requirements established in the original letter of appointment and all other requirements that may be 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.

- 4.3 Upon recommendation by the Director and approval by the Provost, appointments for fixed-term faculty may be made at less than full-time.

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 on the same basis as tenured 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*.
- 5.3 Pending an investigation as described in System Policy 12.01, 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 in System Policy 12.01, *Academic Freedom, Responsibility and Tenure*.