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# Teaching Track Committee Report

USM Faculty Senate

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**Final Report and Proposal for an Expanded Definition of Faculty and Corps of Instruction, and the Establishment of a Teaching Track Faculty at The University of Southern Mississippi  
September 8, 2015**

In the course of the summer term 2015, a committee charged with the study and proposal for expanding the definitions of Faculty and Corps of Instruction and the establishment of a Teaching Track was formed at the University of Southern Mississippi by Interim Provost Steve Moser. The committee was comprised of the following members:

Jennifer Anderson, Committee Chair, Faculty Senate  
Doug Masterson, College of Science and Technology  
Kathy Yadrick, College of Health  
Brett Becton, College of Business  
Anita Boykins, College of Nursing  
Jeff Hinton, College of Education and Psychology  
Eric Tribunella, College of Arts and Letters  
Tisha Zelner, Council of Chairs  
David Beckett, University Faculty Handbook Committee.

The committee first assessed the current composition of faculty and non-faculty academic staff at USM. Titles, roles, and functions at the university were taken into consideration. In addition to a proposal for a teaching track, this document addresses associated issues considered by the committee.

### **Statement on Contingent Faculty**

The term *contingent faculty* has been used variably by institutions to describe faculty members who are employed off the tenure track.<sup>1</sup> Contingent faculty can include both full-time and part-time adjunct and clinical faculty members, instructors and lecturers, post-doctoral employees, and teaching assistants. The recommendations contained in this document address the portion of the contingent faculty at USM who are employed in full-time salaried positions that currently hold the titles of: Instructor (clinical or otherwise), Artist-In-Residence, Professor of Practice, Research Professor (of any rank), and Clinical Professor (of any rank).

This committee agrees that the university needs to maintain a strong tenure stream faculty and that a cap should be placed on contingent faculty employed by USM. We recommend the cap be 25 percent of the Corps of Instruction and that the cap be managed by deans of the colleges. Some colleges at USM currently employ a higher percentage than the recommended cap. It is further recommended that colleges that are currently over the recommendation work to reach the cap via the creation of

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<sup>1</sup> See "Contingent Appointments and the Academic Profession," AAUP, 2003 (statistical data updated in 2014).

tenure-stream lines in future hiring. This percentage is consistent with the recommendation of the American Association of University Professors (AAUP) statements on contingent faculty.<sup>2</sup>

### **Official Titles**

Academic titles are meant to convey three attributes of the title-holder: rank (in an ordered promotion sequence), status (regular or otherwise), and function (clinical, teaching, research, etc.).<sup>3</sup> Often, titles are arbitrarily selected or are selected for the sole purpose of distinguishing a person with a terminal degree from one without a terminal degree. This can result in the selection of a title that fails to accurately capture the attributes meant to be conveyed by academic titles. This committee has found that this has sometimes been the case at USM.

Upon study of the titles used at USM, this committee has determined the following:

1. There is no consistent usage for official titles outside of the tenure track. This is especially true for clinical titles.
2. There are personnel who, by virtue of their official titles, are excluded from the Corps of Instruction. Yet, in function, these individuals support the teaching mission of the university, and their teaching loads often exceed that of many members of the current composition of the Corps of Instruction. They include Clinical Professors (of all ranks), Professors of Practice, and Artists in Residence.

Based upon these findings, the following are recommended:

1. Official titles are to be selected for positions that are descriptive of the function of the position.
2. The use of the term *clinical* should be restricted to those positions in which individuals are providing instruction in a clinical setting. Further, teaching track titles (see below) should be used for individuals who do not teach in a clinical setting and are not Professors of Practice, Artists in Residence, or Research Professors (of any rank).
3. Individuals who hold the titles of Clinical or Teaching (proposed below) Professor (of any rank); Professors of Practice; and Artists in Residence should be included in the Corps of Instruction and the faculty, and Research Professors (of any rank) should also be considered to be members of the faculty.

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<sup>2</sup> Ibid. See also, See “Tenure and Teaching-Intensive Appointments,” AAUP Committee on Contingency and the Profession, 2010.

<sup>3</sup> See Michael I. Shamos, “Handbook of Academic Titles,” 2002, available at <http://euro.ecom.cmu.edu/titles/titlebook.htm#Title>.

## **Teaching Track**

The University of Southern Mississippi benefits from a number of talented individuals who contribute to the university's mission to "support intellectual development and creativity," primarily through instruction, but sometimes also through other pedagogical activities. This committee agrees that rewarding meritorious teaching and its associated scholarship as well as service to the institution enhances the instructional mission of the university.

This proposal creates an opportunity for both advancement and recognition to individuals who have a documented record of exceptional teaching, service, and scholarship at USM. Departments and colleges are to develop criteria for determining whether individuals in the Teaching Track merit promotion. However, this committee provides the following general guidelines for these promotions.

### *Promotion Structure*

#### Instructor

Instructor is the initial appointment rank for those who do not possess a terminal degree in the teaching discipline.

#### Assistant Teaching Professor

Assistant Teaching Professor is the initial appointment rank for those who possess a terminal degree in the discipline in which they are teaching.

Those with the rank of Instructor at USM who demonstrate evidence of continuous teaching excellence may apply for promotion to the rank of Assistant Teaching Professor. Instructors are eligible to apply for promotion during their fifth year of service in the rank of Instructor. Service and scholarly activities may be considered for promotion but are not required for the promotion from Instructor to Assistant Teaching Professor. Instructors who complete a terminal degree in their teaching disciplines while in the rank of Instructor are to be immediately promoted to Assistant Teaching Professor.

#### Associate Teaching Professor

Individuals in the rank of Assistant Teaching Professor may apply for promotion to the rank of Associate Teaching Professor during their fifth year of service in the rank of Assistant Teaching Professor. Candidates are to demonstrate continued excellence in teaching coupled with contributions in service (whether departmental/collegiate/university/or discipline) and/or notable scholarly activities.

### Teaching Professor

Individuals in the rank of Associate Teaching Professor may apply for promotion to the rank of Teaching Professor during their fifth year of service in the rank of Associate Teaching Professor. Candidates are to demonstrate continued excellence in teaching coupled with contributions in service (whether departmental/collegiate/university/or discipline) and notable scholarly activities.

#### *General Comments Regarding a Teaching Track*

In each case, candidates for promotion are to prepare a dossier describing their accomplishments and a rationale for seeking promotion. For employees holding split appointments, all units should participate in the promotion process. Recommendations regarding promotions are to be made by the Departmental Promotion Committee, Department Chair, College Advisory Committee, and College Dean. These recommendations are then forwarded to the Provost for a final decision.

As individuals in the Teaching track are not eligible for tenure, personnel employed in these ranks may not be members of Departmental Personnel Committee or Tenure or Promotion Committees.

Professional experience and/or time in rank at another institution of higher learning may be considered for determining rank at the time of employment if specified in the individual's initial employment contract. In the instance that an individual transitions from one department to another, the time-clock for promotion should be continuous.

Finally, this committee recommends that applications for promotion in the Teaching Track not be required since the benefits of tenure are not afforded to these positions. However, this committee believes that a promotion structure, as recommended, will both reward and encourage meritorious teaching.

#### *Teaching Track Faculty Salaries & Financial Reward for Promotion*

The College and University Professional Association for Human Resources (CUPA-HR) publishes average salaries for Teaching Non-Tenure Faculty at four-year institutions. This committee recommends that the CUPA-HR averages be used in hiring individuals in the Teaching-Track at USM. This may create salary compression issues in the track. Thus, we also recommend that the university commit financial resources to alleviate compression in this track.

This committee also recommends that financial rewards for promotion be consistent with those of all faculty members at USM, subject to resource availability.

*Current Employees*

It is the final recommendation of this committee that university employees who are currently employed at the rank of Instructor and who hold a terminal degree in their discipline are qualified for the rank of Assistant Teaching Professor and should be immediately promoted upon the university's adoption of this proposal.

## PROPOSED MODIFICATIONS OF THE DEFINITION OF USM FACULTY AND THE UNIVERSITY'S CORPS OF INSTRUCTION

These modifications were developed by a University Committee during the summer of 2015. The committee was chaired by Dr. Jennifer Anderson (College of Arts & Letters and President of the Faculty Senate). The principal author of the document was Dr. David Beckett (College of Science and Technology and member of the Faculty Handbook Committee). Other committee members included Bret Becton (College of Business), Anita Boykins (College of Nursing), Jeff Hinton (College of Education & Psychology), Douglas Masterson (College of Science & Technology), Eric Tribunella (College of Arts & Letters), Kathy Yadrick (College of Health), and Tisha Zelner (University Libraries).

### 3.3 FACULTY DEFINED

The Board of Trustees defines the faculty of Mississippi's public universities as "the teaching staff and those members of the administrative staff having academic rank in a college, university or other educational institution or one of its divisions." Universities are also authorized to establish faculty positions designated as non-tenured in the categories of research, teaching, and service (see *IHL Policies & Bylaws* 404.01). Thus, personnel at the University of Southern Mississippi who are tenured or are in tenure-track positions, individuals with the academic rank of Instructor or Teaching Professor (of all ranks), administrative officers with academic rank, Research and Clinical Professors (of all ranks), Artists-in-Residence, and Professors of Practice are all members of the faculty. Visiting Professors are also considered to be members of the faculty on the basis of comparable training to tenure-track faculty. However, Visiting Professors do not vote in institutional elections or departmental proceedings. All other employees are not members of the faculty.

Only individuals in tenured or tenure-track positions qualify for a status of continuing employment within a state institution of higher learning (including the University of Southern Mississippi). However, the IHL authorizes universities to enter into renewable contracts for periods up to four years in length with non-tenure-track faculty members if so desired by the University (see *IHL Policies & Bylaws* 404.01). Individuals employed in non-tenure-track positions have no

expectation of continuing employment beyond the expiration of their contracts and are not be eligible for consideration for the award of tenure. Members of the faculty who are not in tenure-track or tenured positions or who do not hold the rank of Instructor or Teaching or Clinical Professor (of any rank) are expressly excluded from voting in institutional elections or personnel proceedings. Post-doctoral and adjunct personnel are considered Non-Faculty Academic Staff and are neither members of the faculty nor members of the Corps of Instruction (see Sections 3.3.1 and 3.4). Individuals holding honorary titles are not members of the faculty. Emeritus “faculty” members are honored retired faculty members who have been accorded emeritus status; however they are not members of the Corps of Instruction.

**3.3.1 Corps of Instruction.** Within the faculty are employees holding appointments in the Corps of Instruction. The University Corps of Instruction consists of full-time employees holding the ranks of tenure-track or tenured Professor (of any rank), personnel with the academic rank of Instructor or Teaching Professor (of any rank), as well as other personnel as noted below. The Board may also approve other teaching personnel as members of the Corps of Instruction including “research and extension personnel and duly certified librarians” (see ILH Policies & Bylaws 402.01A). At the University of Southern Mississippi tenured and tenure-track librarians are considered to be members of the Corps of Instruction. Full-time University Clinical Professors (of any rank) and Professors of Practice and Artists-in-Residence are also considered to be members of the Corps of Instruction by virtue of their mission of instruction. Administrative officers with academic rank are also considered to be members of the faculty and the Corps of Instruction (see HHL Policies & Bylaws 402.01). Research Professors, although members of the faculty, are not considered to be members of the Corps of Instruction because their primary responsibility is one of research rather than instruction. Visiting faculty are not considered to be members of the Corps of Instruction. Post-doctoral and adjunct personnel are considered Non-Faculty Academic Staff and are neither members of the faculty nor members of the Corps of Instruction (see Section 3.4). Members of the Corps of Instruction are encouraged to participate in the shared governance of the University.

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## PROPOSED VERSION OF SECTIONS 3.4 AND 3.5 OF THE FACULTY HANDBOOK

Again, these modifications were developed by a University Committee during the summer of 2015, chaired by Dr. Jennifer Anderson. The principal author of this section of the document was Dr. David Beckett.

Additions are shown in ***bold italics***. Deletions are shown as strikethroughs.

### 3.4 NON-FACULTY ACADEMIC STAFF AND NON-TENURE TRACK FACULTY

**3.4.1 Non-Faculty Academic Staff.** Not included within the definition of faculty propounded by the Board of Trustees are further classifications of academic staff that may be employed within the state's institutions of higher learning. These include:

- (a) part-time personnel performing specified instructional, research, or library duties, including individuals who hold the title of “adjunct;”
- (b) personnel holding honorary titles; ~~or impermanent academic ranks such as~~ ***the title of “adjunct.”*** “adjunct,” “interim,” or “visiting”;
- (c) temporary personnel funded in whole or in part by contracts or agreements of fixed duration with external public and private entities;
- (d) library and research personnel not holding academic appointment; and
- (e) postgraduate and graduate assistants and graduate fellows performing specified instructional, research, or library duties.

By approving temporary positions funded in whole or in part by public or private external sources, the Board of Trustees does not obligate itself or any state institution of higher learning to maintain such positions or to continue the employment of the individuals filling them beyond the expiration of the contract or agreement with the external entity.<sup>2</sup>

The following section further clarifies the University's policies and procedures regarding academic personnel ~~who are not members of the Corps of Instruction.~~

### **3.4.2 Policies and Procedures Regarding Non-Tenure Track Research and Clinical Professors, Instructors and Teaching Professors, Artists-In-Residence, Professors of Practice, and Post-Doctoral Positions at the University of Southern Mississippi**

#### **Purpose**

A comprehensive university requires a cadre of personnel who are able to devote full time to research, *instructional*, or clinical activities. The purpose of this document is to establish a consistent set of titles and promotion criteria for such positions. ~~, and to establish promotion criteria for the positions.~~ Existing procedures are to be used for establishing positions, advertising vacancies, and filling positions. Affirmative action regulations apply to these positions.

## **I. POLICY/PROCEDURES**

### **A. ~~Research and Clinical Position Titles~~ *Research and Clinical Positions***

Three levels of appointments exist that parallel tenure-track appointments at the Assistant Professor, Associate Professor, and Professor, levels.

These are:

Assistant Research Professor  
Assistant Clinical Professor

Associate Research Professor  
Associate Clinical Professor

Research Professor  
Clinical Professor

All research/clinical positions are non-tenure track and must be so indicated to prospective and incumbent holders of these positions or titles. ~~Also, individuals holding these positions generally are not members of the Corps of Instruction~~

(see ~~FACULTY DEFINED—Corps of Instruction in the Faculty Handbook, see also Board Policies and Bylaws, Section 402.01(A)~~). **Full-time University Clinical Professors (of any rank) are also considered to be members of the Corps of Instruction by virtue of their mission of instruction. Research Professors, although members of the faculty, are not considered to be members of the Corps of Instruction since their primary responsibility is one of research rather than instruction.** Consequently, they (**Research Professors of any rank**) may not vote in institutional elections or personnel proceedings. ~~nor may they be members of a Departmental Personnel Committee.~~ **The clinical/research ranks are briefly described below.**

**a) Clinical Instructor: An individual who is employed by the University with instructional responsibilities in a clinical setting, but does not possess a terminal degree in the discipline. However, these individuals possess the potential for successful performances in clinical instruction as members of the University Corps of Instruction.**

~~a) b) Assistant Research/Clinical Professor: An individual with a terminal degree in the discipline, who possesses the potential for successful performance in research or clinical activities in a~~ **at the University.**  
~~university environment.~~

~~b) c) Associate Research/Clinical Professor: An individual who has met the criteria for Assistant Research or Clinical Professor and in addition has consistently demonstrated an ability to perform at a level of excellence appropriate for this~~ **the Associate Professor rank.**

~~c) d) Research/Clinical Professor: An individual who has met the criteria for Associate Research Professor or Associate Clinical Professor and in addition has demonstrated sustained~~ **then continued to demonstrate** excellence in research or clinical **activities.** ~~or creative activity.~~

**In exceptional circumstances, faculty who do not possess a terminal degree but who have made substantial and outstanding contributions in their fields may be awarded the title of Assistant Research/Clinical Professor, Associate Research/Clinical Professor, or Research/Clinical Professor.**

***Candidates for promotion via the Research/Clinical Professor pathways will prepare a dossier describing their accomplishments and rationale for seeking promotion. Recommendations regarding these promotions will be made by the candidate's Departmental Promotion Committee, Department Chair, College Advisory Committee, and college dean. These recommendations will then be forwarded to the Provost for a final decision.***

The schedule for promotion of individuals holding non-tenure-track research ***or clinical*** positions should follow, whenever possible, the schedule outlined for ~~faculty~~ ***tenure track*** promotions. Thus, ***for Research and Clinical Professors there is no required minimum number of years of service for candidates to be promoted to the rank of Assistant Professor. In cases involving promotions from Assistant Research/Clinical Professor to Associate Research/Clinical Professor, and from Associate Clinical/Research Professor to Research/Clinical Professor, individuals may seek promotion during the fifth year of service in the lower rank, with an approved promotion effective at the beginning of the following academic year.***

Research and Clinical Professors (all three ranks) may, ~~from time to time,~~ engage in teaching provided they satisfy expectations of the Provost. ~~before being assigned, in part, to an academic budget. Such teaching, which must be approved by the department chair/director and the college dean before consideration by the Provost, does not constitute an appointment to the Corps of Instruction, and does not move the individual to a tenure track appointment.~~

#### ***B. ~~Research and Clinical Position~~ Titles Instructor and Teaching Professor Titles***

***Four levels of appointments exist for faculty members whose primary emphasis is teaching. These are: 1) Instructor; 2) Assistant Teaching Professor; 3) Associate Teaching Professor; 4) Teaching Professor. Full-time University Instructors and Teaching Professors (of any rank) are considered to be members of the Corps of Instruction by virtue of their mission of instruction. All four of***

***these teaching ranks are non-tenure track and must be so indicated to prospective and incumbent holders of these positions or titles. Individuals who are initially appointed to such positions at the University, and who lack the terminal degree in their discipline, are to be appointed at the rank of Instructor. Individuals who are initially appointed to such positions at the University and who hold the terminal degree in their discipline are appointed at the rank of Assistant Teaching Professor. Individuals at the University who currently hold the title of Instructor but possess the terminal degree in their discipline will immediately be promoted to the rank of Assistant Teaching Professor. Individuals at the University who are awarded the terminal degree in their discipline while serving as Instructors are immediately promoted to the rank of Assistant Teaching Professor.***

***Promotion of individuals from Instructor to Assistant Teaching Professor, and eventually to Associate Teaching Professor and Teaching Professor does not necessarily require a terminal degree. The general time schedule for promotion from Instructor to Assistant Teaching Professor to Associate Teaching Professor to Teaching Professor follows the University's schedule for promotion for personnel in tenure-track ranks (see Section 9.4.3 of the Faculty Handbook). Individuals who are initially appointed as Instructors are eligible to apply for promotion to Assistant Teaching Professor during their fifth year of service as Instructors, with an approved promotion effective at the beginning of the following academic year. However, as stated in the preceding paragraph, Instructors who earn the terminal degree in their discipline are immediately promoted to Assistant Teaching Professor without having to fulfill a time in service requirement. In cases involving promotions from Assistant Teaching Professor to Associate Teaching Professor and from Associate Teaching Professor to Teaching Professor, individuals may seek promotion during the fifth year of service in the lower rank, with an approved promotion effective at the beginning of the following academic year. In computing time in rank at the University for purposes of promotion, professional experience, and/or time in rank at another institution of higher learning may be considered if specified in the faculty member's contract at the time of employment.***

***Candidates for promotion via the Instructor – Teaching Professor pathway will prepare a dossier describing their accomplishments and rationale for seeking promotion. Recommendations regarding these promotions will be made by the***

***candidate's Departmental Promotion Committee, Department Chair, College Advisory Committee, and college dean. These recommendations will then be forwarded to the Provost for a final decision.***

***Departments, and colleges, need to develop criteria for determining whether Instructors/Teaching Professors merit promotion. However, the following are general guidelines for these promotions:***

***Instructor to Assistant Teaching Professor – Candidates need to demonstrate a continuous record of teaching excellence. Although not necessary for this promotion, service and scholarly activities may also be considered.***

***Assistant to Associate Teaching Professor – Candidates need to demonstrate continued excellence in teaching coupled with contributions in either service (departmental/collegiate/university/ or discipline) or notable scholarly activities.***

***Associate Teaching Professor to Teaching Professor – This promotion is merited by individuals who have met the criteria for Associate Teaching Professor and, following that promotion, demonstrate notable scholarly activities.***

***Since clinical/research/teaching professors of all ranks are all in non-tenure-track positions these individuals may not be members of Departmental Personnel Committees or Departmental Tenure or Promotion Committees.***

***C. ~~Research and Clinical Position Titles~~ General Comments Regarding Research, Clinical, and Teaching Titles and Procedures.***

For Research, Clinical, ***and Instructors/Teaching Professors*** (all ranks) on split appointments, units responsible for each element of the appointment are to have input in the promotion and annual review process. Financial rewards for promotion should be consistent with those of all USM faculty, subject to resource availability.

(1) General Criteria for Appointment to Research/Clinical/**Teaching Professor** positions. All regulations of the University of Southern Mississippi concerning employment and promotion must adhere to the By-Laws and Policies of the Board of Trustees of State Institutions of Higher Learning (1970, with subsequent amendments). Specific attention is called to the section “Employment and Tenure of Faculties of Institutions of Higher Learning in Mississippi” (see **also the** Faculty Handbook).

Every person employed by the University is expected to meet high standards of professional integrity, collegiality and objectivity, and to further the goals of his/her unit(s) and the University. In addition, a person of research, ~~or~~ clinical, **or teaching** rank must have an appropriate degree, or its equivalent in training and experience; a strong commitment to higher education, and in particular to the mission of the University; and a willingness to assume the responsibilities and obligations appropriate to a professional or faculty university employee (see Faculty Handbook). ~~In addition, the following is appropriate at each level.~~

(2) Suggested Performance Standards of Professional Activities. In every case, the performance of non-tenure-track individuals in research/clinical/**teaching** positions will be judged by all parties involved in promotion decisions on the basis of written policy statements or criteria, i.e., specific requirements, developed by the specific units with which the individual is associated. All criteria should be based on the application of the highest professional standards associated with university work. Some suggested items to consider in establishing evaluative criteria at the unit level follow.

To qualify for excellence in research/clinical/**teaching activities** activity, the work must be submitted to a critical evaluation, using standards prevailing in the applicable discipline or professional area. It includes such things as development and validation of new knowledge; ~~essential for the maintenance of professional development and vitality~~; providing creative forms that bring greater meaning to life; systematic, original investigations directed toward the enlargement of human knowledge or solutions of contemporary problems; books published by commercial or university presses and articles published in refereed journals of international, national, or regional prestige; other books and published articles; continued success in obtaining grants for research/clinical/**teaching** activities,

permitting high quality research, creative, or clinical activity; acceptance of papers for presentation before professional groups; invited participation in scholarly conferences; editorial and referee work in professional journals or other publications; book reviews in professional journals; artistic or humanistic presentations; evidence of substantive progress on long-term projects that meet the criteria above. Creative achievement refers to significantly original or imaginative accomplishments in literature or the fine arts, and to effective experience or practice in professional fields.

(3) Annual Evaluation and Reviews of **Instructors, Clinical Instructors, and Research/Clinical/Teaching** Professors (all three levels). Each individual in a non-tenure-track research, ~~or~~ clinical, **or teaching** position will be reviewed annually. Decisions regarding annual reviews begin with the appropriate departmental or school personnel option in accordance with departmental/school and college bylaws and the Faculty Handbook. The process or steps in an annual review are similar to those for tenure-track or tenured faculty, but the expectations and specific criteria for recommendations reside in the department or school and may be different from expectations for tenure-track faculty in the unit. A copy of each annual review will be provided to the ~~researcher/clinician~~ **Instructor, Clinical Instructor or Research/Clinical/Teaching Professor** for his/her signature and a copy of this review, also signed by the department/unit head or appropriate officer, will be reviewed by the ~~next~~ appropriate administrator **at the next level**, and placed in the person's ~~promotion~~ **personnel** file. The ~~researcher/clinician/teacher~~ may attach a dissenting statement to all copies of this review.

A confidential file for each individual holding a research/clinical/**teaching** rank is to be maintained by the department/unit head or appropriate ~~officer~~ **administrator**. No record in the file is to be added, changed, or withdrawn without the knowledge of both parties. The responsible administrative officer will make all pertinent information available to the appropriate individuals when the holder of a research/clinical/**teaching** rank is a candidate for promotion, or when the information is needed in an appeals or grievance case.

(4) Procedures for Promotion of Research/Clinical/**Teaching** Personnel. The University recognizes achievement of research/clinical/**teaching** personnel by ~~advances~~ **advancement** in rank. For this reason, promotion is never granted

routinely for ~~simple~~ satisfactory accomplishments. Rank also reflects comparable stature with others in similar disciplines in other university settings. Promotion is based on performance and demonstrated competence, and not on length of service. ~~but~~ **However**, a reasonable time must elapse (**generally five years in the lower rank**) for the individual to demonstrate competence and have it confirmed by annual ~~evaluation~~. **evaluations**. Professional achievement elsewhere will be considered for promotions.

Decisions regarding promotions begin with the appropriate departmental or school personnel option in accordance with departmental/school and college bylaws and the Faculty Handbook. The process or steps in a promotion decision are similar to those for tenure track or tenured faculty, but the expectations and specific criteria for recommendations reside in the department or school and may be different from expectations for tenure track/tenured faculty in the unit.

~~Promotion requires approval by: 1) the tenured faculty of the candidate's department/school (approval by a majority of the voters required), 2) the department chair/school director of the applicant's department/school; and 3) the dean of the college.~~

The individual seeking promotion will be officially notified as to the ~~disposition~~ **decision made** at each level of his/her ~~nomination~~ **throughout his/her** for promotion **evaluation**, and written recommendations of **these** decisions at each level in the process will be **provided to the candidate and** placed on file in all appropriate offices (see Faculty Handbook). These recommendations will also become the basis for future discussions with the department/unit head regarding the individual's further professional development or growth. The candidate for promotion has the right to discontinue the review process for promotion at any point.

#### **D. Artist-in-Residence and Professor of Practice Titles**

In addition to the Research, ~~and~~ Clinical, **and Teaching Professor** titles, Artist-in-Residence and Professor of Practice appointments may ~~also~~ be made at the ~~university~~. **University**.

**Artist-in-Residence.** Artist-in-Residence positions are non-tenure track and must be so indicated to prospective and incumbent holders of this title. ~~This appointee~~

**These appointees** will not be required to possess a minimum academic qualification, but will be distinguished **individuals** with the highest level of artistic experience and talent.

**Professor of Practice.** Professor of Practice positions are non-tenure track and must be so indicated to prospective and incumbent holders of this title. Professors of Practice are distinguished, experienced professionals who can contribute to the missions of the University. They may not necessarily possess terminal academic degrees.

Artists-in-Residence and Professors of Practice may also teach. If so, this teaching is subject to the same provisions listed above for research/clinical/**teaching** personnel.

Artists-in-Residence and Professors of Practice are subject to annual evaluations. Decisions regarding annual reviews begin with the appropriate departmental or school personnel option in accordance with departmental/school and college bylaws and the Faculty Handbook. ~~Artists-in-Residence and Professors of Practice generally are not members of the Corps of Instruction (see FACULTY DEFINED – Corps of Instruction in the Faculty Handbook, see also Board Policies and Bylaws, Section 402.01(A). Consequently, they may not vote in institutional elections or personnel proceedings, nor~~ **Since the positions of Artists-in-Residence and Professors of Practice are non-tenure track, holders of these titles may they not** be members of a Departmental Personnel Committee. **Departmental Personnel Committees or Departmental Tenure or Promotion Committees.**

#### **E. Postdoctoral Position Titles**

In addition to the above ~~non-academic~~ faculty titles, the following titles refer to ~~research/clinical training~~ appointments made at the postdoctoral level.

Postdoctoral positions are non-tenure track and must be so indicated to prospective and incumbent holders of this title. **Individuals in postdoctoral positions are considered members of the university's academic staff, i.e. they are not considered to be members of the faculty.**

(1) Postdoctoral Fellow. (~~Specialty title~~). The position of Postdoctoral Fellow connotes an appointment that emphasizes continued professional development of the fellow after completion of the doctorate. The appointee shall have received

the doctorate in a field appropriate to the assigned position offered. The appointment is for the individual's education in research and teaching and is generally limited to two (2) or three (3) years. To qualify for a fellowship exemption under the Federal income tax laws, no assigned duties and responsibilities or services can be required other than those which are an integral part of the Fellow's educational program. Appointees to these specialty professional development positions shall have no continuing contractual relationship with the University.

(2) Postdoctoral Associate. ~~(Specialty title)~~. The appointee shall have received the doctorate in a field appropriate to the assigned duties and responsibilities. This appointment is used when the individual renders compensable services to the University and is assigned specific duties and responsibilities. Appointees to these specialty positions shall have no continuing contractual relationship with the University.

## F. Grievance Procedures

(1) Grievance Procedures. Procedures for filing grievances are outlined in Chapter 12 of the Faculty Handbook. ~~All of these~~ **However, only certain** types of **these** grievances are ~~not~~ available to non-tenure-track individuals. ~~Listed below are the~~ **The** types of grievances or appeals which may be initiated by non-tenure-track ~~researchers and clinicians,~~ **Research, Clinical, and Teaching Professors**, Artists-in-Residence, Professors of Practice, and **individuals in** post-doctoral positions. ~~These are:~~ (a) annual performance reviews; ~~(b)~~ **(c)** personnel actions involving adjustments in compensation; ~~(c) non-renewal of employment of non-tenured personnel;~~ and ~~(d)~~ **(e)** grievances alleging a violation, misinterpretation or misapplication of a rule, policy, or procedure in relation to personnel policies, procedures, or practices including working hours, general working conditions, employment benefits, etc.; **and (f) academic freedom**. Appeals beyond the level of Dean will be directed to the **Provost Vice President for Research**.

Administrative remedies applicable to University policies on discrimination, harassment generally, and sexual harassment, are outlined in Chapter 7 of the *Faculty Handbook*.

## Review

These policies and procedures will be reviewed as needed by the Provost and/or the Vice President for Research ~~and the Provost~~. Input may be provided to the

Provost and the Vice President for Research by the Department of Human Resources.

### 3.5 ADJUNCT ACADEMIC STAFF

Members of the University academic staff whose titles denote adjunct status are of two classifications: occasional and **graduate** ~~regular~~. Adjunct academic staff ~~are employed to~~ fulfill specified instructional and other duties for a specified period, but without any contractual guarantee of continuing employment. All adjunct members of the academic staff remain outside the Corps of Instruction, do not qualify for faculty status or privileges, and may not vote in institutional elections or personnel proceedings. ***“Occasional” adjunct staff members are part-time teachers who are compensated by the University for teaching courses.***

***“Graduate” adjuncts are members of institutions or agencies outside the University of Southern Mississippi. These individuals serve on doctoral or master’s committees and/or collaborate on grants with members of the University. Such Adjunct adjunct status may qualify one these individuals to be listed in the University’s Undergraduate Bulletin and/or Graduate Bulletin. Those so listed must:***

- (a) have a regular teaching or research affiliation in an academic department, center, division, or institute within the University;
- (b) have a professional reputation that enhances the reputation of the employing academic unit; and
- (c) be recommended by a two-thirds vote of the members of the Corps of Instruction comprising the employing **affiliated** academic unit and be approved by the responsible ~~Dean, the Provost, and the University President.~~ **dean and the Provost.** The listing of adjunct academic staff members in the University’s Undergraduate Bulletin and/or Graduate Bulletin is strictly honorary, in no way equating **equate** with faculty status, a status of permanent employment, or a status of continuing employment.