

<b>Institutional Handbook of Operating Procedures</b> <b>Policy 05.03.02</b>	
Section: Faculty Policies	Responsible Vice President: Executive Vice President and Provost
Subject: Appointments and Rank	Responsible Entity: Office of Faculty Relations and Council of Deans

**I. Title**

*General Policies for Academic Titles*

**II. General Policies**

A. Schools of Health Professions and Nursing

Eligibility for appointment, promotion, or granting of tenure is established by the Regents' Rules and maintained through the Appointment, Promotion and Tenure committees of the School of Health Professions (SHP) and the School of Nursing (SON), respectively. Recommendations of the Committee to appoint individuals to faculty titles are subject to approval by the Dean, Provost, and final approval by the President.

B. School of Medicine

In the School of Medicine (SOM), nominations for appointment or promotion to the titles of Professor and Associate Professor, and the granting of tenure, are reviewed by the Appointment, Promotion and Tenure Committee. Recommendations of the Committee to appoint individuals to faculty titles are subject to approval by the Dean, Provost, and final approval by the President.

C. Graduate School of Biomedical Sciences

See IHOP Policies [5.3.5, Faculty Recruitment Policy](#), and IHOP [5.3.7, Joint Appointments](#), regarding joint appointments.

**III. Tenure Track Faculty Titles**

Except for the titles Regental Professor and Regents' Research Scholar, the only titles to be used in which faculty members may be granted tenure are as follows:

- A. Professor
- B. Associate Professor
- C. Assistant Professor

**IV. Non-Tenure Track Faculty Titles**

The following academic titles may also be used within The University of Texas System institutions. Tenure may not be awarded to a person appointed to these titles. With the exception of the rank of Instructor, academic service within these titles cannot be counted toward the satisfaction of any required probationary period. Appointments to these titles will be for a period of time not to exceed one (1) academic year except in the case of Lecturer, Senior Lecturer, or a clinical or research position, when, in individual cases, appointment may be for periods of time not to exceed three (3) academic years. With the exception of the title of Instructor, such appointments will terminate at the expiration of the stated period of appointment without the notification of nonrenewal required by the Regents' Rules and Regulations, [Series 31001, Faculty Appointments and Title](#). If a component institution determines that it is to the benefit of the institution, it may offer reappointments to these titles in accordance with Texas Education Code Section 51.943.

- A. Instructor  
This title denotes a probationary appointment as a member of an institutional faculty. During the period of probationary appointment to this rank the scholarly competence, teaching performance and professional promise of the candidate will be evaluated. (Appointments to this title may be without salary, part-time, or full-time.)
- B. Lecturer  
This title may be used for individuals who will serve as teachers and whose experience and qualifications are comparable to those of faculty members in untenured, tenure-track positions. (Appointments to this title may be without salary, part-time, or full-time.)
- C. Senior Lecturer  
This title may be used for special teachers who will augment and complement regular teaching faculty and whose experience and qualifications are comparable to those of faculty members in tenured positions. (Appointments to this title may be without salary, part-time, or full-time.)
- D. Distinguished Senior Lecturer  
This title may be used for Teachers who will augment and complement regular teaching faculty and whose experience and qualifications demonstrate extraordinary service and performance. (Appointments to this title may be without salary, part-time, or full-time.)
- E. Assistant Instructor or Teaching Associate  
These titles may be used interchangeably for: (1) certain graduate students teaching on a basis who are in the last phase of their doctoral programs and who are unconditionally enrolled in graduate study, or (2) persons who, because of the nature of their duties, such as in a laboratory or in a hospital, do not qualify for one of the usual academic titles and do not hold the academic training or professional distinction usually required for attaining tenured positions. (Appointments to this title may be without salary, part-time, or full-time.)
- F. Faculty Associate  
This title may be applied to a person assigned to a research or non-teaching center, institute, or other unit or interdisciplinary program of a component institution. (Appointments to this title may be without salary, part-time, or full-time.)
- G. Specialist  
This title may be used for professional individuals who will serve as practitioners in specific areas of instruction, training, or supervision. Upon approval of the Chief Administrative Officer, the appropriate Executive Vice Chancellor, and the Chancellor, the title may carry appropriate descriptive prefixes to indicate the specific areas of proficiency, e.g., Practice Teaching Specialist, Physical Activity Specialist, Social Work Field Training Specialist. (Appointments to this title may be without salary, part-time, or full-time.)
- H. Teaching Assistant  
This title usually applies to graduate students who are teachers and who are employed on a part-time basis. The only other teaching titles for graduate students are Teaching Associate and Assistant Instructor. (Appointments to this title are part-time.)

- I. Persons appointed to full-time positions for the primary purpose of patient care and other service activities, or to full-time or part-time positions for the primary purpose of research activities, with only incidental teaching duties, will be given one of the following titles:
1. Professor of (title of specialty)
  2. Associate Professor of (title of specialty)
  3. Assistant Professor of (title of specialty)
  4. Instructor in (title of specialty)
- J. Professor of Instruction, Associate Professor of Instruction, and Assistant Professor of Instruction. These titles may be used by the institutions of the U. T. System to designate non-tenure track faculty primarily engaged in instruction. Appointments to faculty with these titles shall be for a period of time not to exceed three academic years. Such appointments shall terminate upon expiration of the stated period of appointment without notification of nonrenewal.

For persons appointed to positions pursuant to this subsection, all appointment letters, personnel forms, budgets and other official documents of the health component will state in parenthesis following the name and title of the individual either “(non-tenured clinical appointment)” or “(non-tenured research appointment)” as appropriate, and service in such positions will not be credited as faculty service toward satisfaction of a required probationary period for the award of tenure

#### V. **Other Non-tenured Academic and Staff Titles**

- Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor  
These titles are used only for temporary appointments of persons either visiting from other institutions where they hold similar ranks or who are brought to UTMB on a trial basis. Such appointments are limited to two (2) years. (Appointments to this title may be, without salary, part-time, or full-time.)
- Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor  
One of these titles may be used when a qualified person from business, industry, government, private practice, or another institution of higher education may be teaching a course or participating in the teaching of a course at one of the component institutions. For health institutions, this prefix should be used only for those persons not involved in patient care who otherwise satisfy the above criteria. Appointments to the faculty with an adjunct title may be with or without pay and will be for a stated period of time not to exceed one (1) academic year. Such appointments will terminate upon expiration of the stated period of appointment without the notification of nonrenewal.
- Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor and Clinical Instructor  
These titles may be used by the components to designate regular part-time or full-time service on the faculty while involved in a professional clinical experience program.

Appointments to the faculty with a clinical title may be with or without pay and will be for a period of time not to exceed three (3) academic years. Such appointments will terminate upon expiration of the stated period of appointment without the notification of nonrenewal.

(Appointments to this title may be, without salary, part-time, or full-time.)

**VI. Honoric Titles**

- Regental Professor  
Any faculty member who is awarded the Nobel Prize or who has in the past been awarded the Nobel Prize may, upon recommendation of the President of the component institution, the appropriate Executive Vice Chancellor, and the Chancellor, be given the title Regental Professor. Because of the great honor associated with the award of a Nobel Prize, institutional tenure is awarded to Regental Professors by virtue of the appointment to this rank. (Appointments to this title may be part-time or full-time.) Appointments to this title are made by the Board of Regents pursuant to [Regents' Rules and Regulations, Series 31001, Faculty Appointments and Titles, 2.3.](#)
  
- Distinguished Teaching Professor  
In recognition of their significant contributions to education, members of an institutional academy of distinguished teachers may use the honorific title Distinguished Teaching Professor. The use of this title may be conferred only upon approval by the President of UTMB.
  
- Regents' Research Scholar  
Any tenure-track faculty recruit, regardless of rank, would be eligible for a Regents' Research Scholar title. To be eligible for this title, UTMB would identify an important recruitment of a Regents' Research Scholar and obtain philanthropic commitments for the specific recruitment. Recipients of these monies would be known as Regents' Research Scholars for the duration of the financial support and could also bear the name of the donor.
  
- Dean Emeritus, Chair Emeritus, Professor Emeritus and Associate Professor Emeritus  
One of these titles may be given to a retired faculty member or in anticipation of the retirement of a faculty member, effective upon retirement. The conferring of one of these titles is not automatic upon retirement and is conferred upon recommendation of the Dean of the school in which the faculty member is appointed and the approval by the President. This appointment may not be used if the faculty member is contributing to any of the missions at UTMB. (Appointments to this title must be without salary.)

**VII. Relevant System Policies and Procedures**

[Regents' Rules and Regulations, Series 31001, Faculty Appointments and Titles](#)

**VIII. Related UTMB Policies and Procedures**

[IHOP - 05.03.05 - Faculty Recruitment Policy](#)

[IHOP - 05.03.07 - Joint Appointments](#)

**IX. Dates Approved or Amended**

<i>Originated:</i> 11/01/1995	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/5/2012	
04/29/2016	
10/02/2018	
06/03/2020	

**X. Contact Information**

Council of Deans

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