

# UNC Charlotte Academic Procedure: Special Faculty Appointments

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## I. Introduction

This document ~~outlines the minimum procedural and eligibility requirements for the appointment and promotion of individuals in special faculty appointments at UNC Charlotte. Colleges and departments determine which, if any, defines the various~~ Special Faculty Appointments ~~are needed and offered~~ available to academic units and colleges to support their programs ~~and may articulate. The qualifications and workload expectations described herein aim to set a baseline. Colleges and units are at liberty to develop more~~ stringent requirements and ~~processes~~ expectations for appointment, reappointment, and promotion. ~~Academic credentials will be~~ from accredited institutions of higher learning.

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## II. Procedure Statement Definition

### Eligibility for

~~A special faculty appointment is a non-tenure track, renewable position of a fixed duration to fulfill a defined and limited role in the life of an academic unit. Special faculty appointments can be renewed indefinitely.~~

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## III. Initial Appointment

~~Colleges and academic units determine the level of initial appointment as part of the normal recruitment process and contract negotiation. The regular practice, however, is that new hires begin at the rank of lecturer or assistant.~~

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## IV. ~~4~~ Duration of Appointments

~~While colleges and academic units determine the length of an appointment, typically three years is the minimum and five years is the maximum.~~

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## V. Evaluation and Promotion

~~A faculty member in a special appointment is evaluated through the usual college and academic unit mechanisms.~~

While colleges and academic units determine progression requirements through the ranks, five years' experience at the previous level is recommended.

Advancement through the ranks is optional and not a criterion for retention.

Colleges and academic units determine what, if any, incentives, financial or otherwise, are part of the promotion process.

## VI. Special Faculty Appointments

### Lecturer

Lecturers support the academic mission of a department by contributing teaching and service directly related to teaching. Professional development that contributes to classroom instruction, curriculum, and advising is encouraged in Lecturers and expected in Senior Lecturers. Typically, the teaching load is four classes per semester.

#### Lecturer

- Master's degree or higher in an academic appropriate discipline qualifying the lecturer
- Promise of ongoing commitment to teach in the program
- Prior teaching and/or other relevant experience student success
- Commitment to Promise of continued professional development and student success in pedagogy or other area related to instruction
- Minimum appointment term of one year

#### Senior Lecturer

- Master's degree or higher in appropriate academic discipline with evidence of continued professional development
- Minimum of six years of full-time teaching experience
- Demonstrated excellence in teaching, and commitment to student success
- Evidence Demonstrated evidence of leadership in instruction and instructional innovation

### Eligibility for Appointment as a Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor

#### Clinical Assistant Professor

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- ~~Earned doctorate from a regionally accredited university in an~~ Demonstrated continued professional development in pedagogy or other area related to instruction

### Teaching Professor

Teaching professors support the academic mission of a department through distinguished teaching, curriculum innovation, advising, and professional development.

#### Assistant Teaching Professor

- ~~Terminal degree in appropriate academic discipline or a Master's with extensive professional experience~~
- ~~Potential for effective teaching and service, curriculum development and innovation, scholarship of pedagogy,~~
- ~~Ability or definite promise in the mutually agreed upon areas of responsibility to assume leadership roles in curricular matters and mentoring~~
- ~~Ability and willingness to participate in department, college, and university affairs as determined at the time of appointment~~

#### Clinical Associate Teaching Professor

- ~~Earned doctorate from a regionally accredited university in an~~ Terminal degree in appropriate academic discipline or a Master's with extensive professional experience
- ~~Demonstrated effective excellence in teaching and service~~
- ~~Recognized ability curriculum development and potential for distinction in the mutually agreed upon areas of responsibility innovation~~
- ~~Professional contributions to the scholarship of pedagogy~~
- ~~Demonstrated commitment to student success~~
- ~~Demonstrated ability and willingness to participate in department, college and university affairs~~
- ~~Completion of initial minimum contract period of five years as Clinical Assistant Professor or a minimum of five years relevant external employment~~

### Clinical Professor

~~Earned doctorate from a regionally accredited university~~ Full Teaching Professor

- ~~Terminal degree in an appropriate academic discipline~~
- ~~Demonstrated excellence in teaching and service sufficient to establish an outstanding reputation among colleagues~~
- ~~Distinguished achievement in the mutually agreed upon areas of responsibility~~
- ~~Demonstrated participation or willingness to participate in department, college and university affairs~~

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- Completion of a minimum of five years as Clinical Associate Professor or a minimum of five years of relevant external employment in a senior position

*Eligibility for Appointment of a Research Assistant Professor, Research Associate Professor or Research Professor*

Research Assistant Professor

- Earned doctorate or other terminal degree
  - Relevant research or a Master's with extensive professional experience
- Ability or definite promise in the mutually agreed upon areas of responsibility
- Potential for directing activities in the mutually agreed upon areas of responsibility
- Ability and willingness to participate in department, college and university affairs as determined at the time of appointment

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Research Associate Professor

- Earned doctorate or other terminal degree
- Relevant research experience demonstrated through publications in peer reviewed journals
- Evidence of success in external funding
- Recognized ability and potential for distinction in the mutually agreed upon areas of responsibility
- Demonstrated ability to direct activities in the mutually agreed upon realms of responsibility
- Demonstrated ability and willingness to participate in department, college and university affairs
- Completion of a minimum of five years as Research Assistant Professor or five years relevant external employment

Research Professor

- Earned doctorate or other terminal degree
- Established reputation in the individual's field of scholarly activity
- External research funding
- Distinguished achievement in the mutually agreed upon areas of responsibility
- Demonstrated ability to direct activities in the mutually agreed upon areas of responsibility
- Demonstrated ability and willingness to contribute to department, college and university affairs
- Completion of a minimum of five years as Research Associate Professor or a minimum of ten years of relevant external employment in a senior position

*Eligibility Guidelines for Appointment of a Teaching Assistant Professor, Teaching Associate Professor or Teaching Professor*

Teaching Assistant Professor

- Earned doctorate or other terminal degree
- Potential for effective teaching, curriculum development and innovation, scholarship of teaching, and student success
- Ability or definite promise in the mutually agreed upon areas of responsibility
- Ability and willingness to participate in department, college and university affairs

Teaching Associate Professor

- Earned doctorate or other terminal degree
- Demonstrated excellence in teaching and curriculum development and innovation
- Contributions to the scholarship of teaching and learning
- Demonstrated commitment to student success
- Recognized ability and potential for distinction in the mutually agreed upon areas of responsibility
- Demonstrated ability and willingness to participate in department, college and university affairs
- Completion of a minimum of five years as Teaching Assistant Professor or five years relevant external employment

Teaching Professor

- Earned doctorate or other terminal degree
  - Demonstrated ability to teach courses in the discipline
  - Expertise in teaching, curriculum development and innovation, scholarship of teaching, and student success
- Distinguished achievement in the mutually agreed upon realms of responsibility
  - Established reputation in the individual's profession or field of scholarly activity through published research on pedagogy
  - Demonstrated ability and willingness to participate assume leadership roles in department, college and university affairs
- Completion of initial contract period of five years as Teaching Associate-Clinical Professor or five years relevant external employment in a senior position

*Eligibility for Appointment of a Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor or (aka Professor of Practice)*

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## Visiting

Clinical Professors (aka, Professors of Practice) are distinguished professionals, either practicing or retired. A few may have traditional academic backgrounds, but most do not. They promote the integration of academic scholarship with practical experience. They provide faculty, undergraduate students, and graduate students with an understanding of the practical applications of a particular field of study. Clinical Professors teach courses, advise students, and collaborate in areas directly related to their expertise and experience.

### Assistant Clinical Professor, Visiting Associate Professor, Visiting Professor

- Earned doctorate or other terminal degree
- Level of appointment determined by rank at home institution or equivalent level of experience
  - Ability Extensive practical experience in the mutually agreed upon realms of responsibility
  - Potential for directing activities in the mutually agreed upon realms of responsibility
  - Potential for effective teaching and service
  - Ability and willingness to participate in department, college, and university affairs as is appropriate

### Associate Clinical Professor

- Recognized ability and distinction in practice in the mutually agreed upon realms of responsibility
- Demonstrated ability to direct activities in the mutually agreed upon realms of responsibility
- Demonstrated effective teaching and appropriate service
- Demonstrated ability and willingness to participate in department, college and university affairs as determined at the time of appointment is appropriate
- Maximum appointment term of one year

### Full Clinical Professor of Practice

- Extensive career experience Distinguished achievement as a practicing professional in relevant industry culminating the mutually agreed upon realms of responsibility
- Demonstrated ability to direct activities in a senior the mutually agreed upon realms of responsibility
- Demonstrated excellence and leadership position in teaching and appropriate service
- Demonstrated leadership in faculty governance at the unit, college, and university level as is appropriate

## Research Professor

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The primary effort of Research Professors is in published research and grants rather than instruction. They participate in the educational activities to a degree consistent with their research responsibilities. They may contribute to seminars, classes, and symposia as arranged within the academic unit. In many cases, research faculty can assist in the research training of dissertation candidates or post-doctoral trainees.

#### Assistant Research Professor

- Terminal degree in appropriate discipline or a Master's with extensive professional experience
- Potential for eventual distinction in research
- Potential for securing external funding
- Ability and willingness to participate in department, college, and university affairs

#### Associate Research Professor

- Terminal degree in appropriate discipline or a Master's with extensive professional experience
- Demonstrated excellence in academic publication or established reputation in the individual's field of scholarly activity
- Record of securing external funding
- Record of departmental, college and university service obligations as deemed appropriate by the unit

#### Full Research Professor

- Terminal degree in appropriate discipline or a Master's with extensive professional experience
- Established reputation and distinguished contributions to the relevant field
- Commitment to student success
- Ability and willingness to contribute to the college or department in mutually agreed upon areas of responsibility

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#### ***Appointment Terms, Evaluation and Reappointment for Special Faculty Appointments***

Faculty holding Special Faculty Appointments at any rank are subject to evaluation by the department chair. Unless otherwise specified, the initial term of an appointment is negotiated between the department chair and the faculty member. The contract may be extended at current rank on recommendation of the department chair based on annual written evaluation of the candidate's performance as well as availability of funds and the department's current needs and priorities.

#### ***Promotion***

- Colleges will determine procedures for review and promotion of those holding Special Faculty Appointments. Such procedures must include but are not limited to

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~~the content of dossier materials and process for departmental and college review. The review should reflect in the nature of the Special Faculty Appointment and may be conducted by specially appointed review committees, individual's field of scholarly activity.~~

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### III. Definitions

~~There are no definitions for this procedure.~~

- ~~Record of securing significant external funding~~
- ~~Record of distinguished leadership in departmental, college and university service as deemed appropriate by the unit~~

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### ~~VII. Procedure Contact(s)~~

- ~~Authority: Office of the Provost and Vice Chancellor for Academic Affairs~~
- Authority: Office of the Provost and Vice Chancellor for Academic Affairs
- Responsible Office: ~~Office of the Provost and Vice Chancellor for Academic Affairs~~
- Additional Contact(s): n/a

### ~~VIII. History~~

- ~~Established: April 1, 2016~~
- ~~Revised: ?~~

### IX. Related Policies, Procedures, and Resources

- Faculty Qualifications Report (AA-21)
- Faculty Qualifications Report (AA-21)

### ~~X. VII. Frequently Asked Questions~~

- ~~Can exceptions be made?~~  
Exceptions to the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) can be requested through the [Faculty Qualifications Report \(AA-21\)](#).

[Faculty Qualifications Report \(AA-21\)](#).