

ACADEMIC RANK AND TITLES

GENERAL CRITERIA

The principal criteria for initial appointment and promotion in academic rank are quality of teaching; scholarship, research or other creative activities; and service.

General university criteria are subject to further specification standards adopted by colleges, schools and departments. Criteria, which are approved by and included in official documents of the academic units, are as binding on the members of those units as are the general university standards for which they provide explication. Should there be a difference between the two sets of criteria, those of the university shall prevail.

GENERAL CHARACTERISTICS

The faculty has a major responsibility for fulfilling the principal functions for the university – teaching; scholarship, research and other creative activities; and service. DePaul appoints its faculty on the basis of scholarly achievement and the promise of continuing academic growth, competencies directed related to academic goals and programs of the university, and acceptance of the principles as stated in the Employment Policies and Procedures section of this Handbook.

REGULAR FULL TIME APPOINTMENTS

The President, Executive Vice President for Academic Affairs, academic deans, professors, associate professors, assistant professors and all categories of instructor constitute the regular full time faculty.

Instructor (NTT)

For appointment to this rank, the candidate should have an advanced degree, have plans for completing a terminal degree, and otherwise give promise of continuing academic development. Although this is a non tenure track position, instructors (NTT) shall receive the annual reviews described in

EVALUATION OF FACULTY, and have the right to appeal on dismissal as described in **GRIEVANCE PROCEDURES**. Time in rank as instructor (NTT) does not count towards tenure.

Long Term Contract Teaching Professionals

The purpose of long term contract teaching professionals is to meet specific curricular and programmatic needs within the university which are distinct from those currently filled by tenure track faculty or likely to be filled by tenure track faculty in the future. Long-term contract status is appropriate only in the case of curricular or programmatic activities for which tenure track faculty are, or would be, unsuitable or unavailable or when the academic identity of the position is not yet sufficiently developed to warrant a case for tenure. A complete definition and the policies and procedures governing long-term contract teaching professionals can be found at **LONG-TERM CONTRACT**.

Instructor (ABD)

Candidates who have successfully completed all requirements for the doctorate or terminal degree but have not yet successfully defended or otherwise attained the degree may be appointed to this rank with the stated expectation that, upon completion of the degree, the faculty member will be appointed to the rank of assistant professor. Time in rank as instructor (ABD) does not count towards tenure.

Assistant Professor

The doctorate or terminal degree is required for this rank. Exceptions are made for candidates who have already attained recognition for scholarly or other relevant professional achievements and give promise of continued development. The assistant professor should demonstrate potential for becoming a good to excellent teacher and for pursuing scholarship, research or other creative activities; and service.

Associate Professor

In addition to the requirements for assistant professor, the candidate must demonstrate good to excellent teaching performance. The candidate should also show evidence of notable scholarship, research or other creative activities; as well as university service. The candidate should be engaged in scholarship, research or other creative activities and university service that are likely to result in additional academic achievements. For this rank, the candidate should show significant involvement in university activities in the respective college, school or department.

Professor

This rank is reserved for those with recognized academic achievements. In addition to the requirements for associate professor, candidates must give evidence of continued scholarship, research or other creative activities and university service, the quality of which is recognized by their peers outside the university. For promotion to full professor or granting this rank to a newly engaged faculty member who has not previously enjoyed it at a recognized college or university, there will be an evaluation of the candidate's scholarly or creative record by a minimum of two outside experts who have been sent the appropriate materials. These evaluations should be from persons not overly influenced by personal relations with the applicant. Candidates for this rank should present evidence of notable service contributions to the university at the level of their home unit and beyond. Good to excellent teaching remains mandatory for this rank.

SPECIAL FULL TIME APPOINTMENTS

The university may, from time to time, make special faculty appointments on a full time basis. Each of these appointments is made by a formal contract which indicates the special scope of responsibilities and/or limitations attached to the appointment.

PART TIME APPOINTMENTS

The usual designation of faculty with part time appointments is lecturer or adjunct.

This title has no reference to the specific academic qualifications of the particular faculty member.

PART TIME FACULTY TITLES

Professors emeriti who have academic appointments, adjunct faculty, and lecturers constitute the part time faculty.

Adjunct

An adjunct appointment is basically one of honor or special recognition for a part time faculty member. With respect to determination of salary, responsibilities and faculty prerogatives, adjunct faculty members are considered lecturers.

Lecturer

This rank is reserved for faculty who are temporarily associated with the university.

Professor Emeritus

The university may bestow the title of "Professor Emeritus," a part time faculty position, upon formal retirement. Those eligible for emeritus status are tenured, senior full time faculty who have formerly contributed honorably to the university's mission, and who have ordinarily served at least seven (7) years as a tenured, senior full time faculty member; exceptions to these criteria are allowed for exceptional contributions.

During the quarter prior to retirement, the department may recommend the retiring faculty member for the honorary status of Professor Emeritus by sending a letter to the dean stating the person's contributions. The dean forwards his or her recommendation to the Executive Vice President for Academic Affairs who, in turn, makes a recommendation to the President, who then makes the final appointment.

FACULTY-RELATED POSITIONS

Academic Support Appointments

The professional staff of academic support units are valued members of the academic community, but do not possess faculty status.

Graduate Assistants and Teaching Fellows

Although they are valued members of the university community and may perform some faculty functions, graduate assistants and teaching fellows do not possess faculty status.