III. USE OF OTHER FACULTY RANKS

Other faculty ranks (Instructor, Senior Instructor, Research Associate, Faculty Research Assistant, Senior Faculty Research Assistant, Lecturer) will be used as appropriate to the position assignment. The rank of Instructor or Senior Instructor will typically be used for faculty in teaching and other academic related positions.

A. Promotion and Tenure of Senior Instructors
   1. Senior Instructor
      This rank may be used for the promotion of faculty members who have special skills or experience needed in the academic program of the institution, but who would not normally be appointed or promoted to the professorial ranks. For fixed term instructors with extended prior service, promotion to the rank of senior instructor cannot be made effective before the end of the third year of service. Promotion to the rank of senior instructor may be made with or without indefinite tenure.

      2. Tenure-track Instructor
         A tenure-track Instructor position is defined by teaching, advising and other assigned duties as delineated in the position description, and has a focus on a specialized assignment within an academic program. Such positions carry an expectation of scholarship as defined in the position description. Faculty in such positions are expected to demonstrate their potential for long-term contribution to the institution.

         To establish an instructor position as tenure-track a department/unit must obtain written approval from the Dean and Provost by demonstrating that such designation is in the best interests of the department/unit, college and university. Tenure-track instructor positions require a minimum of a Master’s Degree. A national search will generally be required. Conversion of a fixed term instructor position to tenure-track will also generally require a national search.

         Promotion and tenure of tenure-track instructors shall be governed by the Promotion and Tenure Process and Guidelines. This implies that a tenure-track instructor, under normal circumstances, will be considered for tenure in their sixth year of service. By the end of the sixth year, a tenure-track instructor must be granted indefinite tenure or be given a year’s timely notice that the appointment will not be renewed.

         If a department/unit did not define the instructor position as tenure-track at the time of hire, the instructor is not eligible for indefinite tenure status without conversion of the position to tenure-track. An instructor can petition the department/unit to seek conversion of the position from fixed term to tenure-track with an ensuing national search. Instructors in tenure-track positions who have extended prior service as fixed term instructors may be eligible for promotion and tenure after three years of tenure-track status.