



## **Non-Tenure Track Policy**

# **UNIVERSITY OF HOUSTON NON-TENURE TRACK (TT) FACULTY POLICY**

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## **SECTION 1    PURPOSE**

As per SAM 06.A.09 (Academic Personnel Policies), each University of Houston System component university shall develop its own policies and procedures governing the employment of non-tenure-track (NTT) faculty members at their respective institutions. The following policy and procedures are dedicated to all aspects of non-tenure track (NTT) faculty and librarian employment at the University of Houston.

## **SECTION 2    DEFINITIONS**

Appointment – An appointment is defined as the employment of an individual in a given capacity for a specified time period at a stated salary.

Non-tenure-track (NTT) Faculty Appointment – a non-tenure-track (NTT) faculty appointment is a faculty appointment with no expectation or accrual of time towards tenure at the University of Houston.

Promotion Eligible NTT Faculty Appointment – a promotion eligible NTT faculty appointment is a full-time appointment that has an expectation of promotion in faculty rank after an appropriate probationary period and a successful promotion review. During the probationary period, promotion eligible NTT faculty appointments consist of a series of fixed, one year employment agreements renewable on an annual basis. After a successful promotion review and subsequent promotion in rank, promotion eligible instructional and clinical NTT faculty members are eligible for the award of a renewable employment agreement (REA). Due to the type of funding which support research faculty appointments, promotion eligible research NTT faculty members are not eligible for the award of a renewable employment agreement (REA), however they may be eligible for a multi-year fixed term contract.

Non-Promotion Eligible NTT Faculty Appointment – a non-promotion eligible NTT faculty appointment can be either a full-time or a part-time appointment. Non-promotion eligible NTT faculty appointments are fixed term employment agreements with a maximum duration of one year. Non-promotion eligible NTT faculty appointments are not eligible to be awarded a renewable employment agreement (REA).

Renewable Employment Agreement (REA) – a renewable employment agreement (REA) consists of a fixed three-year employment agreement which may be extended by one additional year on an annual basis. Extension is contingent on the promotion eligible NTT faculty member fulfilling all annual performance requirements and the approval of the academic unit/college and the Office of the Provost. Subject to performance requirements and appropriate approvals, a renewable employment agreement (REA) may be mutually extended an unlimited number of times. Renewable employment agreements (REA) must be funded from recurring base funding.

Promotion Eligible NTT Probationary Period – the maximum amount of time a promotion eligible NTT faculty member may spend in a particular rank before being reviewed for promotion to the next available rank.

Instructional Faculty - Instructional faculty positions are promotion eligible NTT faculty appointments held by individuals who are primarily engaged in teaching and/or instructional activities on a full-time basis. In addition to their teaching responsibilities, instructional faculty members also are expected to contribute to: service at the department, college, or university level; or to scholarly research in the discipline; or under certain circumstances a combination of both. However, instructional faculty members will not be required to participate in all three professional domains to the same degree expected of tenured/tenure-track faculty members. Instructional faculty appointments are eligible for the award of a renewable employment agreement (REA) if qualifying criteria are met. Certain part-time faculty members may hold a courtesy instructional faculty title, but these courtesy positions are neither considered promotion eligible nor are they eligible for a renewable employment agreement (REA).

Clinical Faculty – Clinical faculty positions are promotion eligible NTT faculty appointments held by individuals who are primarily engaged in client and/or field-based educational programs, or clinical instruction and/or delivery of patient care on a full-time basis. In addition to their educational responsibilities, clinical faculty members also are expected to contribute to: service at the department, college, or university level; or to scholarly research in the discipline; or under certain circumstances a combination of both. However, clinical faculty members will not be required to participate in all three professional domains to the same degree to that expected of tenured/tenure-track faculty members. Clinical faculty appointments are eligible for the award of a renewable employment agreement (REA) if qualifying criteria are met. Certain part-time faculty members may hold a courtesy clinical faculty title, but these courtesy positions are neither considered promotion eligible nor are they eligible for a renewable employment agreement (REA).

Research Faculty – Research faculty positions are promotion eligible NTT faculty appointments held by individuals who are primarily engaged in full-time research activities and who are normally funded from external research funding sources. In addition to their research responsibilities, research faculty members are expected to contribute either to: service at the college, department, or university level; or under certain circumstances teaching/instruction in the discipline, as allowable by funding source. However, research faculty members will not be required to participate in all three professional domains to the same degree to that expected of tenured/tenure-track faculty members. Research faculty appointments are not eligible for the award of a renewable employment agreement (REA). However, non-probationary research faculty may receive a fixed-term, multi-year employment agreement of no more than three years in duration contingent on the availability and the term of their external research funding. Certain part-time faculty members may hold a courtesy research professor title, but these courtesy positions are neither considered promotion eligible nor are they eligible for a renewable employment agreement.

Research Scientist - Research scientist appointments are non-promotion-eligible NTT faculty positions held by individuals who are solely engaged to conduct research or oversee the use of advanced instrumentation and/or technology needs as part of the university's overall research endeavor. Research scientists will normally hold a terminal degree in their discipline and be funded from external research funding. Under certain circumstances, research scientists may contribute to the instructional mission of the university by teaching specialized classes directly related to their professional expertise as long as they satisfy the faculty credentialing requirements associated with serving as an instructor-of-record at the University of Houston.

Lecturing Faculty - Lecturing Faculty appointments are non-promotion-eligible NTT positions held by individuals who teach one or more specific courses or engage in pedagogical or curriculum-based activities. Lecturing Faculty appointments can be both full-time or part-time positions but are limited to individuals appointed in a primarily teaching and/or instructional role.

Librarian – Librarian is considered a staff position at the University of Houston. However, Librarians have the same rights and protections as faculty members at the University of Houston as delineated in the UH Faculty Handbook and/or as determined by applicable university policy. For specific policies governing Librarians at the University of Houston, see the *Bylaws of the Librarians of the University of Houston*. When no specific guidance is provided in the *Bylaws of the Librarians of the University of Houston*, the terms of the University of Houston Non-Tenure Track (NTT) Faculty policy will govern.

Visiting Faculty - Visiting faculty appointments are non-promotion-eligible NTT positions held by individuals who normally hold a full-time appointment at another higher education institution or similar agency who assume faculty responsibilities at the University of Houston for up to one year. Visiting faculty appointments can be either full-time or part-time appointments. While visiting faculty appointments are normally for up to one (1) year, no faculty member may remain in a full-time visiting faculty position for more than three (3) consecutive years.

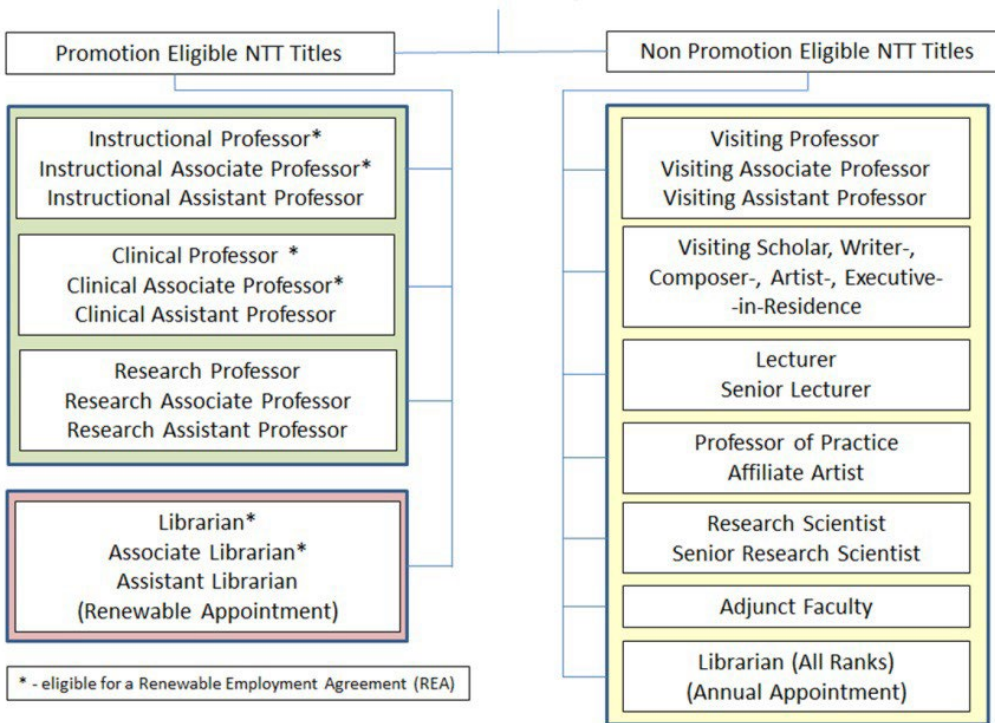
Adjunct Faculty - Adjunct faculty appointments are part-time, non-promotion-eligible (NPE) NTT positions. Adjunct faculty appointments are temporary in nature and are normally non-benefits eligible positions. Adjunct faculty appointments can span a single class, semester or academic year and are for individuals exclusively engaged in classroom teaching, clinical instruction or patient care.

### **SECTION 3    NTT FACULTY AND LIBRARIAN TITLES AT THE UNIVERSITY OF HOUSTON**

The graphic below details the various non-tenure-track (NTT) faculty and librarian position titles available at the University of Houston.

**Non-tenure track (NTT)** faculty appointments are comprised of two primary types of positions, those NTT faculty positions which are **promotion-eligible** appointments, and those NTT faculty positions which are **non-promotion eligible** appointments. After an appropriate probationary period and successful promotion review, promotion eligible NTT faculty appointments are eligible for the award of a renewable employment agreement (REA) provided that the salary support for the renewable promotion eligible position is base funded. Non-promotion eligible NTT faculty appointments are not eligible for the award of a renewable employment agreement (REA).

## Non-Tenure-Track (NTT) Faculty and Librarian Titles



The use of any NTT faculty or librarian titles not listed in Section 3 above by departments and/or colleges is expressly forbidden without the prior written permission of the Office of the Provost. Under exceptional circumstances departments or colleges may request permission from the Office of the Provost to deviate from these titles, such as if necessary to comply with applicable national program accreditation standards, or, in those cases where the use of a specific promotion-eligible NTT title as a professional courtesy is warranted, such as active retiree faculty members who previously held a tenure-track or promotion eligible NTT faculty title. However, in the case of individuals granted a courtesy promotion-eligible title, their official faculty appointment will be recorded by Faculty Affairs as being one of the non-promotion eligible (NPE) NTT faculty titles listed in this section.

### **SECTION 4    GENERAL REQUIREMENTS FOR ALL NTT FACULTY APPOINTMENTS**

The authority to establish all non-tenure-track (NTT) faculty and librarian positions rests solely with the Provost. Responsibility for the selection and appointment of qualified individuals to fill those lines lies primarily with the department and the college subject to final approval of the Provost. Recruitment of and appointment to all faculty and librarian positions are made according to written hiring procedures approved by the Office of the Provost.

For all appointments to the faculty or librarian ranks, there must be assurance of compliance with the affirmative action and equal employment policies and procedures of the University. Details of these hiring requirements can be found on the Office of the Provost website at <http://www.uh.edu/provost/faculty/administrators/>. Individuals whose professional responsibilities are primarily in the student teaching and instructional domains shall be appointed with an appropriate faculty title and shall not be hired with a professional or administrative staff title.

It is the responsibility of the institution through the Office of the Provost to document, demonstrate, and justify the qualifications of all faculty members and instructors-of-record involved in teaching and/or instructional activities in order to satisfy the accreditation requirements of the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). Faculty members who teach undergraduate courses must have a master's degree in the academic discipline in which they teach or adequate justification of other qualifications. Faculty members who teach graduate courses must have a terminal degree in the academic discipline in which they teach or adequate justification of other qualifications. Any such justifications must explicitly and directly link the learning objectives of the class (or classes) which they teach to the professional expertise and/or experience of the faculty member documented in their CV.

In all cases, it is the responsibility of the colleges and departments to comply with faculty credentialing guidelines set by the Office of the Provost and promulgated by the SACSCOC. Additional information regarding faculty credentialing guidelines and justifications is available on the Office of the Provost website at <http://www.uh.edu/provost/faculty/administrators/instructor-credentials/>.

## **SECTION 5    NTT FACULTY AND LIBRARIAN APPOINTMENTS AT UH**

The guidelines laid out in Section 5A below refer specifically to the procedures governing appointment, promotion and/or the award of a renewable employment agreement (REA) to promotion eligible NTT faculty members. The guidelines laid out in Section 5B below refer specifically to the procedures governing appointment of non-promotion eligible NTT faculty members.

### **Section 5A    Promotion-Eligible NTT Faculty and Librarian Appointments/Titles- Employment Provisions**

The following employment provisions are applicable to all faculty members and librarians that hold one of the following **promotion eligible** faculty or librarian titles.

- Instructional Professor (All Ranks)
- Clinical Professor (All Ranks)
- Research Professor (All Ranks)
- Librarian (All Ranks, Renewable Appointment)

#### 5A. (i) Available Titles

Promotion-eligible NTT faculty members may hold an Instructional, Clinical or Research faculty appointment (see Section 3 above). Each type of promotion-eligible NTT faculty appointment can be made at the assistant professor, associate professor or full professor rank subject to the individual having all the appropriate academic credentials and experience required for the rank to which they are being appointed. For specific policies governing Librarian titles at the University of Houston, see the *Bylaws of the Librarians of the University of Houston*.

#### 5A. (ii) Professional Responsibilities

While the primary professional responsibilities of a faculty member holding a promotion eligible NTT faculty title will be within the professional domain the faculty member was hired into (i.e. instructional,



clinical or research domain), all promotion eligible NTT faculty are in addition expected to significantly contribute to: service at the department, college or university level; or to scholarly research in the discipline. Depending on the individual academic unit's specific NTT policy, a department or college may require under certain circumstances participation of the promotion eligible NTT faculty member in all three professional domains to varying degrees. However, promotion eligible NTT faculty members will not be required to participate in all three professional domains to the same degree to that expected of tenured/tenure-track faculty members. Additional information regarding faculty workload expectation is available in MAPP 12.05.01.

#### 5A. (iii) Qualifications for Appointment

In addition to the requirements of Section 4 above, individuals appointed to a promotion eligible NTT faculty position at UH shall hold a terminal degree in their academic discipline. The terminal degree recognized by UH in a particular academic discipline can be found here <http://www.uh.edu/provost/faculty/administrators/instructor-credentials/>.

#### 5A. (iv) Appointment Procedure

In addition to the requirements of Section 4 above, all promotion eligible NTT instructional and clinical faculty appointments must receive prior approval from the Provost and appear on the college's annual faculty hiring plan. Promotion eligible NTT research faculty appointments must also be approved by the Provost or designee but are not required to appear on the college's annual faculty hiring plan.

#### 5A. (v) General and Academic Privileges

All promotion eligible NTT faculty appointments will have the same general privileges as any other full-time faculty appointment at the University of Houston such as being provided with a faculty identification card, as well as library, computer, athletic, and parking privileges.

Participation in departmental and college governance activities by promotion eligible NTT faculty members will be regulated by guidelines described in college and department bylaws which are subject to approval by the Office of the Provost. At a minimum, promotion eligible NTT faculty members must have voting rights in the professional domain they were hired into (i.e. instructional, clinical or research domains), as well as participating in the hiring and promotion of other promotion eligible NTT faculty members. Colleges may extend additional voting privileges to full-time, promotion eligible NTT faculty members with the approval of their faculty; however, promotion eligible NTT faculty members may not participate in promotion and/or tenure reviews conducted for tenure/tenure-track faculty members. Participation in university-level governance activities by promotion eligible NTT faculty members will be regulated by guidelines described in the UH Faculty Handbook and/or as determined by applicable university policy.

To the extent that promotion eligible NTT faculty members have academic privileges, they shall be governed by the same regulations as detailed for tenured or tenure-track faculty members in the UH Faculty Handbook and/or applicable university policy. As such, appropriately qualified promotion eligible NTT faculty members may serve on (but not chair) student thesis and dissertation committees at the option of the individual department/college, but they may not constitute the majority of the committee. Appropriately qualified promotion eligible NTT faculty members may serve as committee members on

both tenure-track or NTT faculty search committees if departmental and/or college bylaws permit. However, promotion eligible NTT faculty members may not serve as search committee chairs for tenure-track positions, nor may they make up the majority of a search committee for a tenure-track position.

#### 5A. (vi) Nature and Duration of Appointment

The duties and professional responsibilities of promotion eligible NTT faculty members will be in accordance with department and/or college bylaws and must also satisfy all relevant university level policies including the university level faculty workload policy ([MAPP 12.05.01](#)) and the faculty annual performance review policy (see Office of the Provost Website).

NTT faculty appointments shall not be directly converted into tenure-track positions. Promotion eligible NTT faculty members will not be considered for tenure although they are free to formally apply for any tenure-track faculty position that may become available. If a promotion eligible NTT faculty member is subsequently hired as a tenure-track faculty member, time served in a promotion eligible NTT faculty position shall not be counted toward tenure at the University of Houston.

During the probationary period, promotion eligible instructional and clinical NTT faculty members will receive an annual fixed term employment agreement, renewable on an annual basis contingent upon satisfactory performance and adequate funding. All employment agreements for probationary, promotion eligible instructional and clinical NTT faculty members who will be reappointed for the next academic year should be issued, if at all possible, prior to July 1, but no less than 30 days prior to the beginning of the academic year. In the case of research NTT faculty members at any rank, employment agreements should be prepared as soon as possible after receiving confirmation of available funding from the external funding source.

A renewable employment agreement (REA) will be granted to a promotion eligible instructional and clinical NTT faculty member upon: 1) the completion of an appropriate probationary period; and 2) a successful promotion review. The term of any renewable employment agreement (REA) will be limited to a fixed three (3) year period which may be extended an unlimited number of times on an annual basis. Annual renewal of a renewable employment agreement (REA) is predicated upon fulfilling all annual performance requirements, progress towards promotion in rank of the NTT faculty member (if applicable) and the approval of the academic unit/college and the Office of the Provost. All promotion eligible NTT faculty positions must be budgeted for by the department/college using ongoing base funding.

Promotion eligible research faculty positions are normally supported by external research funds (i.e. research grants or contracts) which by definition have specific terms and no guaranteed expectation of renewal. As such, promotion eligible research faculty members, while being eligible to apply for promotion in academic rank, are ineligible to receive a renewable employment agreement (REA). However, non-probationary promotion eligible research faculty members may receive a fixed-term, multi-year employment agreement of no more than three years in duration contingent on the availability and the term of their external research funding.

#### 5A. (vii) Compensation

Salaries for promotion eligible NTT faculty positions funded from base dollars will be set by the same procedures used during the university's annual budget cycle for tenured and tenure-track faculty depending on the availability of funding. Promotion eligible NTT faculty members, including promotion eligible research faculty members who will be reappointed for the next academic year will be considered for salary increases in accordance with the university's guidelines for faculty merit salary increases. Promotion eligible (PE) instructional and clinical faculty members are eligible to receive salary increases other than annual merit (e.g. retention, equity, promotion increment, etc.) contingent on the department/college providing base funding and an appropriate justification being approved by the Office of the Provost.

Promotion eligible NTT research faculty positions are distinct from promotion eligible NTT instructional and clinical faculty positions in that they are normally supported by external research funding rather than institutional base funding. As such, promotion eligible NTT research faculty members are ineligible to receive a renewable employment agreement (REA). However, promotion eligible research faculty members are eligible to receive annual merit salary increases or other salary adjustments (e.g. retention, equity, promotion increment, etc.) contingent on external research funding being available and an appropriate justification from the principal investigator, department chair and dean being approved by the Office of the Provost.

#### 5A. (viii) Probationary Period

Promotion eligible NTT faculty members shall normally serve a maximum probationary period of six (6) years when hired at the assistant NTT professor rank, and a maximum probationary period of four (4) years when hired at the associate or full NTT professor rank. No prior collegiate-level teaching experience may be credited to the probationary period of a promotion eligible NTT faculty member appointed at UH. The number of years and the terms of the probationary period shall be specified in the initial appointment letter.

If warranted, based upon a strong record of achievement and the recommendation of the department chair (if applicable), a dean may approve a promotion eligible NTT faculty member's application for promotion in rank prior to the completion of the probationary period. Requests for early consideration of promotion must be made in writing by the faculty member to the department chair (if applicable) and forwarded to the Dean for approval. Documentation that the request for early promotion review has been approved by the dean should be forwarded to the Office of the Provost before May 1 prior to the academic year in which the review will be submitted. However, if an early promotion review request is approved, any subsequent promotion review will not take into consideration any reduction in the probationary period.

If a promotion eligible NTT faculty member begins employment after the beginning of an academic year but prior to the end of the calendar year, the probationary period for that faculty member shall begin September 1 of the academic year they were hired. If a promotion eligible NTT faculty member begins employment after the beginning of the calendar year but prior to the end of the spring semester of the academic year, the probationary period for that faculty member shall begin September 1 of the next academic year. During the final academic year of the probationary period, a promotion eligible NTT faculty member shall undergo a mandatory review for promotion in rank. If successful, the promotion in rank will be accompanied by the award of a renewable employment agreement (REA) beginning September 1 of the following academic year.

#### 5A. (ix) Extension of Probationary Period for Promotion Eligible NTT Faculty Members

A promotion eligible faculty member who becomes a parent due to the birth or adoption of a child and who is responsible for the primary care of that child will be granted upon request a one year extension of the probationary period. The faculty member is responsible for notifying their department chair (or dean in those colleges without departments) in writing of a request for extension of their probationary period. The department chair is responsible for forwarding the extension request by email to Faculty Affairs ([facultyaffairs@uh.edu](mailto:facultyaffairs@uh.edu)) with a copy being sent to the Dean. Once approved, the Office of the Provost will acknowledge the extension of the probationary period by informing the faculty member of the revised year of mandatory promotion review, with a copy to the dean and/or department chair. Extension of the probationary period due to the birth or adoption of a child may occur at most twice (i.e. a total of two years extension for two separate births or adoptions). Extensions granted based on childbirth and/or adoption are separate and apart from any extension which may be granted based on emergency reasons (see below). Requests for extensions of the probationary period based on the birth or adoption of a child normally will not be considered after March 1 of the academic year prior to the academic year in which the mandatory promotion review will occur.

A promotion eligible faculty member has the right to request an extension of the probationary period based on unforeseen emergency events, such as serious personal illness, family emergencies or circumstances beyond the control of the faculty member. Emergency events include systemic disruptions which may negatively impact the ability of the faculty member to make satisfactory progress towards promotion. With support of their department chair and/or dean, a faculty member may request an extension based on the negative impact of such a systemic event on their timely progression towards promotion. Because of the potentially prolonged and unforeseen negative impact of such systemic events, requests for extension based on such systemic disruptions may be made at any time during the probationary period. Such requests must be made in writing and normally will not be considered after March 1 of the academic year prior to the mandatory tenure review period. Requests for extensions based on emergency situations other than systemic disruptions must be made in writing and submitted within six months after the emergency event has occurred.

All requests for extensions based on emergency situations must be forwarded through the department chair and dean to the Office of the Provost at [facultyaffairs@uh.edu](mailto:facultyaffairs@uh.edu) for review and approval. If approved, the Office of the Provost will acknowledge the extension of the probationary period by informing the faculty member of the revised year of mandatory promotion review, with a copy to the dean and/or department chair.

#### 5A. (x) Reviews during the Probationary Period

All faculty members are required to undergo an annual performance review (APR). In addition, promotion eligible NTT faculty members are also required to undergo a thorough pre-promotion review normally conducted during the third year of the probationary period. For the mandatory third year pre-promotion review, the candidate will compile a pre-promotion review packet using the format described in the Guide for Assembling the NTT Promotion Review Packet document found on the [NTT Policy page](#) of the Office of the Provost website.

In accordance with departmental/college criteria utilized for promotion of NTT faculty members, the appropriate departmental/college committee and department chair will conduct separate and

independent reviews of the pre-promotion review packet. The department chair (or dean if applicable) will write a letter to the candidate combining the feedback from both the committee and the chair detailing the strengths and weaknesses of the pre-promotion review. A copy of this letter will be forwarded to the Office of Faculty Affairs in the Office of the Provost for inclusion in the faculty member's Faculty Folder and subsequently becomes a part of the mandatory promotion review process at the appropriate time. Summaries of annual performance reviews while in the promotion eligible NTT position for which promotion in rank is sought, will also be available as part of the mandatory promotion review process.

The time-line for conducting the pre-promotion review during the third year of the probationary period will be determined by the department/college with the caveat that it must be completed before March 1 of the academic year in which the third year review was required.

#### 5A. (xi) Review for Promotion in Rank and/or Award of a Renewable Employment Agreement (REA)

Promotion eligible NTT faculty members are eligible for promotion in rank and/or the award of a renewable employment agreement (REA) as a result of a formal successful review procedure. The promotion review procedure must be stipulated by each college and shall include faculty peer review at the department and/or college level, with final review and approval of promotion in rank and/or award of a renewable employment agreement (REA) by the Office of the Provost.

For those promotion eligible NTT faculty members initially appointed at the associate NTT professor rank, the requirements for the award of a renewable employment agreement (REA) are the same as for individuals seeking promotion from the assistant to associate NTT professor. For those promotion eligible NTT faculty members appointed at the full NTT professor rank, the requirements for the award of a renewable employment agreement (REA) are the same as for individuals seeking promotion from the associate to full NTT professor. General university guidelines and procedures for the format, timing and procedures for NTT promotion reviews are contained in the related supporting documentation found on the NTT Policy page of the Office of the Provost website (<http://www.uh.edu/provost/faculty/current/non-tenure-track/>).

Specific criteria for a successful promotion review at each rank must be developed in departmental and/or college policy and approved by the Office of the Provost. These departmental and/or college NTT promotion policies will be made available to all promotion eligible NTT faculty members through the department and/or college website. These departmental/college NTT promotion policies should be reviewed on a regular basis. Any changes or updates to departmental and/or college NTT promotion policies should be forwarded to the Office of the Provost for approval by May 1 of the academic year prior to when the policy will become effective.

#### 5A. (xii) Mandatory Review for Promotion and/or Award of Renewable Employment Agreement (REA)

In addition to reviews during the probationary period listed in Section 5A. (x), promotion eligible NTT faculty members are required to undergo a mandatory review prior to the end of their probationary period. In the case of a promotion eligible NTT faculty member appointed at the assistant NTT professor rank, a mandatory review will normally be held during the final year of a six-year probationary period. If successful in their review, a newly promoted associate NTT professor will be eligible for the award of a renewable employment agreement (REA) at the beginning of the subsequent academic year.

In the case of a promotion eligible NTT faculty member initially appointed at the associate or full NTT professor rank, a mandatory review for the award of a renewable employment agreement (REA) will normally be held during the final year of a four year probationary period. The review shall follow the format and criteria normally required to award a renewable employment agreement (REA) with promotion to the rank the faculty member was initially appointed at (i.e. associate or full NTT professor). If the review includes a promotion in rank from associate to full, the review shall follow the format and criteria required for a promotion to full NTT professor.

While the expectation is that a promotion eligible NTT faculty member who has been promoted to associate NTT professor rank with a renewable employment agreement (REA) will in due course seek promotion to full NTT professor rank, there is no mandatory requirement for an associate NTT professor to seek promotion to full NTT professor rank. In addition, there is no specific time-in-rank that an associate NTT professor must have served before they are eligible to seek a non-mandatory review for promotion to full NTT professor. Rather they must have satisfied the expectations of their department/college for promotion to the full NTT professor rank. Candidates seeking a non-mandatory promotion review should discuss their readiness for promotion with their department chair and/or dean prior to applying for promotion.

For a mandatory promotion review from assistant to associate NTT professor, a mandatory review for the award of a renewable employment agreement (REA) for those individuals originally appointed at the associate or full NTT professor rank, or, a non-mandatory promotion review of an associate NTT professor to full NTT professor already holding a renewable employment agreement (REA), the candidate will compile a promotion review packet using the format described in the Guide for Assembling the NTT Promotion Review Packet document found on the NTT Policy page of the Office of the Provost website. (<http://www.uh.edu/provost/faculty/current/non-tenure-track/>).

In order to be granted an REA a candidate must either be a citizen of the U.S. or have permanent residence. In order to be considered for a review that includes the awarding of an REA, promotion eligible NTT faculty who are not U.S. citizens must have permanent residence by the end of the spring semester prior to the year in which the review for REA will take place. Alternatively, a candidate must have a USCIS approved labor certification/Form I-140 Immigrant Petition on file with USCIS and the University listing the University of Houston as the sponsoring institution if immigrating via sponsored employment. Additionally, candidates may not be considered for a review that includes awarding of an REA if they are currently subject to the two-year home country residence requirement unless the candidate has (1) received a waiver of the 212e requirement or (2) fulfilled the two-year home country residence requirement by the end of the spring semester prior to the year in which the review will take place. The probationary period will not be extended in the event that a faculty member does not have permanent residence by that time. In the event that the labor certification/I-140 has been approved, and the adjustment of status or consular immigrant visa application is pending, the faculty member may be considered for the review. In the case of a faculty candidate eligible for REA consideration, the REA, if recommended and approved, will not be officially granted by the University until such time that permanent residence has been granted.

If U.S. permanent resident status is denied, the faculty member shall be terminated from the university at the end of the current academic year in which he/she was notified of denial if at least a full long semester of the academic year remains, or by the end of the following long semester if less

than a full semester remains in the current academic year in which he/she was notified of denial, or until the faculty member is no longer legally authorized to be employed with the university, whichever occurs sooner. Termination for failure to obtain U.S. permanent resident status shall not be grievable.

#### 5A. (xiii) Unsuccessful Promotion Review at the End of the Probationary Period

If at the end of the probationary period a promotion eligible NTT faculty member is unsuccessful in their mandatory review for promotion in rank and/or award of a renewable employment agreement (REA), the faculty member may no longer hold a promotion eligible faculty title. Under these circumstances and contingent on the prior approval of the Office of the Provost, a department/college may request that the faculty member be appointed in a non-promotion-eligible NTT faculty position at the beginning of the next academic year. In such cases, the non-promotion-eligible NTT faculty appointment will consist of a mutually renewable, fixed term appointment with a maximum duration of one (1) year. As with all other non-promotion-eligible faculty appointments, if granted this position is ineligible for the award of a renewable employment agreement (REA). Alternatively, if after an unsuccessful mandatory promotion review the department/college does not request that the faculty member be appointed to a non-promotion eligible NTT faculty position, the faculty member's employment will be terminated at the end of their current annual appointment.

A promotion eligible NTT faculty member may appeal a negative mandatory promotion decision to the University Grievance Committee. The appeal must be filed in writing with the committee within fifteen (15) calendar days of receipt of a negative promotion decision being received by the faculty member. However, any appeal must be based on errors of fact or a lack of due process afforded to the faculty member during the NTT promotion process, but cannot challenge the professional judgement of the review committees and administrators involved in the promotion review process. The University Grievance Committee will review the appeal and make a recommendation to the Provost. The Provost's decision on whether to grant the appeal is the final institutional step in this matter and shall not be subject to further review or grievance proceedings.

#### 5A. (xiv) Non-Renewal of a Promotion Eligible NTT Faculty Member during the Probationary Period

The decision not to renew the annual appointment of a promotion eligible NTT faculty member during their probationary period is not a form of dismissal for cause. Non-reappointment of a promotion eligible NTT faculty member during their probationary period does not require justification of professional inadequacy nor is the faculty member entitled to a statement of the reasons for such a decision. Notice of non-reappointment of a promotion eligible NTT faculty member during their probationary period will be given by the department chair (or dean if applicable) at least three (3) months in advance of the end date of the annual employment agreement (i.e. by March 1 if the annual employment agreement ends May 31).

In instances where the faculty member alleges unlawful discrimination or harassment to be the basis of the non-renewal decision, please consult the appropriate policy, SAM 01.D.07 Discrimination and Harassment Policy.

#### 5A. (xv) Non-Renewal of a Promotion Eligible NTT Faculty Member with a Renewable Employment Agreement (REA)

A renewable employment agreement (REA) is subject to the faculty member satisfying all annual performance requirements, including receiving an overall rating and/or score in their faculty annual performance review (F-APR) equivalent to “meets expectations” or above. However, if a promotion eligible NTT faculty member holding a renewable employment agreement (REA) receives an overall rating/score that falls below the equivalent of “meets expectations” in their faculty annual performance review (F-APR) they become subject to the mandatory initiation of a NTT Faculty Development Plan (NTT-FDP) as described on the [NTT Policy page](#) of the Office of the Provost website.

If a promotion eligible NTT faculty member with a renewable employment agreement (REA) is placed on a NTT-FDP, their renewable employment agreement (REA) is cancelled. Notice of this cancellation must be made no later than May 31 of the current academic year. Once notice of such cancellation has been provided, the promotion eligible NTT faculty member will revert to a three (3) year fixed term employment agreement, the term of this agreement beginning at the start of the academic year following the academic year in which the notice of cancellation was provided.

Unless the faculty member satisfactorily completes the conditions of their NTT Faculty Development Plan (NTT-FDP) and the department/college subsequently recommends reinstatement of a renewable employment agreement (REA), the faculty member is subject to termination at the end of the fixed, three year term employment agreement. An NTT faculty member may appeal the decision not to reinstate a renewable employment agreement (REA) after the completion of an NTT-FDP to the University Faculty Grievance Committee. The appeal must be filed in writing with the committee within fifteen calendar days of receipt of the notice of non-reinstatement of a renewable employment agreement (REA) being received by the faculty member. However, any appeal must be based on errors of fact or a lack of due process afforded to the faculty member during the NTT-FDP process, but cannot challenge the professional judgement of the review committee regarding its decision not to reinstate a renewable employment agreement (REA).

The university grievance committee will review the appeal and make a recommendation to the Provost. The Provost's decision on the non-reinstatement of a renewable employment agreement (REA) to a promotion eligible NTT faculty member as a consequence of a NTT-FDP process is the final institutional step in this matter and shall not be subject to further review or grievance proceedings.

As is the case for all faculty members, all NTT faculty members are subject to dismissal for adequate cause, financial exigency, medical reasons, or discontinuance of academic programs as defined in the relevant sections of the UH Faculty Handbook and/or applicable university policy, regardless of whether they hold a renewable employment agreement (REA) or not.

#### 5A. (xvi) Exceptions

Any exception to this policy requires prior review and written approval of the Office of the Provost.

### **Section 5B. Non-Promotion-Eligible NTT Faculty and Librarian Appointments/Titles – Employment Provisions**

The following employment provisions are applicable to all faculty members and librarians that hold one



of the following **non-promotion eligible** NTT faculty or librarian titles.

- Visiting Professor (All Ranks)
- Lecturer (*or* Senior Lecturer)
- Professor-of-Practice
- Visiting Scholar, Writer-, Composer-, Executive-, or, Artist-In-Residence
- Affiliate Artist
- Research Scientist (*or* Senior Research Scientist)
- Adjunct Faculty
- Voluntary Clinical Faculty
- Librarian (All ranks, Non-renewable appointment)

For specific policies governing Librarians with non-renewable appointments at the University of Houston, see the *Bylaws of the Librarians of the University of Houston*.

#### 5B. (i) Available Titles

Non-promotion eligible NTT faculty members may be hired in a range of capacities dependent on their role at the university. The faculty title used should reflect the professional responsibilities of the faculty member in their home academic unit. However, non-promotion eligible NTT faculty members may not be appointed with the title of instructional, clinical or research NTT professor at any rank.

#### 5B. (ii) Professional Responsibilities

The primary professional responsibility of individuals holding non-promotion eligible NTT faculty appointments will normally be in support of teaching and instructional activities including clinical instruction and/or patient care.

Depending on the circumstances of the individual college's accreditation requirements, or the specific academic needs of the academic unit, a college may seek an exception from the Office of the Provost to expand the role/activities of an appropriately qualified non-promotion eligible NTT faculty member to include other essential functions, such as program level administrative roles, service at the college/department/university level and/or to conduct scholarly research in the discipline.

It is not the intent of this policy to encourage the appointment of non-promotion eligible NTT faculty members to positions that require significant administrative or scholarly research duties. Rather, any expansion of the roles/responsibilities of a non-promotion eligible NTT faculty member beyond teaching and/or instruction should be on a temporary basis, since such expanded roles are normally reserved for those holding promotion eligible NTT faculty titles.

Research scientist appointments are for individuals that have significant research expertise although their experience and responsibilities may have been solely focused on the use of advanced instrumentation or technology. Under exceptional circumstances appropriately academically qualified research scientists may teach classes subject to the approval of the Office of the Provost, or serve on student committees subject to departmental, college and/or university guidelines.

#### 5B. (iii) Qualifications for Appointment

Non-promotion eligible faculty members who teach undergraduate courses must have a master's degree in the academic discipline in which they teach or adequate justification of other qualifications. Faculty members who teach graduate courses must have a terminal degree in the academic discipline in which they teach or adequate justification of other qualifications. Any such justifications must directly link the learning objectives of the class (or classes) which they teach to the professional expertise and/or experience of the faculty member documented in their CV. Additional information regarding credentialing guidelines and justifications is available on the Office of the Provost website at <http://www.uh.edu/provost/faculty/administrators/instructor-credentials/>.

#### 5B. (iv) Appointment Procedure

In addition to the requirements of Section 4 above, while non-promotion eligible NTT faculty appointments are not required to appear on the college's annual faculty hiring plan they must receive approval from the Office of the Provost prior to appointment and follow all established processes for recruiting and appointing NTT faculty.

#### 5B. (v) General and Academic Privileges

All non-promotion eligible NTT faculty appointments will have similar general privileges to other faculty appointments at the University of Houston including being provided with a faculty identification card, as well as library, computer, athletic, and parking privileges.

Participation in departmental and college governance activities by non-promotion eligible NTT faculty members will be regulated by guidelines described in college and department bylaws which are subject to approval by the Office of the Provost. Participation in university-level governance activities by non-promotion eligible NTT faculty members will be regulated by guidelines described in the UH Faculty Handbook and/or Faculty Senate Constitution.

#### 5B. (vi) Duration and Nature of Appointment

Non promotion eligible NTT faculty members will receive a fixed term, employment agreement with a maximum duration of one (1) year. Under exceptional circumstances and with the prior approval of the Provost, a non-promotion eligible NTT faculty member may receive a fixed term employment agreement of up to three years in duration. All fixed term non-promotional eligible NTT employment agreements are mutually renewable at the end of the employment agreement term, subject to the approval of the Office of the Provost.

#### 5B. (vii) Compensation

Benefits-eligible, non-promotion eligible NTT faculty members who are on one-year annual employment agreements and who will be reappointed for the next academic year will be considered for merit salary increases if the University makes a merit pool available. Compensation rates for non-promotion eligible NTT faculty members are set at the department and/or college level and subject to approval by the college dean and the Office of the Provost.

#### 5B. (viii) Exceptions

Any exception to this policy requires prior consideration and written approval of the Office of the Provost.