

Utah Tech University Policy

631: Faculty Categories



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 Define Utah Tech University (“the University”) faculty categories and ranks.

II. Scope

- 2.1 The faculty of Utah Tech University (hereafter referred to as “University Faculty”) shall consist of the President, Vice President of Academic Affairs and Provost, and all individuals holding full-time or part-time appointments to teach, conduct scholarship or creative or innovative activity, provide academic-related service, or any combination of assignments.
- 2.2 All University Faculty must be appointed to one of the following faculty categories:
 - 2.2.1 Tenure-Track (Regular and Academic Librarian)
 - 2.2.2 Professional Track (non-tenure track)
 - 2.2.3 Clinical Track (non-tenure track)
 - 2.2.4 Part-Time Instructor Track (non-tenure track)
 - 2.2.5 Visiting (non-tenure track)
 - 2.2.6 Graduate Teaching Assistant
 - 2.2.7 Post-doctoral Fellowship

III. Definitions

- 3.1 *Academic Librarian Track Faculty (Tenure-track):*** Full-time faculty

appointed to the Academic Librarian track shall be those individuals holding a terminal degree of a Master of Library Science (M.L.S.) or equivalent from an American Library Association (ALA) accredited program and who were selected from a national search to perform duties of librarianship, conduct scholarship and research along with creative and innovative work, and perform University, professional, or community service.

- 3.2 *Clinical Track Faculty:*** Academic departments that prepare students to become clinical professionals upon graduation may designate some of their faculty as “clinical.” Clinical Track faculty have demonstrated expertise in professional practice. They supervise students and/or conduct research in off-campus authentic clinical settings performing real world clinical duties and responsibilities. Clinical Track faculty shall have full-time term appointments.
- 3.3 *Graduate Teaching Assistant:*** Individuals who are admitted and enrolled full-time in a University graduate program may be appointed for a term appointment to teach undergraduate courses. The term of appointment is typically one year but may be renewed for a second and final one-year term upon approval by the department chair and dean.
- 3.4 *Part-Time Instructor Track Faculty:*** Part-Time Instructor Track faculty shall be part-time faculty with teaching and student learning responsibilities. Part-Time Instructor Track Faculty shall normally be appointed for a one semester term, renewable based on satisfactory performance and availability of work.
- 3.5 *Post-doctoral Fellowship:*** Individuals who have completed a terminal degree may receive a term appointment to teach undergraduate courses as a Post-doctoral Fellow. The term of appointment is two years but may be renewed for a second and final two-year term upon approval by the dean and Vice President of Academic Affairs and Provost. The Post-doctoral teaching program is designed to provide individuals with a mentored teaching experience prior to their first full-time faculty position in higher education.
- 3.6 *Professional Track Faculty:*** Individuals who have recognized expertise in the profession within the public or private sector, but who may or may not have the traditional academic credentials or background, may be appointed to the Professional Track. Professional Track faculty receive a full-time teaching assignment only and typically teach 30 credits annually. Other duties and responsibilities may be assigned in lieu of teaching, subject to approval by the dean and Vice President of Academic Affairs

and Provost.

3.7 Regular Tenure-Track Faculty: Full-time faculty appointed to the regular Tenure-Track shall be those individuals holding a discipline-specific terminal degree, or those without a terminal degree holding an Acting Assistant Professor position subject to Section 4.1.1, and who were selected from a national search to promote student learning and success, conduct scholarly or creative activities, and perform University service as well as professional or community service in addition to those faculty without a terminal degree that previously achieved tenure.

3.8 Visiting Faculty: Individuals who currently hold a faculty position at another college or university, domestic or international, or are considered distinguished professionals in a public or private organization, may be appointed to a one-year, full-time renewable term position to promote student success and learning, and/or conduct scholarly or creative activities, and/or service.

IV. Policy

4.1 Regular Tenure-Track Faculty

4.1.1 Minimum qualification: Approved discipline-specific terminal degree and demonstrated potential to promote student learning and success, conduct scholarly and creative activities, and perform service. (See Policy 641)

4.1.1.1 Regular faculty that have achieved tenure prior to the enactment of this policy will retain their rank and tenure regardless of possession of a terminal degree.

4.1.1.2 Subject to the requirements of Section 4.1.2.1, Acting Assistant Professors are not required to hold terminal degrees.

4.1.2 Academic Ranks

4.1.2.1 Acting Assistant Professor: Individuals selected for a Tenure-Track appointment that have completed all requirements for the terminal degree except completion of the culminating experience, All But Dissertation (ABD), at the time of hire are temporarily appointed as an Acting Assistant Professor for a period of time not to exceed two academic years. Upon completion of the terminal degree, individuals will be appointed as an Assistant Professor beginning the

subsequent academic year. The probationary period shall begin upon initial hiring.

4.1.2.2 Assistant Professor: Must possess a discipline-specific terminal degree and demonstrated potential to promote student learning and success, conduct scholarly and creative activities, and perform service. This is the initial rank for a new Tenure-Track faculty member with no or limited previous tenure track experience.

4.1.2.3 Associate Professor: Second-level rank of a Tenure-track faculty member. Promotion to Associate Professor from Assistant Professor occurs simultaneously with successful attainment of tenure. Promotion to Associate Professor is contingent on demonstrating excellence in promoting student learning and success, conducting scholarly and creative activities, and performing service.

4.1.2.4 Professor: Third-level rank of a Tenure-track faculty member. Promotion from Associate Professor to Professor may occur at the beginning of the seventh year of full-time employment as an Associate Professor. Promotion to Professor is contingent on demonstrating excellence and leadership in promoting student learning and success, conducting scholarly and creative activities, and performing service.

4.1.2.5 University Professor: A University Professor is an individual who has made sustained exemplary contributions to the University and their academic discipline or profession as a leader in promoting student learning and success, conducting scholarly and creative activities, and performing service. Initial eligibility for promotion to University Professor occurs in the twelfth year (during the second Post-Tenure Review) following promotion to Professor. (See Policy 642)

4.1.3 Voting Rights: Tenure-track faculty have voting rights on department, college, and applicable University matters.

4.2 Academic Librarian Track Faculty (Tenure-track)

4.2.1 Minimum qualifications: M.L.S. or equivalent from an ALA accredited program and demonstrated potential for effectiveness as a librarian and in advancing knowledge in the discipline.

4.2.2 Academic Ranks

- 4.2.2.1 Assistant Academic Librarian: This is the initial rank for a new academic librarian track faculty member with no or limited previous tenure track experience.
- 4.2.2.2 Associate Academic Librarian: Second-level rank of an academic librarian. Promotion to Associate Academic Librarian from Assistant Academic Librarian occurs simultaneously with successful attainment of tenure. Promotion to Associate Academic Librarian is contingent on demonstrating excellence in promoting student learning and success, conducting scholarly and creative activities, and performing service.
- 4.2.2.3 Academic Librarian: Third-level rank of an academic librarian. Initial eligibility for promotion from Associate Academic Librarian to Academic Librarian occurs at the beginning of the seventh year of full-time employment as an Associate Academic Librarian. Promotion to Academic Librarian is contingent on demonstrating excellence in promoting student learning and success, conducting scholarly and creative activities, and performing service.
- 4.2.2.4 University Librarian: A University Librarian is an individual who has made sustained exemplary contributions to the University and their discipline or profession as a leader in promoting student learning and success, conducting scholarly and creative activities, and performing service. Initial eligibility for promotion to University Librarian occurs in the tenth year following promotion to Academic Librarian.

4.2.3 Voting Rights: Academic Librarians have full voting rights on library and University matters.

4.3 Professional Track Faculty

4.3.1 Minimum qualifications: Master's degree in a relevant discipline or bachelor's degree with professional expertise equivalent to a master's degree. Demonstrated potential for promoting student learning and success.

4.3.2 Ranks

4.3.2.1 Instructor of the Practice: Must possess a discipline specific master's degree or a bachelor's degree with professional expertise equivalent to a master's degree and demonstrated

potential for promoting student learning and success. This is the initial rank for a new Professional Track faculty member with no or limited previous university experience.

4.3.2.2 Assistant Professor of the Practice: Second-level rank of a Professional Track faculty member. Eligibility for promotion to Assistant Professor of the Practice from Instructor of the Practice occurs at the beginning of the seventh year of full-time employment as an Instructor of the Practice. Promotion to Assistant Professor of the Practice is contingent on demonstrating excellence in promoting student learning and success or other duties as assigned by the dean and Vice President of Academic Affairs and Provost.

4.3.2.3 Associate Professor of the Practice: Third-level rank of a Professional Track faculty member. Promotion from Assistant Professor of the Practice to Associate Professor of the Practice may occur at the beginning of the seventh year of full-time employment as an Assistant Professor of the Practice. Promotion to Associate Professor of the Practice is contingent on demonstrating excellence in promoting student learning and success or other duties as assigned by the dean and Vice President of Academic Affairs and Provost.

4.3.3 Voting Rights: Academic departments may elect to provide voting rights for Professional Track faculty on department matters only. Professional Track faculty do not have voting rights on University matters.

4.4 Clinical Track Faculty

4.4.1 Minimum qualifications: Master's degree in a relevant discipline or bachelor's degree with professional expertise equivalent to a master's degree.

4.4.2 Ranks

4.4.2.1 Clinical Instructor: Individuals selected for a Clinical Track appointment that have completed all requirements for a master's degree or professional expertise equivalent to a master's degree. This is the initial rank for a new Clinical Track faculty member with no or limited previous University teaching experience. The term of appointment shall be for three years, renewable upon satisfactory performance.

4.4.2.2 Assistant Clinical Professor: Second-level rank of a Clinical Track faculty member. Individuals must possess a master's degree in the appropriate discipline. Promotion to Assistant Clinical Professor from Clinical Instructor occurs at the beginning of the seventh year of full-time employment as a Clinical Instructor (at completion of two three-year term appointments). Promotion to Assistant Clinical Professor is contingent on maintaining currency in clinical practice, demonstrating excellence in clinical teaching and student learning, and impactful service to the University, profession and community, and professionalism. The term of appointment shall be for six years, renewable upon satisfactory performance.

4.4.2.3 Associate Clinical Professor: Third-level rank of a Clinical Track faculty member. Promotion from Assistant Clinical Professor to Associate Clinical Professor may occur at the beginning of the seventh year of full-time employment as an Associate Clinical Professor. Promotion to Associate Clinical Professor is contingent on completion of a professional doctorate degree, demonstrating sustained excellence in clinical teaching and student learning, impactful service to the University, profession and community, and professionalism.

4.4.3 Voting Rights: Academic departments may elect to provide voting rights for Clinical Track faculty on department matters only. Clinical Track faculty do not have voting rights on University matters.

4.5 Part-Time Instructor Track Faculty

4.5.1 Minimum qualifications: Master's degree in a relevant discipline or bachelor's degree/professional certification with professional expertise equivalent to a master's degree.

4.5.2 See Policy 638.

4.5.3 Voting Rights: A Part-Time Instructor Track faculty member is not granted voting rights.

4.6 Visiting Faculty

4.6.1 Minimum qualifications: Current documented faculty appointment at an accredited college or university in the United States or abroad or are considered distinguished professionals.

4.6.2 Rank

4.6.2.1 Visiting Professor or Visiting International Professor: All Visiting Track faculty shall be appointed as Visiting Professors for a one-year term, renewable for one additional year based on satisfactory performance in their assignment and expected contributions to the University mission. The second-year appointment must be approved by the dean and Vice President of Academic Affairs and Provost.

4.6.3 Voting Rights: A Visiting Professor is not granted voting rights.

4.7 Graduate Teaching Assistant

4.7.1 Minimum qualifications: Bachelor's degree and current full-time enrollment in a University graduate program.

4.7.2 See Policy 705.

4.7.3 Voting rights: A Graduate Teaching Assistant is not granted voting rights.

4.8 Post-doctoral Fellowship

4.8.1 Minimum qualifications: Completion of a terminal degree and demonstrated potential for teaching effectiveness.

4.8.2 Voting Rights: A Post-doctoral Fellow is not granted voting rights.

V. References

5.1 University Policy 341: Faculty Salaries

5.2 University Policy 638: Part-Time Instructor Track Faculty

5.3 University Policy 641: Faculty Retention, Promotion, and Tenure

5.4 University Policy 642: Post-Tenure Review

5.5 University Policy 705: Graduate Assistantships

VI. Procedures – N/A

VII. Addenda

7.1 Clarification on Existing Part-Time Salaried Faculty

7.2 Clarification on Continuing Status Faculty

Policy Owner: Vice President of Academic Affairs and Provost

Policy Steward: Faculty Senate

History:

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