

## 1. PURPOSE

- 1.01 The purpose of this document is to define the categories of academic instructional and research personnel at Sam Houston State University (SHSU).
- 1.02 For purposes of clarification, the term “academic administrative unit” and herein referred to as “academic unit” and “hiring unit” is either a chair (academic department/school) or director (e.g., the School of Music or School of Nursing). A chair or director of an academic department/school reports to the Provost and Sr. Vice President for Academic Affairs through the appropriate academic dean.

## 2. COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

- 2.01 Qualified applicants and employees shall receive consideration for employment or promotion without regard to race, creed, ancestry, marital status, citizenship, color, religion, sex, national origin, age, veteran status, disability, sexual orientation, gender identity, hair texture, or protective hairstyle.
- 2.02 SHSU is committed to equal employment opportunity compliance and rigorous recruitment to ensure the consideration of candidates from a variety of backgrounds for each vacant position listed in this policy. Please see HR-22, Affirmative Action Recruitment Plan.

## 3. ACADEMIC INSTRUCTIONAL & RESEARCH POSITIONS

- 3.01 The University assumes responsibility for instructional and research faculty staffing, and it is expected that all instructional and research personnel shall be employed in accordance with the procedures established in this policy and the Texas State University System Rules and Regulations (hereafter System Rules and Regulations).
- 3.02 It is expected that instructional and research personnel who are assigned to teach graduate-level coursework will hold a terminal degree in the teaching discipline. Instructional and research personnel who are assigned to teach baccalaureate-level coursework will hold a terminal degree or a master’s degree with at least 18 graduate semester credit hours in the teaching discipline. Department chairs/school directors may submit to the Provost and Sr. Vice President for Academic Affairs, through the appropriate channels, a request for an exception based on non-academic considerations

such as exceptional work experience, professional certification, national recognitions and other demonstrated competencies that are directly related to quality teaching.

- 3.03 Instructional and research personnel are defined to include those persons who are employed principally to perform instructional and/or research duties, i.e., classroom teaching and the directing of research.

#### 4. TITLES AND DEFINITIONS OF ACADEMIC POSITIONS

##### 4.01 Tenured and Tenure-Track Faculty Titles

Titles for tenured and tenure-track positions include: Assistant Professor, Associate Professor, Professor, Regents' Professor, and Distinguished Professor.

##### 4.02 Tenured and Tenure-Track Faculty Positions

- a. A tenured position denotes an entitlement to continued employment as a member of the faculty in accordance with the provisions of System Rules and Regulations.
- b. A tenure-track position denotes the probationary period in which the faculty member is expected to progress toward a tenure decision in accord with established University and System tenure policy.

##### 4.03 Non-Tenure Track Faculty Titles

Titles for non-tenure track positions include: Lecturer-Pool, Lecturer, Senior Lecturer, Clinical Lecturer, Senior Clinical Lecturer, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Lecturer of Practice, Senior Lecturer of Practice, Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice, Assistant Research Professor, Associate Research Professor, Research Professor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Visiting Scholar, Scholar-in-Residence, Writer-In-Residence, Artist-in-Residence, and Postdoctoral Fellow.

##### 4.04 Additional Non-Tenure Track Faculty Titles for the College of Osteopathic Medicine (COM)

Non-tenure track faculty who are licensed physicians in the COM are provided 12-month appointments as Assistant Professor, Associate Professor, or Professor, and are provided a salary for full-time or part-time service.

#### 4.05 Duration of Appointment for Non-Tenure Track Faculty

With the exception of Lecturer-pool faculty, the duration of each non-tenure track faculty appointment will be for one year. Additional one-year appointments may be made at the discretion of the University, and no property right in the title shall be conferred by virtue of this appointment. Appointment renewal will be contingent upon the University's sole judgment as to the quality and level of service provided by the non-tenure track faculty member to the University.

#### 4.06 Determination of Rank for Non-Tenure Track Faculty

Non-tenure track faculty will receive an initial appointment at a rank consistent with discipline-specific justification determined by the colleges, such as education level, years of experience, certification, and licensure. Exceptions may be made on a case-by-case basis with approval of the Provost and Sr. Vice President for Academic Affairs. Promotion to a higher rank will occur in accordance with discipline-specific standards determined by the colleges in accordance with APS 890301, *Hiring, Evaluation, Promotion, and Merit for Non-Tenure Track Faculty*. In general, faculty at the rank of Assistant are eligible for promotion after six years of service at the Assistant level, and faculty at the rank of Associate are eligible for promotion after five years of service at the Associate level.

#### 4.07 Non-Tenure Track Faculty Positions. Faculty who are not eligible for tenure, including Emeritus faculty, may be appointed as follows:

- a. Lecturer-Pool Appointments. Lecturer-Pool faculty are employed by colleges for one semester on a course-by-course basis.
- b. Lecturer Appointments.
  - (1) Lecturer. Lecturers are hired for one academic year on a Full-Time Equivalent (FTE) appointment. Lecturer duties include teaching and other duties as assigned. Lecturers are eligible for promotion to Senior Lecturer in accordance with college-level justification.

- (2) Senior Lecturer. Senior Lecturers are hired for one academic year on a Full-Time Equivalent (FTE) appointment.
- c. Clinical Appointments. Clinical faculty are practitioners in their chosen fields whose primary mission is clinical practice and, secondarily, clinical education. They may instruct in a traditional classroom setting, or in the setting of their practices, such as a hospital, an elementary classroom, or in industry. Clinical track is determined at the time of hire. Clinical faculty, depending on specific requirements of the college, may have additional research, service, or outreach obligations, however, teaching will be their primary responsibility. The title may not be used for positions whose responsibilities largely replicate those of tenure-track faculty.
- Clinical faculty are generally full-time faculty who are not only engaged in teaching, but also clinical scheduling, clinical training, supervision evaluation, and program development. Clinical faculty members have extensive experience and professional practice expertise, and they may also be engaged in practice concurrent with teaching assignments.
- d. Practice Appointments. Faculty of Practice are generally full-time faculty who have acquired extensive experience in professional practice or management and who bring insights to the classroom that are unique to the practicing professional. Faculty of Practice are engaged in teaching, and also industry/private/public sector outreach, internship or cooperative education supervision, program development and/or other areas of practical application relating to the interface between the University and private and public sectors.
- e. Research Appointments. A research faculty member is one whose primary assignment is in research and who is paid primarily or exclusively from externally-funded research and/or grant activities. As such, it is expected that research faculty engage in the following research and/or grant activities: (1) Activities supported by research grants from outside organizations; (2) University research grants; (3) Non-funded research activities.
- f. Visiting Appointments. Visiting faculty are those employed for a limited period of time, generally one to three academic years.
- g. Visiting Scholar Appointments. Occasionally, a faculty member from another university may wish to affiliate with SHSU for the purpose of research or creative

endeavors. These individuals may provide temporary service to the University without remuneration, and may be given the title of Visiting Scholar.

- (1) The appointment of such scholars is expected to result in an enhancement of the undergraduate, graduate, or research and professional programs of an academic department/school and/or college and to provide a significant contribution to the educational goals of the University.
- (2) Visiting Scholars must provide a service to the University that is specified in a letter of appointment from the President of the University. The specified service may consist of duties such as presentation of seminars, guest lectures, serving on thesis committees, collaborating on research proposals, or any other education-related function mutually agreed upon by the University and the appointee.
- (3) Subject to written approval by the appropriate academic dean, Visiting Scholars may co-supervise, in cooperation with a member of the regular academic faculty, one or more graduate students.
- (4) Visiting Scholars will not have voting rights within the University community, (i.e., tenure elections, post-tenure review) but may serve on University committees as advisors/observers.
- (5) Visiting Scholars may also serve as non-voting members on thesis and dissertation committees upon the recommendation of the thesis or dissertation committee chair and with the written approval of the appropriate academic dean.
- (6) Visiting Scholars may use their association with the University for purposes of submitting external applications for funding when such funding benefits the University. Such applications must be approved by the University and will be governed by the same regulations as apply to regular faculty research.
- (7) Visiting Scholars are not employees of the University while serving during a Visiting Scholar faculty term of appointment.
- (8) The University will not be obligated to provide working space, administrative assistance, or other support to Visiting Scholars unless specifically approved by the appropriate academic dean.

- (9) Visiting Scholars shall be accorded the following privileges and perquisites at the University during their term of service:
- i. A temporary faculty identification card denoting status as a Visiting Scholar.
  - ii. Faculty library privileges.
  - iii. Use of University dining services on the same basis as active faculty members.
  - iv. Parking privileges as provided to active faculty members of the University.
  - v. Use of internal University mail service and facilities.
  - vi. Other privileges as may be approved by the President of the University.
- h. In-Residence Appointments. The titles Scholar-in-Residence, Writer-in-Residence, and Artist-in-Residence are reserved for those visiting faculty who serve as a visiting scholar for a predetermined period of time for teaching or collaborating. The only difference between these designations and the Visiting Scholar designation is that In-Residence scholars may receive, but are not entitled to, remuneration from SHSU. All other conditions of Visiting Scholars apply to ‘In Residence’ designations (sections 4.06 g. [1] through [9]).
- i. Postdoctoral Fellow Appointments. Postdoctoral fellows are those who have recently earned a doctoral degree and are assigned teaching and/or research responsibilities as part of enhancing their professional training.

#### 4.08 Movement from Tenure-Track to Non-Tenure Track.

The request is initiated by the faculty member and endorsed by the chair, dean, Provost and Sr. Vice President for Academic Affairs, and President. Under normal circumstances, such a request would have to be taken prior to the start of the faculty member’s fifth year. Tenured faculty members opting to move to non-tenure track faculty status will forfeit their tenure.

#### 4.09 Additional Positions and Considerations for SHSU College of Osteopathic Medicine (COM)

a. Clinical Preceptors.

Clinical preceptors are not University employees but are physicians who are licensed to practice medicine and hold Board Certification through the American Board of Medical Specialties or the American Osteopathic Association who are engaged primarily in patient care and agree to teach and supervise COM student doctors in patient care activities. Additional information is provided by COM policy.

b. Non-Tenure Track Faculty Who are Licensed Physicians

- (1) Non-tenure track faculty who are licensed physicians may be expected to provide patient care and education in the SHSU Physician's Clinic as a component of their duties.
- (2) Non-tenure track faculty who are licensed physicians in specialties that cannot serve in the SHSU Physician's Clinic may receive part-time contracts and may provide patient care by independently accepting employment from a venue external to the university.
- (3) COM may hire licensed physicians to work predominately in the SHSU Physician's Clinic (i.e. 80-90% of their time). These physicians will teach students and residents in the clinic and will be appointed as non-tenure track faculty. With the approval of the dean, these physicians will have reduced service and research requirements to focus on patient care and clinical teaching.

c. Resident Physician Appointments

- (1) Resident physicians are graduates of medical schools who are employed full-time by the university as trainees in a graduate medical education (GME) program affiliated with the COM. Resident physicians must hold a Physician in Training or Full License to practice medicine and will be appointed as Clinical Instructors as a component of their employment contract with approval of the Provost and Sr. Vice President for Academic Affairs. They are not eligible for promotion and will remain Clinical Instructors throughout the duration of their residency training.

- (2) Resident physicians are evaluated according to the requirements of the Accreditation Council for Graduate Medical Education (ACGME).

4.10 Graduate Student Positions. Both master's and doctoral level students may be employed by the University on a part-time basis as teaching assistants or research assistants. For more specific information on the employment of graduate assistants, please see APS 890303, *Employment of Graduate Assistants*.

- a. Graduate Student Titles. Titles for graduate student teaching and research positions include: Graduate Teaching Assistant, Graduate Research Assistant, Doctoral Teaching Assistant, and Doctoral Research Assistant.

- (1) Teaching Assistants. Graduate Teaching Assistants and Doctoral Teaching Assistants are graduate students employed on a part-time basis, usually one-quarter or one-half time, to teach laboratories and lower division courses under the supervision of a full-time faculty member.

- i. Teaching Assistant positions are allocated by the appropriate academic dean based upon available funding. Once a preferred candidate has been selected by the hiring unit, it is the responsibility of the dean to make a written offer to the candidate. If the position is accepted, the dean will forward the entire personnel file to the Provost and Sr. Vice President for Academic Affairs. The file should contain an Application for Teaching Assistant, official transcript(s), at least three letters of recommendation, an ePAF, and other pertinent documents as required by the Department of Human Resources.

- ii. Information used in the selection of Teaching Assistants includes but is not limited to experience, academic credentials, and letters of recommendation.

- iii. Teaching Assistants at SHSU are expected to be enrolled in a graduate program and must maintain a minimum 3.0 grade point average.

- (2) Research Assistants. Graduate Research Assistants and Doctoral Research Assistants are graduate students employed on a part-time basis, usually one-quarter or one-half time, to conduct research under the supervision of a full-time faculty member, based upon available funding.



- i. Information used in the selection of Research Assistants may include experience, academic credentials, and letters of recommendation.
- ii. Research Assistants at SHSU are expected to be enrolled in a graduate program and must maintain a minimum 3.0 grade point average.

## 5. RECRUITMENT FOR POSITION ALLOWANCES

- 5.01 Once a position allowance has been officially allocated to an academic unit, recruitment for filling the position shall begin.
- 5.02 The academic unit shall create a posting and route through the required approval channels in the online employment system.
- 5.03 All faculty job vacancies are posted and publicized in accordance with University policy to maintain EEO compliance.
  - a. It is the responsibility of the administrator of the hiring unit to ensure that, at a minimum, all faculty vacancies are posted in an appropriate professional publication or other outlet.
  - b. All position ads must have approval of the department of Human Resources.
- 5.04 All full-time and part-time faculty vacancies will be posted for at least ten (10) working days prior to filling a faculty vacancy.
- 5.05 Except in cases of bona fide emergency (see Section 7), a tenure/tenure-track faculty position vacancy will be advertised locally, statewide, and nationally. Advertisement takes place throughout the appropriate media. It is policy to advertise the position through professional journals, through professional organizations, and through notices to graduate schools producing specialties in the area of the vacancy.
- 5.06 An individual expressing an interest in employment is expected to complete the online employment application process and to furnish official transcript(s) of all academic work. Applicants deemed to be best qualified for the position are to be interviewed by the administrator of the SHSU hiring unit and, in the case of tenure-track and full-time non tenure-track faculty, by faculty members within the hiring unit. Use of search and screening committees in the selection process of new faculty appointments is encouraged. The search committee will follow all hiring procedures stated in Human

Resources policies and use the criteria stated in the position posting for interview and candidate selection. Human Resources serves as a contact for policy and procedural clarification for committees. It is the responsibility of the administrator of the hiring unit to recommend through channels the priority list of the candidates deemed to be best qualified. It is expected that every possible consideration is to be given to attracting qualified minority candidates.

- 5.07 Criteria for selection from among the applicants include: competitive quality of academic transcripts; recommendations from prior employers; the caliber of previous academic and nonacademic work experience; established record of or potential for research publications or creative activity; and the alignment of the expertise possessed by the applicant with that required of the position.

## 6. HIRING PROCESS

- 6.01 The hiring unit will notify the Department of Human Resources as soon as it is determined that a sufficient number of applicants has been secured. The job will be placed in a “closed” status and advertising discontinued for that position. Additional applicants should not be considered unless the job is reopened with proper administrative approvals.
- 6.02 From each applicant, the hiring unit will request pertinent, job-related information (e.g., vitas, copies of research, teaching evaluations, compositions, and references). Using an initial screening device (referring to elements cited in the advertisement), the hiring unit will evaluate each candidate and may choose to invite one or more applicants to provide additional job-related information or to visit the campus for a more detailed interview. During the campus interview, candidates may be scheduled to meet with the dean, departmental/school chair, faculty, staff, and students as appropriate, and may be required to make a professional presentation. Candidates will be evaluated with respect to the posted job requirements. The hiring unit will develop job-related interview questions to be asked of all candidates during the interview. Questions and answers will be written down and maintained.

The hiring unit will provide Human Resources a list of applicants requested for interview. The Human Resources Talent Acquisition and Compensation Team will compare applicants for interview with the University’s obligations for veteran employment preference under Chapter 657 of the Texas Government Code to ensure alignment and compliance. Once the interview pool is confirmed, the Talent

Acquisition Team will notify the hiring unit that scheduling of interviews may commence.

If six or fewer applicants are chosen for interview, a qualified veteran's preference applicant must be one of those interviewed. If more than six are interviewed, 20% of qualified veteran's preference applicants must be interviewed. If the pool does not have any applicants who self-identify as eligible for veteran's preference, this interview requirement does not apply to the hiring process for that vacancy.

- 6.03 Once a priority list has been established, the administrator of the hiring unit presents a written recommendation through channels for the employment of the preferred candidate. Along with the proposed rank, salary level, and recommendation for years transferred for tenure purposes, the preliminary file will contain transcripts, the faculty credential review form, and the curriculum vita. The dean will ensure AA/EEO compliance in the hiring procedure by reviewing the evaluation tool that shows how the candidate compared to the requirements for the position, the criteria used in the evaluation, and the interview questions and answers.

When the dean and the administrator of the hiring unit concur, their written recommendation, along with the preliminary file is forwarded to the Provost and Sr. Vice President for Academic Affairs. With the approval of the Provost and Sr. Vice President for Academic Affairs, the dean may immediately provide the candidate with a tentative letter of offer pending approval of the President and of The Texas State University System Board of Regents.

Upon acceptance of the position by the candidate, the hiring unit will forward the SHSU faculty application, official transcripts, at least three letters of recommendation, the English Language Proficiency form, the evaluation tool, criteria for ranking candidates, and the interview questions and answers through the appropriate channels.

Upon final recommendation of the Provost and Sr. Vice President for Academic Affairs, a letter of offer for the position will be issued to the successful candidate by the President with appropriate notification to the administrators involved.

- 6.04 When a signed response from the potential faculty member accepting the employment offer is received by the President, the position is considered to be filled.
- a. Upon issuance of the appointment, a signed copy of the contract must be returned to the Office of the Provost as soon as possible but no later than October 1 (fall

semester), February 1 (spring semester), June 1 (summer I term), or July 15 (summer II term).

- b. Appointments to the faculty must be approved by The Texas State University System Board of Regents.

6.05 Each office within the recruiting/hiring function is expected to be prepared to offer cogent reasons with appropriate documentation for the endorsement or non-endorsement of preferred candidates.

6.06 Upon request, all applications for a faculty position may be examined by the appropriate academic dean, the Provost and Sr. Vice President for Academic Affairs, or the President.

6.07 It is the prerogative of the academic dean, the Provost and Sr. Vice President for Academic Affairs, or the President to request a reconsideration of the recommendation for employment if it is judged that a well-qualified candidate may have been omitted.

## 7. APPOINTMENT OF INTERIM FACULTY MEMBERS ON AN EMERGENCY BASIS

7.01 As a result of the need for unique academic expertise, unexpected increases in student enrollment or other unforeseen events, it may become necessary for the University to authorize the emergency employment of interim faculty members on a semester-by-semester or summer basis. In such cases, the following procedures will apply.

- a. This requirement may be waived only under the most urgent circumstances by special permission of the Provost and Sr. Vice President for Academic Affairs.
- b. The filling of such positions on an interim basis must be recommended by the appropriate academic dean/director and approved by the Provost and Sr. Vice President for Academic Affairs. Recommendation(s) for employment are to be accompanied by an official SHSU faculty application, official transcripts, the faculty credential review form, letters of recommendation, and the Employee Statistical Data Sheet all of which are to be prepared and/or assembled by the hiring unit.

7.02 When an academic unit is forced to utilize the emergency hire provisions, the hiring manager will supply the Provost and Sr. Vice President for Academic Affairs a report outlining the details of the emergency hire(s) to include reasons for the hire(s), the date



### CERTIFICATION STATEMENT

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

Original: January 14, 1980  
Reviewer(s): Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Fall 2026

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

Date: 12/21/2023

\*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.