3.15.5 Non-Tenure Track Professorial Level Positions – Designation of Ranks and Titles

Non-tenure track instructional faculty professorial level appointments are ranked as follows (see 3.15.7 for promotion criteria):

Assistant Professor of Instruction

Associate Professor of Instruction

Professor of Instruction

Non-tenure track faculty professorial level appointments are ranked as follows (see 3.15.6 for promotion criteria):

Assistant Professor

Associate Professor

Professor

3.15.6 Non-Tenure Track Professorial Level Positions – Promotion

Criteria and minimum time-in-rank before being eligible for promotion, and requirements for promotion in rank for non-tenure track professorial faculty positions are identical to those for tenure track professorial level faculty positions. (Does not apply to non-tenure track instructional faculty. See 3.15.7 for promotion criteria.)

3.15.7 Non-Tenure Instructional Track Professorial Level Positions – Promotion

Appointment criteria, minimum time in rank before being eligible for promotion, and requirements for promotion in rank for non-tenure instructional track professorial faculty positions are described. Colleges/Schools may offer alternative titles for non-tenure track faculty who hold terminal degrees in their field of study with the approval of the Provost and Executive Vice President.

Non-tenure track faculty members not originally appointed in an instructional professorial track may apply for promotion under the procedures for their current rank as specified for tenure track professorial faculty or with the approval of their department chair, dean, and the Provost and Executive Vice President, apply for promotion under the applicable rank described below.

Faculty at the rank of assistant professor or above may be granted credit up to a maximum of three years toward promotion for prior full-time academic service at other institutions of higher education. If credit is granted toward promotion, the number of years of credit will be stated in the letter of appointment.

Non-tenure instructional track faculty from the University of South Alabama who are approved to convert from Non-tenure track may receive up to full credit for time in rank at USA with the approval of the Chair, Dean, and Executive Vice President and Provost at the time of conversion. If credit is granted toward promotion, the number of years of credit will be stated in the letter of appointment.

Promotion applications for non-tenure track professorial positions will normally follow the procedures outlined in section 3.10 with the exception that external review of candidates is not required for promotion to associate professor of instruction or professor of instruction, although Colleges/Schools may elect to require that the departmental evaluation process includes external review. Colleges/Schools may also elect to require external review for non- tenure track faculty who hold terminal degrees in their field of study using alternative titles.

College of Medicine guidelines and policies relating to faculty appointments, promotions and tenure are outlined in Section 3.20. This section is not applicable to those positions.

Criteria for Appointment and Promotion for Non-Tenure Instructional Track Professorial Level Positions

1) Assistant Professor of Instruction:

The rank of assistant professor of instruction is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an assistant professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for appointment:

- The candidate must have the appropriate terminal degree, and;
- a record of teaching effectiveness demonstrated through some combination of classroom/laboratory/clinical teaching (to include experience as a teaching assistant), supervision of students' independent research or study, academic advising, course and curriculum development, or implementation of evidence-based pedagogical practices, and;
- evidence of pedagogical, research, or creative agenda, and;
- a record of scholarly or creative achievement appropriate to the field, and;

- a record of commitment to service.

2) Associate Professor of Instruction:

The rank of associate professor of instruction is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from assistant professor to associate professor of instruction:

The candidate must have at least six year's full-time professorial experience as an assistant professor of instruction. The time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted as described above. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion, and;

- a record of sustained excellence in teaching at the rank of assistant professor demonstrated through some combination of classroom/laboratory/clinical teaching, supervision of students' independent research or study, academic advising, course and curriculum development, or implementation of evidence-based pedagogical practices, and;
- evidence of continuing professional development, discipline-specific scholarship or scholarship of teaching and learning, or creative activity appropriate to the field, and;
- a record of substantive service contributions to the Department, College or University.

3) Professor of Instruction:

A terminal degree is typically required. In addition, the candidate must meet the following requirements:

● a minimum of three years of sustained excellence in teaching at the rank of associate professor, although time-in-rank as associate professor typically exceeds three years prior to promotion to professor. Sustained excellence may be demonstrated through some combination of classroom/clinical teaching, research advising, academic advising, curriculum development, or development of evidence- based pedagogical practices, and;

● a record of significant and impactful discipline-specific scholarship, scholarship of teaching and learning, professional development, and/or creative activity appropriate to the field, and;

● evidence of excellence in the field. This can be demonstrated in myriad ways, although it is up to the candidate and the department to provide sufficient supportive evidence. Examples of such recognition may include, but are not limited to, the following: invited presentations at national conferences and conventions, publication of peer reviewed articles in disciplinary or pedagogical national or international journals, authoring or contributing to textbooks or other innovative instructional materials, creative activity, or making significant, innovative contributions to the curriculum, and;

● evidence of significant and sustained service to the Department, College and University.

3.15.8 Change of Appointment Status for Non-Tenure Track Professorial Faculty

Procedures and conditions governing change from non-tenure track faculty appointment status to non-tenure instructional track or tenure track faculty appointment status are as follows:

● Persons holding non-tenure track appointments, except those employed in Convertible Track positions (see section 3.5), will not be eligible for consideration for tenure track faculty rank, except as successful applicants responding to a normal, advertised search along with other candidates under affirmative action procedures. Change from non-tenure track status to tenure track status is not automatic.

● Appointment to a tenure track position will be treated as a new appointment and the appointee must submit in writing his/her resignation from the non-tenure track appointment. Origination of recommendation and procedures relative to the change in appointment will follow procedures identical to those for appointment of new faculty.

● Probationary periods for both tenure and promotion required for tenure track ranks will apply to individuals who change from non-tenure-track status to tenure

track status (see section 3.11.4.2). Faculty in tenure track positions are not eligible for non- tenure track appointments.