

## 1. PURPOSE

- 1.01 The purpose of this document is to define the categories of academic instructional and research personnel at Sam Houston State University (SHSU).
- 1.02 For purposes of clarification, the term “academic administrative unit” and herein referred to as “academic unit” and “hiring unit” is either a chair (academic department/school) or director (e.g., the School of Music or School of Nursing). A chair or director of an academic department/school reports to the Provost and Sr. Vice President for Academic Affairs through the appropriate academic dean.

## 2. COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

- 2.01 SHSU is committed to promoting diversity, equity, and inclusiveness on campus, and to providing a safe, supportive workplace for all faculty, staff, and students. Qualified applicants and employees receive consideration for employment or promotion without regard to race, creed, ancestry, marital status, citizenship, color, religion, sex, national origin, age, veteran status, disability status, sexual orientation, or gender identity.
- 2.02 The overall responsibility for the implementation and administration of Diversity Plans is included in the job duties of the President of SHSU. As the chief administrator, the President has delegated to the vice presidents, deans, directors, department/school chairs, the authority and responsibility for diversity plans and procedures at each corresponding level. Each of these individuals is expected to put forth a good-faith effort to ensure the success of this plan. The Office of Institutional Diversity & Inclusion and Human Resources assists search committees and chairs with their diversity efforts.
- 2.03 SHSU is committed to a rigorous recruitment and selection system to ensure the consideration of a diverse pool of candidates for each vacant position listed in this policy. It is expected that consideration will be given to attracting and selecting qualified candidates reflective of the diverse populations that comprise the State of Texas. Please see also FO-HR-ER-4 Finance & Operations Human Resources Policy ER-4, Affirmative Action Recruitment Plan.

## 3. ACADEMIC INSTRUCTIONAL & RESEARCH POSITIONS

- 3.01 The University assumes responsibility for instructional and research faculty staffing, and it is expected that all instructional and research personnel shall be employed in accordance with the procedures established in this policy and the Texas State University System Rules and Regulations (hereafter System Rules and Regulations).

- 3.02 It is expected that instructional and research personnel who are assigned to teach graduate-level coursework will hold a terminal degree in the teaching discipline. Instructional and research personnel who are assigned to teach baccalaureate-level coursework will hold a terminal degree or a master's degree with at least 18 graduate semester credit hours in the teaching discipline. Department chairs/school directors may submit to the Provost and Sr. Vice President for Academic Affairs, through the appropriate channels, a request for an exception based on non-academic considerations such as exceptional work experience, professional certification, national recognitions and other demonstrated competencies that are directly related to quality teaching.
- 3.03 Instructional and research personnel are defined to include those persons who are employed principally to perform instructional and/or research duties, i.e., classroom teaching and the directing of research.

#### 4. TITLES AND DEFINITIONS OF ACADEMIC POSITIONS

##### 4.01 Tenured and Tenure-Track Faculty Titles

Titles for tenure positions include: Assistant Professor, Associate Professor, Professor, Regents' Professor, and Distinguished Professor.

##### 4.02 Tenure Positions (Tenured and Tenure-Track Positions)

- a. A tenured position denotes an entitlement to continued employment as a member of the faculty in accordance with the provisions of System Rules and Regulations.
- b. A tenure-track position denotes the probationary period in which the faculty member is expected to progress toward a tenure decision in accord with established University and System tenure policy.

##### 4.03 Non-Tenure Faculty Titles

Titles for non-tenure track positions include: Lecturer-Pool, Lecturer, Senior Lecturer, Clinical Lecturer, Senior Clinical Lecturer, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Lecturer of Practice, Senior Lecturer of Practice, Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice, Assistant Research Professor, Associate Research Professor, Research Professor, Medical Educator Assistant Professor, Medical Educator Associate Professor, Medical Educator Professor, Visiting Assistant Professor, Visiting Associate

Professor, Visiting Professor, Visiting Scholar, Scholar-in-Residence, Writer-In-Residence, and Artist-in-Residence.

#### 4.04 Additional Non-Tenure Faculty Titles for SHSU-COM

SHSU-COM utilizes the following titles for non-tenure track faculty for those (e.g. preceptors) engaged primarily in clinical practice and education: Assistant Professor, Associate Professor, Professor. These faculty may have a secondary appointment with another medical or educational institution, so long as the secondary appointment is approved in advance and approval is renewed on an annual basis.

#### 4.05 Determination of Rank for Non-Tenure Faculty

Non-tenure faculty will receive an initial appointment at a rank consistent with discipline-specific justification determined by the colleges, such as education level, years of experience, certification, and licensure. Exceptions may be made on a case-by-case basis with approval of the Provost and Sr. Vice President for Academic Affairs. Promotion to a higher rank will occur in accordance with discipline-specific standards determined by the colleges. In general, faculty at the rank of Assistant are eligible for promotion after six years of service at the Assistant level, and faculty at the rank of Associate are eligible for promotion after five years of service at the Associate level.

#### 4.06 Non-Tenure Faculty Positions. Faculty who are not eligible for tenure, including Emeritus faculty, may be appointed as follows:

- a. Lecturer-Pool Appointments. Lecturer-Pool faculty are employed by colleges for one semester on a course-by-course basis.
- b. Lecturer Appointments.
  - (1) Lecturer. Lecturers are hired for one academic year on a Full-Time Equivalent (FTE) appointment. Lecturer duties include teaching and other duties as assigned. Lecturers are eligible for promotion to Senior Lecturer in accordance with college-level justification.
  - (2) Senior Lecturer. Senior Lecturers are hired for one academic year on a Full-Time Equivalent (FTE) appointment.
- c. Clinical Appointments. Clinical faculty are practitioners in their chosen fields whose primary mission is clinical practice and, secondarily, clinical education.

They may instruct in a traditional classroom setting, or in the setting of their practices, such as a hospital, an elementary classroom, or in industry. Clinical track is determined at the time of hire. While clinical faculty are not eligible for tenure, they are eligible for promotion. Clinical faculty, depending on specific requirements of the college, may have additional research, service, or outreach obligations, however, teaching will be their primary responsibility. The title may not be used for positions whose responsibilities largely replicate those of tenure-track faculty. During their terms of service, clinical faculty members' performance shall be evaluated in a manner consistent with their assignments using the current FES instruments weighted for the clinical professor's assigned duties.

Clinical faculty are generally full-time faculty who are not only engaged in teaching, but also clinical scheduling, clinical training, supervision evaluation, and program development. Clinical faculty members have extensive experience and professional practice expertise, and they may also be engaged in practice concurrent with teaching assignments.

- (1) Movement from Tenure-Track to Clinical Faculty Status. The request is initiated by the faculty member and endorsed by the chair, dean, Provost and Sr. Vice President for Academic Affairs, and President. Under normal circumstances, such a request would have to be taken prior to the start of the faculty member's fifth year. Although a faculty member may request to return to a tenure-track position, no guarantee exists that such a request would be granted. Tenured faculty members opting to move to clinical faculty status will forfeit their tenure.
- (2) The duration of each appointment will be for one year. Additional one-year appointments may be made at the discretion of the University, and no property right in the title shall be conferred by virtue of this appointment. Appointment renewal will be contingent upon the University's sole judgment as to the quality and level of service provided by the clinical faculty member to the University.
- (3) During a term of service, clinical faculty members' performance shall be evaluated in a manner consistent with their assignments. Since the clinical professor will not have the same research and service expectations, the evaluation will use the current FES instruments weighted for the clinical professor's assigned duties.

- d. Practice Appointments. Faculty of Practice are generally full-time faculty who have acquired extensive experience in professional practice or management and who bring insights to the classroom that are unique to the practicing professional. Faculty of Practice are engaged in teaching, and also industry/private/public sector outreach, internship or cooperative education supervision, program development and/or other areas of practical application relating to the interface between the University and private and public sectors.
- e. Research Appointments. A research faculty member is one whose primary assignment is in research and who is paid primarily or exclusively from externally-funded research and/or grant activities. As such, it is expected that research faculty engage in the following research and/or grant activities: (1) Activities supported by research grants from outside organizations; (2) University research grants; (3) Non-funded research activities.
- f. Medical Educator Appointments. Medical Educator faculty are SHSU-COM faculty engaged primarily in medical education. Medical Educator Assistant Professors can, upon request and receipt of written approval by the SHSU-COM dean, followed by approval from the Provost and Sr. Vice President for Academic Affairs, President, and Texas State University System, transition to the tenure track within the first three years of employment with SHSU. However, no time spent in service as a Medical Educator shall be applied toward the tenure-track probationary period.
- g. Visiting Appointments. Visiting faculty are those employed for a limited period of time, generally one to three academic years.
- h. Visiting Scholar Appointments. Occasionally, a faculty member from another university may wish to affiliate with SHSU for the purpose of research or creative endeavors. These individuals may provide temporary service to the University without remuneration, and may be given the title of Visiting Scholar.
  - (1) The appointment of such scholars is expected to result in an enhancement of the undergraduate, graduate, or research and professional programs of an academic department/school and/or college and to provide a significant contribution to the educational goals of the University.
  - (2) Visiting Scholars must provide a service to the University that is specified in a letter of appointment from the President of the University. The specified service may consist of duties such as presentation of seminars, guest lectures, serving on thesis committees, collaborating on research proposals, or any

other education-related function mutually agreed upon by the University and the appointee.

- (3) Subject to written approval by the appropriate academic dean, Visiting Scholars may co-supervise, in cooperation with a member of the regular academic faculty, one or more graduate students.
- (4) Visiting Scholars will not have voting rights within the University community, (i.e., tenure elections, post-tenure review) but may serve on University committees as advisors/observers.
- (5) Visiting Scholars may also serve as non-voting members on thesis and dissertation committees upon the recommendation of the thesis or dissertation committee chair and with the written approval of the appropriate academic dean.
- (6) Visiting Scholars may use their association with the University for purposes of submitting external applications for funding when such funding benefits the University. Such applications must be approved by the University and will be governed by the same regulations as apply to regular faculty research.
- (7) Visiting Scholars are not employees of the University while serving during a Visiting Scholar faculty term of appointment.
- (8) The University will not be obligated to provide working space, administrative assistance, or other support to Visiting Scholars unless specifically approved by the appropriate academic dean.
- (9) Visiting Scholars shall be accorded the following privileges and perquisites at the University during their term of service:
  - i. A temporary faculty identification card denoting status as a Visiting Scholar.
  - ii. Faculty library privileges.
  - iii. Use of University dining services on the same basis as active faculty members.

- iv. Parking privileges as provided to active faculty members of the University.
  - v. Use of internal University mail service and facilities.
  - vi. Other privileges as may be approved by the President of the University.
  - i. In-Residence Appointments. The titles Scholar-in-Residence, Writer-in-Residence, and Artist-in-Residence are reserved for those visiting faculty who serve as a visiting scholar for a predetermined period of time for teaching or collaborating. The only difference between these designations and the Visiting Scholar designation is that In-Residence scholars may receive, but are not entitled to, remuneration from SHSU. All other conditions of Visiting Scholars apply to ‘In Residence’ designations (sections 4.06 h. [1] through [9]).
  - j. Postdoctoral Fellow Appointments. Postdoctoral fellows are those who have recently earned a doctoral degree and are assigned teaching and/or research responsibilities as part of enhancing their professional training.
- 4.07 Graduate Student Positions. Both master’s and doctoral level students may be employed by the University on a part-time basis as teaching assistants or research assistants. For more specific information on the employment of graduate assistants, please see APS 890303.
- a. Graduate Student Titles. Titles for graduate student teaching and research positions include: Graduate Teaching Assistant, Graduate Research Assistant, Doctoral Teaching Assistant, and Doctoral Research Assistant.
    - (1) Teaching Assistants. Graduate Teaching Assistants and Doctoral Teaching Assistants are graduate students employed on a part-time basis, usually one-quarter or one-half time, to teach laboratories and lower division courses under the supervision of a full-time faculty member.
      - i. Teaching Assistant positions are allocated by the appropriate academic dean based upon available funding. Once a preferred candidate has been selected by the hiring unit, it is the responsibility of the dean to make a written offer to the candidate. If the position is accepted, the dean will forward the entire personnel file to the Provost and Sr. Vice President for Academic Affairs. The file should contain an Application for Teaching Assistant, official transcript(s), at least three letters of

recommendation, an ePAF, and other pertinent documents as required by the Department of Human Resources.

- ii. Information used in the selection of Teaching Assistants includes but is not limited to experience, academic credentials, and letters of recommendation.
  - iii. Teaching Assistants at SHSU are expected to be enrolled in a graduate program and must maintain a minimum 3.0 grade point average.
- (2) Research Assistants. Graduate Research Assistants and Doctoral Research Assistants are graduate students employed on a part-time basis, usually one-quarter or one-half time, to conduct research under the supervision of a full-time faculty member, based upon available funding.
- i. Information used in the selection of Research Assistants may include experience, academic credentials, and letters of recommendation.
  - ii. Research Assistants at SHSU are expected to be enrolled in a graduate program and must maintain a minimum 3.0 grade point average.

## 5. RECRUITMENT FOR POSITION ALLOWANCES

- 5.01 Once a position allowance has been officially allocated to an academic unit, recruitment for filling the position shall begin.
- 5.02 The academic unit shall create a posting and route through the required approval channels in the online employment system.
- 5.03 All faculty job vacancies are posted and publicized in accordance with University policy to maintain EEO compliance.
  - a. It is the responsibility of the administrator of the hiring unit to ensure that, at a minimum, all faculty vacancies are posted in an appropriate professional publication or other outlet.
  - b. All position ads must have approval of the department of Human Resources.
- 5.04 All full-time and part-time faculty vacancies will be posted for at least ten (10) working days prior to filling a faculty vacancy.

- 5.05 Except in cases of bona fide emergency (see Section 7), a tenure/tenure-track faculty position vacancy will be advertised locally, statewide, and nationally. Advertisement takes place throughout the appropriate media. It is policy to advertise the position through professional journals, through professional organizations, and through notices to graduate schools producing specialties in the area of the vacancy.
- 5.06 An individual expressing an interest in employment is expected to complete the online employment application process and to furnish official transcript(s) of all academic work. Applicants deemed to be best qualified for the position are to be interviewed by the administrator of the SHSU hiring unit and, in the case of tenure-track and full-time non tenure-track faculty, by faculty members within the hiring unit. Use of search and screening committees in the selection process of new faculty appointments is encouraged. It is the responsibility of the administrator of the hiring unit to recommend through channels the priority list of the candidates deemed to be best qualified. It is expected that every possible consideration is to be given to attracting and selecting qualified minority candidates.
- 5.07 Criteria for selection from among the applicants include: competitive quality of academic transcripts; recommendations from prior employers; the caliber of previous academic and nonacademic work experience; established record of or potential for research publications or creative activity; and the alignment of the expertise possessed by the applicant with that required of the position.

## 6. HIRING PROCESS

- 6.01 The hiring unit will notify the Department of Human Resources as soon as it is determined that a sufficient number of applicants has been secured. The job will be placed in a “closed” status and advertising discontinued for that position. Additional applicants should not be considered unless the job is reopened with proper administrative approvals.
- 6.02 From each applicant, the hiring unit will request pertinent, job-related information (e.g., vitas, copies of research, teaching evaluations, compositions, and references). Using an initial screening device (referring to elements cited in the advertisement), the hiring unit will evaluate each candidate and may choose to invite one or more applicants to provide additional job-related information or to visit the campus for a more detailed interview. During the campus interview, candidates may be scheduled to meet with the dean, departmental/school chair, faculty, staff, and students as appropriate, and may be required to make a professional presentation. Candidates will be evaluated with respect to the posted job requirements. The hiring unit will develop job-related interview

questions to be asked of all candidates during the interview. Questions and answers will be written down and maintained.

The hiring unit will provide Human Resources a list of applicants requested for interview. The Human Resources Staffing Team will compare applicants for interview with the job applicant pool to ensure alignment with SHSU's Affirmative Action Plan goals. The Staffing Team will work directly with hiring managers to promote diversity of interview pools. Once diversity of the interview pool is confirmed, the Staffing Team will notify the hiring unit that scheduling of interviews may commence.

If six or fewer applicants are chosen for interview, a qualified veteran's preference applicant must be one of those interviewed. If more than six are interviewed, 20% of qualified veteran's preference applicants must be interviewed. If the pool does not have any applicants who self-identify as eligible for veteran's preference, this interview requirement does not apply to the hiring process for that vacancy.

- 6.03 Once a priority list has been established, the administrator of the hiring unit presents a written recommendation through channels for the employment of the preferred candidate. Along with the proposed rank, salary level, and recommendation for years transferred for tenure purposes, the preliminary file will contain transcripts, the faculty credential review form, and the curriculum vita. The dean will ensure AA/EEO compliance in the hiring procedure by reviewing the evaluation tool that shows how the candidate compared to the requirements for the position, the criteria used in the evaluation, and the interview questions and answers.

If the dean concurs, their written recommendation, along with the preliminary file is forwarded to the Provost and Sr. Vice President for Academic Affairs. With the approval of the Provost and Sr. Vice President for Academic Affairs, the dean may immediately provide the candidate with a tentative letter of offer pending approval of the President and of The Texas State University System Board of Regents.

Upon acceptance of the position by the candidate, the hiring unit will forward the SHSU faculty application, official transcripts, at least three letters of recommendation, the English Language Proficiency form, the evaluation tool, criteria for ranking candidates, and the interview questions and answers through the appropriate channels.

Upon final recommendation of the Provost and Sr. Vice President for Academic Affairs, a letter of offer for the position will be issued to the successful candidate by the President with appropriate notification to the administrators involved.

- 6.04 When a signed response from the potential faculty member accepting the employment offer is received by the President, the position is considered to be filled.
- a. Upon issuance of the appointment, a signed copy of the contract must be returned to the Office of the Provost as soon as possible but no later than October 1 (fall semester), February 1 (spring semester), June 1 (summer I term), or July 15 (summer II term).
  - b. Appointments to the faculty must be approved by The Texas State University System Board of Regents.
- 6.05 Each office within the recruiting/hiring function is expected to be prepared to offer cogent reasons with appropriate documentation for the endorsement or non-endorsement of preferred candidates.
- 6.06 Upon request, all applications for a faculty position may be examined by the appropriate academic dean, the Provost and Sr. Vice President for Academic Affairs, or the President.
- 6.07 It is the prerogative of the academic dean, the Provost and Sr. Vice President for Academic Affairs, or the President to request a reconsideration of the recommendation for employment if it is judged that a well-qualified minority candidate may have been omitted.

## 7. APPOINTMENT OF INTERIM FACULTY MEMBERS ON AN EMERGENCY BASIS

- 7.01 As a result of the need for unique academic expertise, unexpected increases in student enrollment or other unforeseen events, it may become necessary for the University to authorize the emergency employment of interim faculty members on a semester-by-semester or summer basis. In such cases, the following procedures will apply.
- a. This requirement may be waived only under the most urgent circumstances by special permission of the Provost and Sr. Vice President for Academic Affairs.
  - b. The filling of such positions on an interim basis must be recommended by the appropriate academic dean/director and approved by the Provost and Sr. Vice President for Academic Affairs. Recommendation(s) for employment are to be accompanied by an official SHSU faculty application, official transcripts, the faculty credential review form, letters of recommendation, and the Employee



**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: January 14, 1980  
Reviewer(s): Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Fall 2026

Approved:           < signed >            
Michael T. Stephenson, Ph.D.  
Provost and Sr. Vice President  
for Academic Affairs

Date:           1/14/22          

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.

# Process Document to Accompany APS 800114: Academic Instructional and Research Personnel

## FACULTY HIRING AND EPAF PROCEDURES

- A new/vacant position is identified within the department.
- The department chair/director requests permission to hire from the dean.
- If approved, the department creates a position posting in PeopleAdmin.
  - Department requests HR approval for external advertising prior to placing ad.
- The search committee and department chair/director evaluate applicants and identify candidates to be interviewed, following the guidelines given by HR.
- The finalists may be invited to visit campus for their interview.
- The department may schedule a time for the finalists to meet the dean.
- The department finalizes the search, and the department chair/director visits with the dean about the selected candidate.
  - Informal salary discussions take place based on median CUPA salary for the rank/discipline.
  - Rank and years towards tenure informal discussions take place.
- Preliminary, informal negotiations may occur with the candidate.
- With dean approval, the department notifies HR to initiate the background check.
- Once the department receives approval from HR and the dean, the department chair/director drafts a memo to the dean with the specifications of the hire.
- After review, the dean's office emails the following documents to the Office of the Provost ([facultyrecords@shsu.edu](mailto:facultyrecords@shsu.edu) with college and faculty name in the subject line) for review and approval before the official offer can be extended:
  - Offer letter (created using the templates provided by the Office of the Provost)
  - [Faculty credential review form](#)
  - Curriculum Vita
    - Transcripts (can be unofficial)
  - [Moving Reimbursement Pre-approval Request Form](#)
  - If the salary is not in line with CUPA, an exception memo must also be included
- The Office of the Provost will notify dean's offices that a formal offer may be extended
  - Within 1-2 business days if the candidate possesses the terminal degree in the teaching discipline.
  - Within 2-4 business days if they do not possess the terminal degree in the teaching discipline.
- If the candidate accepts the offer, the department collects all the remaining necessary paperwork on the New Hire checklist.
- The department or dean's office works with HR to create a position number and with Budget to ensure the correct FOAP.
- The department creates the new hire EPAF and forwards the completed hire packet to the dean's office for processing.
- Dean's office processes the hire packet and forwards the completed packet to the Office of the Provost for processing.

## **VISITING SCHOLAR APPOINTMENT PROCEDURES**

The recommendation of a Visiting Scholar appointment may come from any level within an academic unit. All recommendations must have the written concurrence of the appropriate department chair/director and academic dean before being routed to the Office of the Provost.

- The department chair/director requests permission to appoint from the dean.
- After review, the dean's office emails the following documents to the Office of the Provost for review and approval before the official offer can be extended:
  - Appointment recommendation letter, including:
    - A comprehensive description of the specific service to be provided by the appointee
    - Specific dates of appointment (typically for a maximum of one year)
  - Curriculum Vita
- If the Office of the Provost concurs with the recommendation, the President and appropriate academic dean are informed.
- A formal letter of appointment is issued to the Visiting Scholar.
- The department works with HR to finalize the appointment.

The reappointment of a Visiting Scholar to additional terms will proceed in the same manner as the original appointment.