



# Appointment, Reappointment, Promotion, and the Granting of Tenure in the Special Title Series

## Major Topics

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[Establishing Special Title Series Positions](#)

[Criteria for Appointment, Promotion and Tenure](#)

## I. Introduction

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The University requires the services of professionally competent faculty employees to meet instructional and service responsibilities in selected areas or positions in which assignments do not necessarily include research or creative work. To meet these responsibilities effectively and to be competitive in attracting and retaining needed faculty employees, a Special Title Series has been established as defined below.

## II. Definition

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The academic ranks and titles in the Special Title Series parallel those in the Regular Title Series (i.e., Instructor\*, Assistant Professor\*, Associate Professor\*, and Professor\*). Examples of more specific special titles are Associate Professor of Applied Music\* and Assistant Professor of Medicine\*. The asterisk, as a superscript immediately following a title, designates that the rank and title are associated with a position in the Special Title Series.

## III. Establishment of Special Title Positions and Criteria

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A new Special Title Series position shall be established as follows:

- A. The faculty of the initiating educational unit shall prepare a justification for the position, a description of the position, and propose criteria for appointment, reappointment, promotion, and the granting of tenure to each of the four ranks in the Special Title Series. (GR Part VII, section A.6(c)) Proposed criteria are not necessary if the criteria for appointment, reappointment, promotion, and the granting of tenure have been approved previously for the same type of Special Title Series position. The previously approved criteria and the approval documents shall be appended to the chair's request to the dean for approval. A statement of this action shall be included in the supporting material and the listing of proposed criteria may be omitted. The description of the Special Title Series position shall include a statement that evaluation of a faculty employee's performance should be commensurate with his or her approved distribution of effort agreement. After review and approval, the dean of the college shall forward the

educational unit's recommendation and supporting material to the Provost.

- B. The Provost shall, if such have not been previously approved, refer the pertinent criteria for appointment, reappointment, promotion, and the granting of tenure to the appropriate Academic Area Advisory Committee for evaluation, suggestions on any desirable and/or necessary revision, and approval. After approval of the criteria by an Area Committee, the Provost shall approve or disapprove the educational unit's recommendation for the establishment of new Special Title Series positions.

## IV. Guidelines and Procedures for Appointment, Reappointment, Promotion, and the Granting of Tenure

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- A. Before an individual can be appointed to a position in the Special Title Series, the position must have been approved by the Provost.
- B. The Special Title Series is not intended to serve as a means for appointing and promoting individuals who are unable to qualify for appointment or promotion in the Regular Title Series because of demonstrated lack of research competence.
- C. The procedures for handling recommendations for appointment, reappointment, promotion, and the granting of tenure in the Special Title Series are the same as those for processing similar recommendations related to the Regular Title Series. (AR 2:1-1, AR 2:1-2) However, the pertinent special criteria associated with the approval of a Special Title Series position shall serve as guidance for evaluators in matters related to appointment, reappointment, promotion, and the granting of tenure.

## V. Conditions of Employment

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Employment in a Special Title Series position does not normally imply a specific responsibility to engage in research. Consequently, appointment or promotion to the rank of Associate Professor or Professor in this series does not automatically qualify an individual for membership in the Graduate Faculty. In all other respects, the conditions and benefits of employment related to appointments in the Special Title Series are the same as those related to appointments in other tenure-eligible title series.

## VI. References and Related Materials

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Governing Regulation: Part VII

Administrative Regulations: 2:1-1 Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure; 2:1-2 Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure; 3:8 Faculty Workload Policy Statement; 3:10 Policies for Faculty Performance Review, 3:11 Tenured Faculty Review and Development Policy

### Revision History

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For questions, contact: [Office of Legal Counsel](#)