

Augusta University

Policy Library

Faculty Classification Policy

Policy Owner: University HR Services

POLICY STATEMENT

The faculty of Augusta University consists of the Corps of Instruction and Administrative Officers. Faculty are classified as tenured, non-tenured on track, not in a tenure type position, or other. Tenure track faculty can be classified as: instructor, assistant professor, associate professor, or professor. Non-tenure-track faculty can be classified as lecturer, senior lecturer, instructor, assistant professor, associate professor, or professor. Research faculty can be classified as assistant research scientist, research scientist, senior research scientist, or principal research scientist. This policy defines the requirements of these faculty ranks. Classification of clinical, adjunct, and emeritus faculty is outlined in other Augusta University policies.

Faculty classification is the institution's system for designation of faculty, providing rank and titles to be used for faculty appointments, reappointments, and promotion, to guide individual professional development, and to provide structure consistent with the mission and goals of Augusta University.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- **Academic Rank--** May refer to tenure or non-tenure faculty. Academic ranks include, but are not limited to: Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor.
- **Administrative Officers--** Personnel category which includes senior executive officers, institutional and chief functional officers, department chairs, heads, and directors, and others whose administrative, nonteaching responsibilities represent 50% or greater fulltime effort.
- **Graduate School Appointment--** Appointment made subsequent to the primary appointment and according to specific criteria in accordance with both The Graduate School and the college of primary appointment.
- **Corps of Instruction --** Full-time professors, associate professors, assistant professors, instructors, senior lecturers, lecturers, and teaching personnel with other titles approved by the Board of Regents from the Corps of Instruction. Full-time research and extension personnel and certified librarians are included on the basis of comparable training.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 438

Policy Sponsor: Type the title of the Executive Leader of the department.

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Persons holding clinical/adjunct appointments or honorary titles are not considered to be members of the faculty or Corps of Instruction.

- **Other**—Research faculty and non-paid clinical and adjunct faculty involved in patient care activity or other service related to a department or discipline. These faculty members may not have teaching responsibilities.
- **Not in a Tenure Type Position (Non-tenure track)**-- Academic track not leading to tenure. Such tracks may be established for all positions in all colleges at Augusta University.
- **Primary Appointment**-- Appointment in the college that hired the faculty member.
- **Secondary (Joint) Appointment**-- Appointments in college where the faculty member has a significant responsibility or contribution. This may be for a defined period of time.
- **Tenure**-- Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment, in particular the protection from involuntary discharge from, or termination of, employment and from imposition of serious sanctions, except upon grounds and in accordance with procedures set forth in this policy.
- **Not Tenured On Track (Tenure-track)**-- Academic track for full-time faculty leading to the granting of tenure. This is established at the time of initial appointment. Significant performance criteria for tenure are defined by individual college.

PROCESS & PROCEDURES

Designation of Positions

Augusta University will prepare annually, along with its budget, a list of positions designated as tenure and non-tenure-track positions (per Board of Regents Policy Manual 8.3.8). Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the institution president (per Board of Regents Policy Manual 8.3.8).

Transfer from a tenure- to non-tenure-track position shall be supported on the basis of the nature of the position rather than on the nature of the performance. The transfer of individuals from tenure-track to non-tenure track positions shall be effected on a voluntary basis only (per Board of Regents Policy Manual 8.3.8). Normally that transfer should occur no later than the fifth year of the appointment. An Augusta University faculty transferring to a non-tenure-track position shall not be considered for a new appointment to a tenure-track position for at least two years.

Classification, Rank and Title

The faculty of Augusta University consists of the Corps of Instruction and Administrative Officers, per Board of Regents policy. Academic rank may refer to tenure or non-tenure-track faculty whereas administrative titles carry no rights of tenure.

Tenure Track

Designation of faculty on tenure track (see definitions above) is established at the time of initial appointment. Significant performance, as defined by college policy, is expected in all three areas

of academic appointment: teaching, research or scholarly achievement, and service. Specific guidelines are contained in the Augusta University promotion and tenure guidelines and more specifically by individual college criteria. Faculty on the tenure track must be classified as full-time, which is denoted by service on a 1.0 FTE workload basis for a fiscal- or academic year contract.

Ranks of tenure-track positions are:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

Non-Tenure Track

Excerpted from Board of Regents Policy 8.3.8

http://www.usg.edu/policymanual/section8/C245/#p8.3.8_non-tenure_track_personnel:

Institutions of the University System are authorized to establish professional positions designated as non-tenure-track positions. Non-tenure-track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs that are anticipated to have a limited life span or that are funded, fully or partially, through non-system sources. There shall be no maximum time limitation for service in positions in this category. The following provisions shall apply to all non-tenure-track professional personnel:

1. Individuals employed in non-tenure-track positions shall not be eligible for consideration for the award of tenure.
2. Probationary credit toward tenure shall not be awarded for service in non-tenure-track positions, except for lecturers and senior lecturers.
3. Notice of intention to renew or not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.
4. Individuals employed in non-tenure-track positions may apply, on an equal basis with other candidates, for tenure-track positions that may become available.

Non-tenure track is established at the time of initial appointment. Outstanding performance is expected in specific areas of job assignment. Competency in research or scholarly achievement and professional development appropriate to the position must be achieved. Career progress may include appointment to a tenure-track position. Appointments can be made for either full-time or part-time workload.

Ranks of non-tenure-track positions are:

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- Lecturer

- Senior Lecturer
- Instructor
- Assistant Professor
- Associate Professor
- Professor

Research Faculty, (Tenure status is Other)

The research scientist track is established at the time of initial appointment. Outstanding performance is expected in specific areas of job assignment. Persons appointed as research scientists usually do not conduct independent research. Teaching related to research is encouraged but not required. Appointments can be made for either full-time or part-time workload.

Ranks of research faculty positions are:

- Assistant Research Scientist
- Research Scientist
- Senior Research Scientist
- Principal Research Scientist

Other

Clinical Faculty. (See Augusta University policy "Clinical & Adjunct Faculty Appointment.")

Clinical faculty are non-paid faculty involved in patient care activity or other service related to a department or discipline. Clinical faculty may or may not teach.

Ranks of clinical faculty positions are:

- Clinical Instructor
- Assistant Clinical Professor
- Associate Clinical Professor
- Clinical Professor

Adjunct Faculty. (See Augusta University policy "Clinical & Adjunct Faculty Appointment.")

Adjunct faculty are non-paid faculty involved in teaching, research, and service not related to patient care.

Ranks of adjunct faculty positions are:

- Adjunct Lecturer
- Adjunct Senior Lecturer
- Adjunct Instructor
- Assistant Adjunct Professor
- Associate Adjunct Professor
- Adjunct Professor
- Adjunct Assistant Research Scientist

- Adjunct Research Scientist

Emeritus Faculty. (See Augusta University policy "Emeritus Appointment Criteria.")

REFERENCES & SUPPORTING DOCUMENTS

Appendices

Board of Regents Policy Manual: <http://www.usg.edu/policymanual/section8/C245>

Section 8.3.7 Tenure and Criteria for Tenure

Section 8.3.8 Non-tenure-Track Personnel

Section 8.3.8.3 Academic Professionals

Section 8.3.13 Emeritus/a Title

University System of Georgia Job Categories ("B-CATS") Master List (with definitions and guidelines)

<http://www.usg.edu/assets/hr/documents/masterBCAT.pdf>

Augusta University Clinical & Adjunct Faculty Appointment Policy

Augusta University Emeritus Appointment Criteria:

LINKS AND POLICY NUMBERING SHOULD BE UPDATED AS DOMAIN TRANSFER AND POLICY APPROVAL PROCESS IS COMPLETED

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017