

Memo to: All UH-Downtown/PS Holders
From: Manuel T. Pacheco, President
Subject: Academic Appointments

UH-Downtown/PS 10.A.03
Issue No. 4
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1. PURPOSE

This PS outlines ranks and titles used in academic appointments at the University of Houston - Downtown (UHD). Full-time academic appointments at UHD are made using ranks and titles common throughout the University of Houston System. Part-time academic appointments are made using ranks and titles appropriate to the particular academic mission and programs of UHD and consistent with the traditional practices of academia.

2. POLICY/PROCEDURES

2.1 Personnel Categories

The following definitions are relevant to a discussion of academic appointments:

2.1.1 Regular Salaried Employees

Regular salaried employees are employees in a budgeted line-item position who are compensated on a continuing basis, regardless of source of funds. Specifically excluded from this group, however, are those employees working fewer than twenty hours per week. Employees who occupy regular salaried positions on a full-time basis are entitled to all staff benefits. Employees who occupy salaried line-item positions on a 50% or more FTE basis are also entitled to all staff benefits, but on a prorated basis.

2.1.2 Temporary Employees

Temporary employees are student assistants and employees holding equivalent appointments of limited duration, employees holding semester appointments or appointments for five months or less, and employees holding non-recurring service appointments. These positions, as well as part-time positions of less than twenty hours per week, include no eligibility for benefits.

2.2 Academic Appointment Titles

Employees appointed with the title "faculty" have either tenured or tenure-track positions. Those appointed with any other title are in non-tenure-track, non-probationary positions. Administrators appointed with tenure or in tenure-track positions hold the title "faculty." However, their tenure is always held in or granted by a particular department or discipline and does not apply to their administrative position. The following five titles are used in academic appointments at UHD:

2.2.1 Faculty

The faculty consists of those who have tenured or tenure-track positions. Ranks associated with faculty status are instructor, assistant professor, associate professor, professor, and certain distinguished ranks. Faculty rank is always held in the individual's primary teaching discipline. Personnel in all such ranks are regular salaried employees and, as such, are eligible for benefits. Faculty compensation is determined initially through negotiation, with subsequent increments determined by merit. The initial employment process will follow the procedure outlined for regular faculty or professional staff, depending on where the individual's primary responsibilities will be, and the length of the appointment will be governed by the appropriate tenure policy. The emeritus title may be conferred upon a retired faculty member following the procedure outlined in *PS 03.19*.

2.2.2 Visiting Faculty

2.2.2.1 The visiting faculty consists of those who have credentials appropriate to a particular academic rank, who teach full time, whose appointment is for a fixed period of time (see 2.2.2.2 below), and whose appointment is non-tenure-track and non-probationary.

2.2.2.2 The initial appointment will not exceed one academic year and may be renewed for a maximum of one additional year. The appointments may never be made at a rank higher than the highest rank previously held. Rank titles include the following:

Visiting instructor

Visiting assistant professor
Visiting associate professor
Visiting professor

2.2.2.3 Since visiting faculty members are regular salaried employees, they are eligible for benefits.

2.2.2.4 Compensation is determined initially through negotiation, with any subsequent increment determined by merit. The employment process is that outlined for faculty appointments.

2.2.2.5 The visiting faculty appointment does not carry with it such privileges as access to research, travel, or other special funds reserved for tenured or tenure-track faculty, and the university is not obligated to count the service of a visiting faculty member toward tenure if he later accepts a tenure-track position. However, exceptions may be made in accordance with the procedures used by the university in making regular academic appointments.

2.2.3 Part-Time Faculty

2.2.3.1 The part-time faculty consists of those whose principal employment is within the University of Houston (though not in teaching) and who, at the request of a particular department and with the approval of the appropriate supervisor, may teach one course in an instructional period. Eligibility for benefits, compensation, and length of appointment are determined by the organizational unit of the university in which the principal employment is held.

2.2.3.2 Part-time faculty members may be awarded academic rank consistent with their credentials and experience. The ranks associated with the part-time faculty are professor, associate professor, assistant professor, and instructor. Appointment in any capacity is made only with the consent of the teaching department and carries the designation "part-time."

2.2.4 Lecturers

2.2.4.1 Lecturers are those appointed to carry out a teaching assignment greater than 50% for one or more semesters. The lecturer appointment is non-tenure-track and non-probationary.

2.2.4.2 Eligibility for benefits depends upon whether the appointment is to a regular salaried position.

2.2.4.3 Compensation is determined initially through negotiation, with subsequent increments made for merit or through legislative mandate of the state. The employment process is that outlined for lecturers.

2.2.5 Adjunct Lecturers

2.2.5.1 Adjunct lecturers are appointed to carry a teaching assignment of 40% or less for one semester except in rare cases of institutional exigency. Such appointments are non-tenure-track and non-probationary.

2.2.5.2 Adjunct lecturers are not eligible for benefits.

2.2.5.3 Compensation is established by the salary guidelines for adjunct lecturers. The employment process is a departmental one.

2.2.5.4 The term of the appointment is for one semester, but employment as an adjunct lecturer may be renewed by mutual agreement on a semester-by-semester basis.

2.3 Summary

The chart on the following page summarizes the salient features of all academic appointments at UHD.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.

ACADEMIC APPOINTMENT CHART
GOES HERE.

SEE MACDRAW POLICY STATEMENTS CHARTS AND
TABLES.