

1. PURPOSE

The purpose of this policy is to clarify roles and explain procedures for the hiring, evaluation, promotion, and merit/promotion pay of all non-tenure track faculty at Sam Houston State University in accordance with 800114, *Academic Instructional and Research Personnel*, as well as Texas State University System *Rules and Regulations*.

2. GENERAL

- 2.01 All non-tenure track faculty shall be permitted to attend and contribute to regular faculty/staff meetings in their department unless prohibited by academic policy. All non-tenure track faculty are encouraged to collaborate with the department on such matters as curriculum development, textbook selection, and other appropriate organizational interests.
- 2.02 All non-tenure track faculty shall be provided with an opportunity to express their interest in serving on department, college, and University committees, including via the Faculty Senate Committee Preference Survey. Should service not be a component of the faculty member's annual/semester departmental offer letter, committee service shall be voluntary and *ex officio*.

3. HIRING

- 3.01 Hiring of all non-tenure track faculty follows the procedures outlined in 800114, *Academic Instructional and Research Personnel*. Non-tenure track faculty who are hired on an annual basis and have prior relevant experience may negotiate up to three (3) years of service toward promotion at the time of hire. Generally, the initial offer letter shall document any years of service toward promotion.
- 3.02 All non-tenure track faculty shall be provided initial orientation/training, as well as ongoing supervision and evaluation.
- 3.03 Workload assignments for all non-tenure track faculty with respect to teaching or librarianship, as well as scholarly/creative activities and service, where applicable, shall be documented in their annual or semester departmental offer0 g0 G()JTJET0JB

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- a. Promotion from Lecturer to Senior Lecturer and Lecturer of Practice to Senior Lecturer of Practice:

The candidate must have served at least five (5) years in the rank of Lecturer or Lecturer of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- b. Promotion from Clinical Lecturer to Senior Clinical Lecturer:

The candidate must have served at least five (5) years in the rank of Clinical Lecturer of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- c. Promotion from Clinical Assistant Professor to Clinical Associate Professor:

The candidate must have served at least six (6) consecutive years in the rank of Clinical Assistant Professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- d. Promotion from Clinical Associate Professor to Clinical Professor:

The candidate must have served at least five (5) years in the rank of Clinical Associate Professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for teaching/librarianship, scholarly/creative activities, and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained excellence in other assigned areas.

- e. Promotion from Assistant Professor of Practice to Associate Professor of Practice:

The candidate must have served at least six (6) years in the rank of Assistant Professor of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- f. Promotion from Associate Professor of Practice to Professor of Practice:

The candidate must have served at least five (5) years in the rank of Associate Professor of Practice. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for teaching/librarianship and/or service, in accordance with the faculty member's annual departmental offer letters. Excellence in any one area will not compensate for lack of sustained effectiveness in other assigned areas.

- g. Promotion from Assistant Research Professor to Associate Research Professor:

The candidate must have served at least six (6) years in the rank of assistant research professor. During these years, the candidate must have demonstrated excellence based on department and college criteria for scholarly/creative activities, and where applicable, research student advising and service in accordance with the faculty member's annual departmental offer letters. Excellence in research student advising or service, where applicable, will not compensate for lack of excellence in scholarly/creative activities.

- h. Promotion from Associate Research Professor to Research Professor:

The candidate must have served at least five (5) years at the associate research professor rank. During these years, the candidate must have demonstrated sustained excellence based on department and college criteria for scholarly/creative activities, and where applicable, student advising and service in accordance with the faculty member's annual departmental offer letters. Excellence in research student advising or service, where applicable,

6. MERIT AND PROMOTION SALARY INCREASES

- 6.01 Merit salary increases shall be awarded annually to non-tenure track faculty hired on an annual basis for meritorious performance when sufficient funds are available, consistent with the awarding of merit to tenured and tenure-track faculty.

- 6.02 Merit salary increases shall be based upon specific performance criteria established by faculty at the department level, approved by the respective chair (or administrative equivalent), academic dean (or administrative equivalent), and the Provost and Sr. Vice President for Academic Affairs, and shall align with expectations established in the faculty member’s annual offer letter. Performance criteria shall be made available to all faculty by being posted on the Academic Affairs website.

- 6.03 Non-tenure track faculty who are promoted shall receive a salary increase in the year following promotion.

APPROVED: _____ <signed>
Alisa White, Ph.D., President

DATE: _____ 7/6/2023

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: March 1, 1989
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2028

Approved: _____ <signed> _____
 Michael T. Stephenson Ph.D.,
 Provost and Sr. Vice President
 for Academic Affairs

Date: _____ 7/5/2023 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.