

**University of North Texas**  
**College of Information**  
**Department of Information Science**

**NON-TENURE TRACK FACULTY PROMOTION GUIDELINES**

Approved March 11, 2020

Non-tenure track faculty include lecturers, clinical faculty, and research faculty. They are faculty members hired on renewable term appointment and whose primary responsibilities will include one or more of the following areas teaching, research, and service. The terms of appointment and responsibilities shall be in line with UNT policy on Non-Tenure Track Faculty Reappointment and Promotion (06.005).

***Expectations:***

**For lecturers**, they are normally hired at the level of lecturers, senior lecturers and principal lecturers. They are primarily responsible for teaching courses, maintaining currency, program development, service, professional development related to teaching, student advising, and/or other student-related responsibilities as specified in the terms of appointment.

**For Clinical Faculty**, they are normally hired at the level of clinical assistant professor, clinical associate professor and clinical professor. They are primarily responsible for teaching, scholarship, and service, maintaining currency in the field, involvement in program development, service, and professional development related to teaching, student advising, and/or other student-related responsibilities.

**For Research Faculty**, they are normally hired at the level of research assistant professor, research associate professor and research professor. They are primarily responsible for research and funded by external grants or special type of research funding. Service on dissertation committees, professional development related to research, and/or other research related responsibilities

***Qualifications:*** At a minimum, non-tenure track faculty must meet the Southern Association of Colleges and Schools (SACS) requirements of an earned master's degree with a minimum of 18 graduate semester hours in the teaching discipline and/or certification, licensing, or equivalent professional experience. Depending on the appointment, terminal degrees may be required by the university, college, department, or program in line with UNT policy on Non-Tenure Track Faculty Reappointment and Promotion (06.005).

***Terms of Appointment:*** Non-tenure track faculty may hold full-time appointments of one or multiple years that are renewed pending the departmental annual review process and resource availability. For multi-year appointments, notification of intention not to reappoint for the following academic year follow the department's procedure and guidelines. However, there shall be no expectation of continued employment beyond the end of the current appointment period.

***Review and Promotion:*** Non-tenure track faculty will be reviewed annually by the department Personnel Affairs Committee (PAC). When the faculty is up for promotion, The RPTC committee will make recommendations for promotion to the Department Chair. The department chair will review recommendations and approve/disapprove.

**Appointment of Lecturer, Clinical Assistant Professor and Research Assistant Professor:** To be eligible for one of these classifications, the faculty/candidate member must demonstrate effectiveness in one or more of the applicable areas that include teaching, research and service. Depending on the appointment, terminal degrees may be required by the university, college, department, or program in line with UNT policy on Non-Tenure Track Faculty Reappointment and Promotion (06.005).

**Appointment of Senior Lecturer, Clinical of Clinical Associate Professor, and Research Associate Professor:** To be eligible for one of these classifications the faculty member/candidate must have a record of substantial and continued effectiveness in one or more of the applicable areas that include teaching, research and services and have the required number of years as established by the university policy of Non-Tenure Track Faculty Reappointment and Promotion (06.005).

**Appointment of Principal Lecturer, Clinical Professor, and Research Professor:** To be eligible for one of these classifications the faculty member/candidate must have a record of substantial excellence in one or more of the applicable areas that include teaching, research and services and have the

required number of years as established by the university policy of Non-Tenure Track Faculty Reappointment and Promotion (06.005).

## **General Guidelines for All Positions**

- All positions will be hired according to the university policy on Non-Tenure Track Faculty Reappointment and Promotion (06.005)
- Non-tenure track faculty shall not be eligible to vote in decisions relating to the hiring or the review process of tenure and tenure-track faculty.
- Course loads and scope of work shall be determined by the Department Chair in consultation with the Dean. Course loads shall generally be 4-4 for lecturers and clinical faculty, however this may be amended depending upon the needs of the Department and other responsibilities as assigned.
- All positions shall be eligible for merit increases upon recommendation of the Department Chair in accordance with UNT policies for merit increases.
- Course enrollment numbers for lecturers and clinical faculty will be in accordance with Coordinating Board Guidelines for undergraduate and graduate level courses. Courses which do not meet the Coordinating Board's minimum numbers may be justified on an as needed basis. The Department Chair, with the approval of the Dean, can justify course enrollment numbers.

## **Criteria for Promotion from Lecturer, Clinical Assistant Professor and Research Assistant Professor to Senior Lecturer, Clinical Associate Professor and Research Associate Professor**

### **A. Minimum Criteria for Teaching (Apply to lecturer and Clinical Assistant Professor positions)**

The candidates must have served the required number of years as established by the university policy on Non-Tenure Track Faculty Reappointment and Promotion (06.005) and must have been rated as effective on the UNT criteria for teaching as well as other indicators as identified by the Department. *The candidate for promotion to the position as Senior Lecturer* must have a record of substantial and continued effectiveness in teaching. The candidate should show evidence of interactions that develop his or her knowledge about Department and College programs and enhance the reputation of the Department and

College. *The candidate for promotion to the position as clinical associate professor* must have demonstrated excellence in teaching, scholarship, and service. The candidate must demonstrate a record of independent teaching scholarship as evidenced by a substantial publication record in peer-reviewed journals

## **B. Minimum Criteria for Service (All Positions)**

The candidate should render service to the Department and the College *in line with the terms of appointment*. The service may include, but is not limited to, sponsoring student organizations, engaging in student recruitment and retention, serving on dissertation committees and providing student mentoring and follow-up. The candidate is encouraged to render service to his/her professional community. The candidate should show evidence of interactions that develop his or her knowledge about Department and College programs and enhance the reputation of the Department and College.

## **C. Minimum Criteria for Research (Apply to Research Assistant Professor positions)**

The candidate must have the required number of years as established by the university policy on Non-Tenure Track Faculty Reappointment and Promotion (06.005). For the period under review, *the candidate for promotion to the rank of clinical associate professor* requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments. *For promotion to the position as a research associate professor*, the candidate must demonstrate a record of independent research experience as evidenced by a substantial publication record in peer-reviewed journals, and securing external funding. A successful applicant should show a commitment to maintain the level of competence in research expected of a tenure track associate professor

**Review and Promotion:** Faculty at this level will be reviewed annually by the Department Personnel Affairs Committee (PAC) with recommendations for renewal and/or promotion made to the Department Chair. The College will review the recommendations according to the college by laws and make certain that department policies and procedures have been followed. The

recommendation then goes to the Dean who will review the recommendations and approve/disapprove.

## **Criteria for Promotion from Senior Lecturer, Clinical Associate Professor and Research Associate Professor to Principal Lecturer, Clinical Professor and Research Professor**

### **A. Minimum Criteria for Teaching (Apply to Senior Lecturer and Clinical Associate Professor positions)**

The candidates must have served the required number of years as established by the university policy on Non-Tenure Track Faculty Reappointment and Promotion (06.005) and must have been rated as effective on the UNT criteria for teaching as well as other indicators as identified by the Department. *The candidate for promotion to the position of Principal Lecturer* must have a record of substantial and continued effectiveness in teaching. Quality teaching requires, as a minimum, that the candidate provide evidence that the students are meeting course objectives. *Promotion to the rank of Clinical Professor* requires evidence of sustained excellence in the domains of teaching and service. The candidate for promotion to the position as clinical professor must have demonstrated leadership and excellence in teaching, scholarship, and service in the primary domain of responsibility and sustained effectiveness in their other workload assignments.

### **B. Minimum Criteria for Service (Apply to all Positions)**

The candidate is expected to render service to the Department and the College **in line with the terms of appointment**. The service may include, but is not limited to, sponsoring student organizations, engaging in student recruitment and retention, and providing student mentoring and follow-up. The candidates are encouraged to render service to his/her professional community. The candidates should show evidence of interactions that develop his/her knowledge about Department and College programs and enhance the reputation of the Department and College. Other contributions as determined by the program and Department.

### **C. Minimum Criteria for Research (Apply to Clinical and Research Faculty Positions)**

The candidate must have the required number of years as established by the university policy on Non-Tenure Track Faculty Reappointment and Promotion (06.005). For the period under review, *the candidate for promotion to the rank of clinical professor* requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments. For *promotion to the rank of research professor*, the candidate must demonstrate a strong publication record in peer-reviewed journals, demonstrated success in securing substantial external funding, a national/international reputation in the field

**Review:** Faculty at this level will be reviewed annually by the Department Personnel Affairs Committee (PAC). When the faculty is up for promotion, the RPTC committee will make recommendations for promotion to the Department Chair. The College will review the recommendations according to the college by laws and make certain that department policies and procedures have been followed. The recommendation then goes to the Dean who will review the recommendations and approve/disapprove.