

Department of Biology – Texas A&M University
GUIDELINES ON TEMPORARY AND ACADEMIC PROFESSIONAL TRACK FACULTY

Approved by the Faculty on February 9, 2001

Amended by the Faculty on May 9, 2008

Edited to conform to College and University Rules on 29 June, 2009

Approved by the Dean of Faculties on 2 July 2009

Amended and Approved by the Faculty on September 2, 2016

The titles Laboratory Instructor, Lecturer, Senior Lecturer Instructional Assistant Professor, Research Assistant Professor, and Visiting Faculty (Assistant, Associate and Full Professor) are non-tenure track and non-tenure-accruing appointments made by the Department Head (or designated representative; usually the Associate Head) to fill temporary vacancies and/or to fulfill departmental teaching obligations. Letters of appointment and of reappointment to these faculty positions must include a statement to the effect that the appointment is non-tenured and does not accrue credit toward future tenure. In the event of non-reappointment, notification is subject to System Policy 12.01 and University Rule 12.01.99.M2. The service of non-tenure track faculty may be terminated by giving notice in writing under procedures approved by the Chancellor of the System according to the following minimum periods of notice (see below).

Exemption to these provisions must be based on a major programmatic revision or budgetary cutback. The department must submit request for exemption with appropriate documentation to the Dean of the College of Science, who will in turn request exemption through the Provost to the President for approval (System Policy 12.01.99M2)

LABORATORY INSTRUCTOR

Laboratory instructors are assigned on a semester-by-semester basis to teach 4-6 laboratory sections/term. Appointment to these positions is made by the Department Head. Laboratory Instructors must possess a bachelor's or master's degree, and may be a doctoral candidate or practitioner with experience in the field of study (e.g. An allied health professional). Appointment of Laboratory Instructors is typically not made to graduate students within the Biology Department, except in cases where the student has completed all degree requirements except for the completed Thesis or Dissertation in the final semester of residency. In this particular case, appointment to Laboratory Instructor also requires the approval of the student's major advisor and the Graduate Advisor. This title requires the recommendation of the Department Head, approval by the Dean, and confirmation by the Associate Provost and Dean of Faculties. The Laboratory Instructor appointment is valid only for the period specified in the appointment documents.

LECTURER

Lecturers are faculty members who possess a Ph.D. or equivalent and/or a practitioner with significant experience in the field of study. The normal teaching load for individuals employed with the title Lecturer requires the state-mandated 9 contact hours for a 100 percent full-time equivalent (FTE) teaching load. This usually comprises 2 - 3 courses or sections of courses. Lecturers are typically employed on a 9-month academic year basis and may be re-appointed annually. Appointment as a Lecturer requires the recommendation of the Department Head, approval of the Dean, and confirmation by the Associate Provost and Dean of Faculties. The term of appointment for Lecturers is typically for one 9-month academic year, although employment may be offered for summer sessions as well. After their third academic year, Lecturers may submit credentials for possible promotion to Senior Lecturer. Criteria used in consideration for promotion to Senior Lecturer include: (1) Teaching portfolio demonstrating outstanding teaching, (2) Teaching

evaluations, (3) Peer evaluation of teaching abilities, and (4) Personnel needs of the department. Peer evaluation will include three letters of recommendation from faculty and/or administrative personnel and evaluation of classroom performance by the Associate Head. The Associate Head will solicit letters of recommendation from names provided by the candidate. The process for promotion to senior lecturer follows the same yearly schedule as all other faculty promotions. A Lecturer who has held any faculty appointment other than Assistant Lecturer for the equivalent of 5 or more academic years of full service within a 7 year period shall be provided with a one-year notice if it is the Department's intent not to renew the appointment (in accordance with System Policy 12.01 and University Rule 12.01.99M2).

SENIOR LECTURER

Senior Lecturers are faculty members who meet the criteria for Lecturer, and who have experience of at least four years of appointment in the capacity of Lecturer or who have equivalent experience and/or a regional or national reputation as a practitioner within his or her field of study. An essential criterion for appointment as Senior Lecturer is highly effective teaching of proven quality. Senior Lecturers are expected to make significant contributions to departmental objectives. Senior Lecturers are expected to have both teaching and service duties. Individuals holding this position shall have voting rights of faculty within the department with the exception of decisions concerning tenure and tenure-track appointments. Appointment or promotion to the position of Senior Lecturer requires the recommendation of the Department Head, approval by the Dean, and confirmation by the Associate Provost and Dean of Faculties. A faculty member promoted to or hired at the rank of Senior Lecturer shall be provided with a one-year notice if it is the Department's intent not to renew the appointment (in accordance with System Policy 12.01 and University Rule 12.01.99M2).

DISTINGUISHED LECTURER

The rank of Distinguished Lecturer is reserved for persons who are singularly distinguished in a particular field, probably without possessing typical academic credentials.

RESEARCH ASSISTANT PROFESSOR

Research Assistant Professors are non-tenure track faculty appointments whose research aptitude exceeds the level of Post-doctoral Research Associate. Research Assistant Professors work under the supervision of a tenured or tenure-track faculty member and are paid by extramural or other research funding. Research Assistant Professors are not necessarily allotted his or her own research space and do not teach on a scheduled, regular basis. They may, however, teach on occasional basis, supervise research undergraduate and graduate students and participate as a member of a graduate committee. Individuals holding this position shall have voting rights of faculty within the department with the exception of decisions concerning tenure and tenure-track appointments. Appointment or promotion to the position of Research Assistant Professor requires the recommendation by supervising tenured or tenure-track Faculty Member, the majority vote of the tenured and tenure-track faculty, the approval of the Department Head and the Dean, and confirmation by the Associate Provost and Dean of Faculties. As a non-tenure-track position, a faculty member promoted to or hired at the rank of Research Assistant Professor shall be provided with a one-year notice if it is the Department's intent not to renew the appointment (in accordance with System Policy 12.01 and University Rule 12.01.99M2).

INSTRUCTIONAL ASSISTANT PROFESSOR

Instructional Assistant Professors are non-tenure track faculty who have significant teaching experience and/or a regional or national reputation as a practitioner within their field. Individuals holding this rank will be expected to carry a full teaching load, demonstrate scholarly activity, and

provide service commensurate with other faculty within the department. Experimental research is not excluded for these individuals, but neither is it required. Individuals holding this position shall have voting rights of faculty within the department with the exception of decisions concerning tenure and tenure-track appointments. Appointment to the position of Instructional Assistant Professor requires the recommendation by vote of tenured and tenure-track faculty, approval of the Department Head and the Dean, and confirmation by the Associate Provost and Dean of Faculties. As a non-tenure-track position, a faculty member appointed to the rank of Instructional Assistant Professor shall be provided with a one-year notice if it is the Department's intent not to renew the appointment (in accordance with System Policy 12.01 and University Rule 12.01.99M2).

----- NEW SECTION BEGINS HERE -----

Voted on and approved by faculty on 9/2/16

INSTRUCTIONAL ASSISTANT PROFESSOR

Instructional Assistant Professors are non-tenure track faculty who aspire to provide greater contributions to the educational mission of the university beyond exceptional teaching. The candidate must have significant teaching experience and/or a regional or national reputation as a practitioner in field of Biology. Individuals holding this rank are expected to have an advanced degree in Biology or related field, carry a full teaching load, demonstrate discipline-related scholarly activity, and provide service commensurate with other faculty within the department. Experimental research is optional. Individuals holding this position shall have voting rights of faculty within the department with the exception of decisions concerning tenure and tenure-track appointments. Instructional Assistant Professor should not be viewed as a promotion from Senior Lecturer.

INSTRUCTIONAL ASSOCIATE PROFESSOR

Candidates for Instructional Associate Professor are promoted from the rank of Instructional Assistant Professor, and must have demonstrated excellence in teaching, and have made significant contributions to the broader educational and/or research missions of the university. The candidate must have established a regional and/or national reputation in an area of specialization related to Biology teaching, research, and/or service.

INSTRUCTIONAL PROFESSOR

Candidates for Instructional Professor are promoted from the rank of Instructional Associate Professor and have not only excelled in teaching at Texas A&M University, but have also made significant contributions to biology research and/or biology education nationally. Faculty in this rank will have demonstrated the development of enhanced biological education opportunities. The significance and distinction of their scholarly achievements should place such faculty members at the national forefront, based on activities in research, education, and service. The faculty member should be leaders in the academic affairs of the University, and should have demonstrated significant accomplishments in areas that advance the mission of the university. Involvement in obtaining funded research grants and other means by which scholarly and creative contributions, as assessed by peers outside of Texas A&M University are also important for consideration for promotion to this rank.

PROMOTION AND REVIEW

For consideration for the position of Instructional Assistant Professor, or promotion to Instructional Associate Professor or Instructional Professor, the candidate must provide a written statement (up to 3 pages in length) to the Annual Review Committee Chair that describes major accomplishments in teaching, scholarly activities, and service, and a list of up to 5 potential internal and external reviewers. The statement is to include a description of how the candidate has contributed, and will continue to contribute, to the broader educational mission of the university in areas that extend beyond classroom instruction. Instructors on the academic professional track are nominated for promotion by the department, or they may place themselves under review for promotion after consultation with the department head.

Appointment to the position of Instructional Assistant Professor, Instructional Associate Professor, and

Instructional Professor requires the recommendation by vote of faculty members holding the rank being sought or higher, approval of the Department Head and the Dean, and confirmation by the Associate Provost and Dean of Faculties. Faculty are reviewed annually, and their continuation in this position and the level of support for their programs will be evaluated. As a non-tenure track position, a faculty member appointed to the rank of Instructional Assistant Professor, Instructional Associate Professor, or Instructional Professor, shall be provided with a one-year notice if it is the Department's intent not to renew the appointment (in accordance with System Policy 12.01 and University Rule 12.01.99M2).

Below are examples of indicators of merit for promotion. Some, but not all, of these criteria must be met for consideration for promotion.

Teaching (includes classroom instruction, academic advising, supervision of undergraduate and graduate research, and mentoring)

Indicators of Merit – For Promotion to Instructional Associate Professor

1. Effective teaching performance, as evidenced by peer evaluation, student satisfaction, and student outcomes, such as selection for a college or departmental outstanding teaching award.
2. Development of effective pedagogical methods and materials, as evidenced by peer evaluation, assessment, student satisfaction, and student outcomes.
3. Development of new courses, or major revision of existing courses, competitive internal grant support for teaching/learning projects.
4. Evidence of high quality in class preparation, interaction, and accomplishments.
5. Effectively coordinating a multi-section course.
6. Participation in graduate student TA training and education.
7. Participation in University Honors, and /or other programs for mentoring the professional development of students, including participation in the Center for Teaching Excellence, and/or other programs for mentoring the development of faculty.

Indicators of Outstanding Merit – For Promotion to Instructional Professor

1. Outstanding teaching performance, as evidenced by peer evaluation, student satisfaction, and student outcomes.
2. Selection for a University or professional society outstanding teaching award
3. Evidence of courses taught at a rigorous and challenging level.
4. Publication of widely adopted or acclaimed instructional material, developing a new course that fills an identified need in the curriculum, receiving external grant support for teaching/learning projects, invitation to teach at domestic or international institution of recognized excellence.
5. Significantly contributing to the professional development of students or faculty.
6. Development and leadership in graduate student TA training and education.

Scholarly Activities (includes biology education research, and all other forms of peer reviewed and communicated scholarship)

Indicators of Outstanding Merit – For promotion to Instructional Associate Professor

1. Publication of curriculum materials.
2. Editing a reputable scholarly book.
3. Service as a reviewer for textbooks, multimedia products, journal, or as an ad hoc reviewer for national organizations.
4. Presentation of papers at local and national meetings in Biology
5. Significant self-development activities that lead to increased education research in Biology

Indicators of Outstanding Merit – For promotion to Instructional Professor

1. Publications in refereed journals.
2. Receiving major fellowships or awards in Biology education.
3. Publication of scholarly book (s) and textbooks by reputable publisher(s).
4. Serving as editor or member of editorial board of a major reputable biology education journal.

5. Serving as a member of a review panel for a national organization.
6. Presentation of invited papers at international and national meetings.
7. Chairing symposia at international and national meetings.
8. Receiving significant external peer-reviewed funding for education research in Biology.
9. Significant publication and/or funding resulting from collaborative efforts with researcher in other fields where the faculty member occupies a substantial role in education research in the discipline.
10. Publications with teaching focus in leading refereed journals.
11. Publications in refereed journals resulting from collaborative efforts with researchers in other fields or publications in non-refereed but widely recognized journals.

Service (includes outreach, service to the department, and professional service)

Indicators of Outstanding Merit – For promotion to Instructional Associate Professor

1. Serving on University, college, and department committees and task forces
2. Being an advisor to student organizations.
3. Participation in outreach activities at the department, college and University levels.
4. Evidence of professional service to the local community and public at large.
5. Participation in the obtaining and running of major grants for K-16 education enhancement initiatives.
6. Being active in national or international professional organization.
7. Being and officer/program chair in regional or state professional organization.
8. Serving as an active member and/or officer of a subcommittee of the Faculty Senate.

Indicators of Outstanding Merit – For promotion to Instructional Professor

1. Serving an administrative leadership role within the University.
2. Serving as program chair, or similar, at a national or international meeting.
3. Serving as an officer in the Faculty Senate
4. Chairing a standing or ad hoc University committee.
5. Evidence of excellence in professional service to the local community and public at large.
6. Obtaining and managing major grants for K-16 education enhancement initiatives.
7. Leading major community outreach initiatives within the university to the community, including K-12 involvement.
8. Being and officer or committee chair in a national or international professional organization.
9. Serving on a major governmental commission, task force, or board.
10. Awards for service (university and national)

VISITING FACULTY

On occasion, the Department may employ faculty from other institutions for a short period to fulfill teaching, service and research roles on a temporary basis of no more than three years.

University and System policies referenced above: System Policy 12.01 Academic Freedom, Responsibility, Tenure, and Promotion

University Rule 12.01.99.M2 University Statement on Academic Freedom, Responsibility, Tenure, and Promotion