

UNC Charlotte Academic Procedure: Special Faculty Appointments

<http://provost.uncc.edu/policies/special-faculty-appointments>

I. Introduction

This document outlines the minimum procedural and eligibility requirements for the appointment and promotion of individuals in special faculty appointments at UNC Charlotte. Colleges and departments determine which, if any, Special Faculty Appointments are needed and offered to support their programs and may articulate more stringent requirements and processes for appointment, reappointment, and promotion.

II. Procedure Statement

Eligibility for Appointment as a Lecturer or Senior Lecturer

Lecturer

- Master's degree or higher in an academic discipline qualifying the lecturer to teach in the program
- Prior teaching and/or other relevant experience
- Commitment to continued professional development and student success
- Minimum appointment term of one year

Senior Lecturer

- Master's degree or higher in appropriate academic discipline with evidence of continued professional development
- Minimum of six years of full-time teaching experience
- Demonstrated excellence in teaching, and commitment to student success
- Evidence of leadership in instruction and instructional innovation

Eligibility for Appointment as a Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor

Clinical Assistant Professor

- Earned doctorate from a regionally accredited university in an appropriate academic discipline
- Potential for effective teaching and service
- Ability or definite promise in the mutually agreed upon areas of responsibility

- Ability and willingness to participate in department, college, and university affairs as determined at the time of appointment

Clinical Associate Professor

- Earned doctorate from a regionally accredited university in an appropriate academic discipline
- Demonstrated effective teaching and service
- Recognized ability and potential for distinction in the mutually agreed upon areas of responsibility
- Demonstrated ability and willingness to participate in department, college and university affairs
- Completion of initial minimum contract period of five years as Clinical Assistant Professor or a minimum of five years relevant external employment

Clinical Professor

- Earned doctorate from a regionally accredited university in an appropriate academic discipline
- Demonstrated excellence in teaching and service sufficient to establish an outstanding reputation among colleagues
- Distinguished achievement in the mutually agreed upon areas of responsibility
- Demonstrated participation or willingness to participate in department, college and university affairs
- Completion of a minimum of five years as Clinical Associate Professor or a minimum of five years of relevant external employment in a senior position

Eligibility for Appointment of a Research Assistant Professor, Research Associate Professor or Research Professor

Research Assistant Professor

- Earned doctorate or other terminal degree
- Relevant research experience
- Ability or definite promise in the mutually agreed upon areas of responsibility
- Potential for directing activities in the mutually agreed upon areas of responsibility
- Ability and willingness to participate in department, college and university affairs as determined at the time of appointment

Research Associate Professor

- Earned doctorate or other terminal degree
- Relevant research experience demonstrated through publications in peer reviewed journals
- Evidence of success in external funding
- Recognized ability and potential for distinction in the mutually agreed upon areas of responsibility
- Demonstrated ability to direct activities in the mutually agreed upon realms of responsibility
- Demonstrated ability and willingness to participate in department, college and university affairs
- Completion of a minimum of five years as Research Assistant Professor or five years relevant external employment

Research Professor

- Earned doctorate or other terminal degree
- Established reputation in the individual's field of scholarly activity
- External research funding

- Distinguished achievement in the mutually agreed upon areas of responsibility
- Demonstrated ability to direct activities in the mutually agreed upon areas of responsibility
- Demonstrated ability and willingness to contribute to department, college and university affairs
- Completion of a minimum of five years as Research Associate Professor or a minimum of ten years of relevant external employment in a senior position

Eligibility Guidelines for Appointment of a Teaching Assistant Professor, Teaching Associate Professor or Teaching Professor

Teaching Assistant Professor

- Earned doctorate or other terminal degree
- Potential for effective teaching, curriculum development and innovation, scholarship of teaching, and student success
- Ability or definite promise in the mutually agreed upon areas of responsibility
- Ability and willingness to participate in department, college and university affairs

Teaching Associate Professor

- Earned doctorate or other terminal degree
- Demonstrated excellence in teaching and curriculum development and innovation
- Contributions to the scholarship of teaching and learning
- Demonstrated commitment to student success
- Recognized ability and potential for distinction in the mutually agreed upon areas of responsibility
- Demonstrated ability and willingness to participate in department, college and university affairs
- Completion of a minimum of five years as Teaching Assistant Professor or five years relevant external employment

Teaching Professor

- Earned doctorate or other terminal degree
- Demonstrated ability to teach courses in the discipline
- Expertise in teaching, curriculum development and innovation, scholarship of teaching, and student success
- Distinguished achievement in the mutually agreed upon realms of responsibility
- Established reputation in the individual's profession or field of scholarly activity
- Demonstrated ability and willingness to participate in department, college and university affairs
- Completion of initial contract period of five years as Teaching Associate Professor or five years relevant external employment in a senior position

Eligibility for Appointment of a Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor or Professor of Practice

Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor

- Earned doctorate or other terminal degree
- Level of appointment determined by rank at home institution or equivalent level of experience
- Ability in the mutually agreed upon realms of responsibility

- Ability and willingness to participate in department, college and university affairs as determined at the time of appointment
- Maximum appointment term of one year

Professor of Practice

- Extensive career experience in relevant industry culminating in a senior leadership position
- Established reputation and distinguished contributions to the relevant field
- Commitment to student success
- Ability and willingness to contribute to the college or department in mutually agreed upon areas of responsibility

Appointment Terms, Evaluation and Reappointment for Special Faculty Appointments

Faculty holding Special Faculty Appointments at any rank are subject to evaluation by the department chair. Unless otherwise specified, the initial term of an appointment is negotiated between the department chair and the faculty member. The contract may be extended at current rank on recommendation of the department chair based on annual written evaluation of the candidate's performance as well as availability of funds and the department's current needs and priorities.

Promotion

Colleges will determine procedures for review and promotion of those holding Special Faculty Appointments. Such procedures must include but are not limited to the content of dossier materials and process for departmental and college review. The review should reflect the nature of the Special Faculty Appointment and may be conducted by specially appointed review committees.

III. Definitions

There are no definitions for this procedure.

IV. Procedure Contact(s)

- **Authority:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Responsible Office:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Additional Contact(s):** n/a

V. History

- **Established:** April 1, 2016

VI. Related Policies, Procedures, and Resources

- [Faculty Qualifications Report \(AA-21\)](#)

VII. Frequently Asked Questions

- **Can exceptions be made?**
Exceptions to the Criteria for Accreditation of the Commission on Colleges of the Southern

Association of Colleges and Schools (SACSCOC) can be requested through the [Faculty Qualifications Report \(AA-21\)](#).

Hiring Faculty

New Tenure-Track Assistant Professors--

- Assistant Professors are hired for 4 years initially and then 3 more years if they are successfully reappointed. The Dean of the college makes all official employment offers for Assistant Professors.
- The Dean's Office prepares the official contracts for this level of hire, not the departments.
- The review for reappointment is in Year 3; if unsuccessful, they have one year remaining in their contract.
- If successfully reappointed, they come up for tenure review in Year 6; if unsuccessful, they have one year remaining in their contract. If awarded tenure in Year 6, they become an Associate Professor immediately on July 1 after this review. Faculty members promoted to Associate Professor receive an extra \$5,000 as a salary increase.
- Every 5 years after promotion to Associate Professor, faculty can be reviewed for promotion to full professor. If successful, new Professors receive \$7,000 as a salary increase. They will continue to be reviewed every 5 years under the Tenured Faculty Review process.

New Associate or Full Professors—

- New Associate Professors can be hired for a term of 3 to 5 years. They must come up for tenure review in their penultimate year which is the year prior to the end of the appointment term. A preliminary offer can be extended, but the Provost must make all official offers at this level.
- The Provost's office prepares these contracts.
- New Associate Professors can be hired with tenure but this must be approved in writing by the DRC, the chair, and the Dean. The Provost must review this along with their vitae before she extends the offer. The Board of Trustees will also approve but this can happen after the letter is sent from the Provost. They will continue to be reviewed every 5 years under the Tenured Faculty Review process.
- Full Professors are usually hired with tenure and the same process is followed as above.

- Distinguished Professors are hired with tenure and the same process is followed as above.

Hiring Chairs

- Internal chairs are normally appointed for 3- to 5-year terms. For renewal of these appointments, the Dean must send a memo to the Provost assessing the Chair's performance and the terms under which they are requesting reappointment.
- External chairs can be appointed for 3- to 5-year terms. They are hired with tenure and the same procedures for full (or rarely associate) professors should be followed. (See 2nd bullet under New Associate or Full Professors)

Hiring Lecturers and other Special Faculty Appointments

- Faculty positions without professorial rank are Special Faculty Appointments and can have titles of Lecturer, Senior Lecturer, Clinical/Research/Teaching Assistant or Associate or Professor, Visiting Professor, Assistant Professor (Library or Military), Artist-in-Residence, Executive-in-Residence, etc. This list of titles is illustrative not exhaustive. All of these appointments are not tenure eligible and must have a term appointment. The Dean of the college makes all official employment offers for these special faculty appointments.
- The Dean's Office prepares the official contracts for this level of hire, not the departments.
- For more information, please refer to the UNC Charlotte academic procedure for Special Faculty appointments at the following website:
<http://provost.uncc.edu/policies/special-faculty-appointments>
- Deans can hire 9- and 12-month lecturers and other special faculty appointments for terms of 1 to 5 years. If they are reappointed, paperwork must be submitted to Dawn by mid-April to avoid account deactivation. If they are not reappointed, Dawn must be notified by late February so that a letter can be sent from our office advising them to visit benefits. Every attempt should be made to notify lecturers as soon as possible of non-reappointment.