

## VII. Appointment, Promotion, and Tenure in the Special Title Series

### A. Introduction

The University System requires the services of professionally competent individuals to meet teaching and service responsibilities in selected areas or positions in which assignments do not necessarily include research or creative work. To meet these responsibilities effectively and to be competitive in attracting and retaining needed professional personnel, a special title series has been established as defined below.

### B. Definition

The academic ranks and titles in the special title series parallel those in the regular title series (i.e., instructor\*, assistant professor\*, associate professor\*, and professor\*). Examples of more specific special titles are Associate Professor of Applied Music\* and Assistant Professor of Medicine\*. The asterisk, as a superscript immediately following a title, designates that the rank and title are associated with a position in the special title series.

### C. Establishment of Special Title Positions and Criteria

A new Special Title Series position shall be established as follows: the initiating educational unit shall prepare a justification for the position, a description of the position, and propose criteria for appointment and promotion to each of the four ranks in the Special Title Series. Proposed criteria are not necessary if the criteria for appointment and promotion have been approved previously for the same type of special title position. The previously approved criteria and the approval documents shall be included in the request for approval. A statement of this action shall be included in the supporting material and the listing of proposed criteria may be omitted. The description of the Special Title Series position shall include a statement that evaluation of a faculty member's performance should be commensurate with his or her approved distribution of effort agreement. After review and approval, the dean of the college shall forward the educational unit's recommendation and supporting material to the Provost.

The Provost shall, if such have not been previously approved, refer the pertinent criteria for appointment and promotion to the appropriate Area Committee for evaluation, suggestions on any desirable and/or necessary revision, and approval. After approval of the criteria by an Area Committee, the Provost shall approve or disapprove the educational unit's recommendation for the establishment of new Special Title Series positions.

### D. Guidelines and Procedures for Appointment, Promotion, and Granting of Tenure

Before an individual can be appointed or promoted to a position in the special title series, the position must have been approved by the Provost or the Senior Vice President and Chancellor of the Medical Center.

The special title series is not intended to serve as a means for appointing and promoting, in the regular disciplines, individuals who are unable to qualify for appointment or promotion because of demonstrated lack of research competence.

The procedures for handling recommendations for appointment, promotion, and granting of tenure in the special title series are the same as those for processing similar recommendations related to the regular title series (refer to Sections II, III, IV, XIII, and XIV). However, the pertinent special criteria for appointment and promotion in special title positions shall be taken into consideration. A referral to and a recommendation from the Dean of the Graduate School shall not be required, however, unless the individual is or may be involved in research and/or a graduate program.

E. Conditions of Employment

Employment in a special title position does not normally imply a specific responsibility to engage in research. Consequently, appointment or promotion to the rank of associate professor or professor in the special title series does not automatically qualify an individual for membership in the Graduate Faculty. In all other respects, the conditions and benefits of employment related to appointments in the special title series are the same as those related to appointments in the regular title series.