The titles Laboratory Instructor, Lecturer, Senior Lecturer Instructional Assistant Professor, Research Assistant Professor, and Visiting Faculty (Assistant, Associate and Full Professor) are non-tenure track and non-tenure-accruing appointments made by the Department Head (or designated representative; usually the Associate Head) to fill temporary vacancies and/or to fulfill departmental teaching obligations. Letters of appointment and of reappointment to these faculty positions must include a statement to the effect that the appointment is non-tenured and does not accrue credit toward future tenure. In the event of non-reappointment, notification is subject to System Policy 12.01 and University Rule 12.01.99.M2. The service of non-tenure track faculty may be terminated by giving notice in writing under procedures approved by the Chancellor of the System according to the following minimum periods of notice (see below).

Exemption to these provisions must be based on a major programmatic revision or budgetary cutback. The department must submit request for exemption with appropriate documentation to the Dean of the College of Science, who will in turn request exemption through the Provost to the President for approval (System Policy 12.01.99M2)

LABORATORY INSTRUCTOR
Laboratory instructors are assigned on a semester-by-semester basis to teach 4-6 laboratory sections/term. Appointment to these positions is made by the Department Head. Laboratory Instructors must possess a bachelor’s or master’s degree, and may be a doctoral candidate or practitioner with experience in the field of study (e.g. An allied health professional). Appointment of Laboratory Instructors is typically not made to graduate students within the Biology Department, except in cases where the student has completed all degree requirements except for the completed Thesis or Dissertation in the final semester of residency. In this particular case, appointment to Laboratory Instructor also requires the approval of the student’s major advisor and the Graduate Advisor. This title requires the recommendation of the Department Head, approval by the Dean, and confirmation by the Associate Provost and Dean of Faculties. The Laboratory Instructor appointment is valid only for the period specified in the appointment documents.

LECTURER
Lecturers are faculty members who possess a Ph.D. or equivalent and/or a practitioner with significant experience in the field of study. The normal teaching load for individuals employed with the title Lecturer requires the state-mandated 9 contact hours for a 100 percent full-time equivalent (FTE) teaching load. This usually comprises 2 - 3 courses or sections of courses. Lecturers are typically employed on a 9-month academic year basis and may be re-appointed annually. Appointment as a Lecturer requires the recommendation of the Department Head, approval of the Dean, and confirmation by the Associate Provost and Dean of Faculties. The term of appointment for Lecturers is typically for one 9-month academic year, although employment may be offered for summer sessions as well. After their third academic year, Lecturers may submit credentials for possible promotion to Senior Lecturer. Criteria used in consideration for promotion to Senior Lecturer include: (1) Teaching portfolio demonstrating outstanding teaching, (2) Teaching
evaluations, (3) Peer evaluation of teaching abilities, and (4) Personnel needs of the department. Peer
evaluation will include three letters of recommendation from faculty and/or administrative personnel
and evaluation of classroom performance by the Associate Head. The Associate Head will solicit
letters of recommendation from names provided by the candidate. The process for promotion to
senior lecturer follows the same yearly schedule as all other faculty promotions. A Lecturer who has
held any faculty appointment other than Assistant Lecturer for the equivalent of 5 or more academic
years of full service within a 7 year period shall be provided with a one-year notice if it is the
Department's intent not to renew the appointment (in accordance with System Policy 12.01 and
University Rule 12.01.99M2).

SENIOR LECTURER
Senior Lecturers are faculty members who meet the criteria for Lecturer, and who have experience of
at least four years of appointment in the capacity of Lecturer or who have equivalent experience
and/or a regional or national reputation as a practitioner within his or her field of study. An essential
criterion for appointment as Senior Lecturer is highly effective teaching of proven quality. Senior
Lecturers are expected to make significant contributions to departmental objectives. Senior Lecturers
are expected to have both teaching and service duties. Individuals holding this position shall have
voting rights of faculty within the department with the exception of decisions concerning tenure and
tenure-track appointments. Appointment or promotion to the position of Senior Lecturer requires the
recommendation of the Department Head, approval by the Dean, and confirmation by the Associate
Provost and Dean of Faculties. A faculty member promoted to or hired at the rank of Senior Lecturer
shall be provided with a one-year notice if it is the Department's intent not to renew the appointment
(in accordance with System Policy 12.01 and University Rule 12.01.99M2).

DISTINGUISHED LECTURER
The rank of Distinguished Lecturer is reserved for persons who are singularly distinguished in a
particular field, probably without possessing typical academic credentials.

RESEARCH ASSISTANT PROFESSOR
Research Assistant Professors are non-tenure track faculty appointments whose research aptitude
exceeds the level of Post-doctoral Research Associate. Research Assistant Professors work under the
supervision of a tenured or tenure-track faculty member and are paid by extramural or other research
funding. Research Assistant Professors are not necessarily allotted his or her own research space and
do not teach on a scheduled, regular basis. They may, however, teach on occasional basis, supervise
research undergraduate and graduate students and participate as a member of a graduate committee.
Individuals holding this position shall have voting rights of faculty within the department with the
exception of decisions concerning tenure and tenure-track appointments. Appointment or promotion
to the position of Research Assistant Professor requires the recommendation by supervising tenured
or tenure-track Faculty Member, the majority vote of the tenured and tenure-track faculty, the
approval of the Department Head and the Dean, and confirmation by the Associate Provost and Dean
of Faculties. As a non-tenure-track position, a faculty member promoted to or hired at the rank of
Research Assistant Professor shall be provided with a one-year notice if it is the Department's intent
not to renew the appointment (in accordance with System Policy 12.01 and University Rule
12.01.99M2).

INSTRUCTIONAL ASSISTANT PROFESSOR
Instructional Assistant Professors are non-tenure track faculty who have significant teaching
experience and/or a regional or national reputation as a practitioner within their field. Individuals
holding this rank will be expected to carry a full teaching load, demonstrate scholarly activity, and
provide service commensurate with other faculty within the department. Experimental research is not excluded for these individuals, but neither is it required. Individuals holding this position shall have voting rights of faculty within the department with the exception of decisions concerning tenure and tenure-track appointments. Appointment to the position of Instructional Assistant Professor requires the recommendation by vote of tenured and tenure-track faculty, approval of the Department Head and the Dean, and confirmation by the Associate Provost and Dean of Faculties. As a non-tenure-track position, a faculty member appointed to the rank of Instructional Assistant Professor shall be provided with a one-year notice if it is the Department's intent not to renew the appointment (in accordance with System Policy 12.01 and University Rule 12.01.99M2).

VISITING FACULTY
On occasion, the Department may employ faculty from other institutions for a short period to fulfill teaching, service and research roles on a temporary basis of no more than three years.

University and System policies referenced above:
System Policy 12.01
Academic Freedom, Responsibility, Tenure, and Promotion

University Rule 12.01.99.M2
University Statement on Academic Freedom, Responsibility, Tenure, and Promotion