

## **Appointment and Promotion: APM - 285 Professor of Teaching Series**

### **285-0 Policy**

- a. Professor of Teaching titles that have or lead to security of employment (See [APM - 135](#)) are faculty positions designed to meet the long-term instructional needs of the University that cannot be best fulfilled by an appointee in the professorial series. (See [APM - 220](#).)
- b. A budgeted FTE must be allocated for any full-time appointment in this series. Should the Chancellor approve a less than one hundred percent (100%) appointment, a portion of a budgeted FTE equal to the percent time appointment must be allocated. See APM - 285-16 for more information on part-time appointments.

### **285-4 Definition**

- a. The Professor of Teaching series is used for appointees who are members of the faculty of an academic or professional college, school, division, department, or program of the University whose primary responsibility is teaching and teaching-related tasks and secondary responsibility is professional and/or scholarly achievement and activity, including creative activity, especially as they relate to instruction and pedagogy. The faculty in this series also have responsibility for University and public service.
- b. An appointee in this series will regularly carry a heavier load of teaching than appointees in the professorial series. (See [APM - 220](#).)

### **285-8 Types of Appointments**

- a. Titles in the Professor of Teaching series are:
  - (1) Assistant Professor of Teaching. This title is used for those that have not yet been conferred security of employment.
  - (2) Associate Professor of Teaching.
  - (3) Professor of Teaching.
- b. An *appointment* (as distinguished from a promotion or reappointment) occurs when a person is employed in one of the three ranks above, if the individual's immediately previous status was:
  - (1) not in the employ of the University;

- (2) in the employ of the University but not with a title in this series; or
- (3) in the employ of the University in the same title but at a different campus.
- c. A *promotion* is advancement from one rank to a higher rank within the Professor of Teaching series.
- d. A *merit increase* is advancement in salary rate and/or step without change of rank. (See [APM - 610](#), Salary Increases.)
- e. A *reappointment* is the renewal of an Assistant Professor of Teaching appointment immediately following the end date of a previous appointment (i.e., without a break in service). A reappointment may or may not be accompanied by a merit increase.
- f. Acting titles may be used. (See [APM - 235](#).)
- g. When it is desirable in order to meet campus needs and with the approval of the Chancellor following consultation with the Academic Senate, a working title may be assigned in addition to the payroll title for use campuswide, provided the working title is not the same as an official University payroll title used for a different position.

#### **285-9 Criteria**

- a. A candidate for appointment, reappointment, merit increase, or promotion in this series shall be evaluated by the following three criteria with teaching excellence being more highly weighted than the other two:
  - (1) Teaching excellence: The demonstration and maintenance of teaching excellence is the primary criterion for the series.
  - (2) Professional and/or scholarly achievement and activity, including creative activity.
  - (3) University and public service.

These criteria are further explained in [APM - 210-3](#), *Instructions to Review Committees That Advise on Actions Concerning the Professor of Teaching Series*.

- b. Change of series

In cases when there has been a review of an Assistant Professor and the Chancellor has decided not to continue the individual's appointment in the professorial series, the individual may not subsequently be appointed on any campus to the Professor of Teaching series (or certain other titles) for a period of five (5) years. (See [APM - 133-0-a\(3\)](#).)

Upon the recommendation of the department, and consistent with campus academic review processes, the Chancellor may appoint an Associate Professor or Professor to the Associate Professor of Teaching or Professor of Teaching title. This change of series requires the written consent of the faculty member.

An appointee in the Professor of Teaching series may have a change of series into the professorial series consistent with campus academic review processes and only upon satisfying recruitment compliance.

### **285-16 Restrictions**

The following restrictions apply to the use of titles in this series:

- a. In order to maintain the University's mission for an appropriate balance between education, research, and service, the Chancellor, in consultation with the Academic Senate, may establish a cap on the number of appointments in this series. If so desired, a cap may be set for each school or department.
- b. Normally, an appointment to this series is for one hundred percent (100%) time to the University.
- c. Security of employment may be granted only for an appointment at more than fifty percent (50%) time unless the Chancellor, whose authority may not be redelegated, approves the appointment by special exception.
- d. An initial appointment at less than one hundred percent (100%) but fifty percent (50%) or more time with a title in this series, or a subsequent temporary or permanent reduction in the percent time of the appointment, may be authorized under exceptional circumstances, provided the Chancellor specifically approves the arrangement as being in the best interests of the University based on the particular situation.  
A memorandum of understanding between the Chancellor and the part-time appointee shall be signed by both parties, to clarify the following:
  - (1) There are no implied rights to current or future full-time security of employment and the only security of employment granted with this appointment is at the agreed upon percentage; and
  - (2) Workload expectations are based on the specified percentage of time of the appointment.
- e. Appointment and advancement of a part-time appointee shall depend on the quality of performance in teaching excellence, professional and/or scholarly achievement, including achievement and activity in creative work, and service with teaching being more highly weighted than the other two. Expectations for the quantity of performance shall be based on the percentage of time of the appointment, but expectations of the

quality are the same as one hundred percent (100%) time. In all cases, when an appointee is considering a part-time appointment, or a temporary or permanent reduction in the percentage of time of an appointment, the terms of the appointment and the performance expectations shall be discussed by the dean, department chair, and the appointee at the outset and documented in a memorandum of understanding for advancement.

- f. When there has been a review of an Assistant Professor of Teaching, Assistant Professor in the Professorial series, Assistant Professor in Residence, or Assistant Professor of Clinical (e.g., *Medicine*) and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five (5) years as set forth in [APM - 133-0-a\(3\) and b\(3\)](#).

### **285-17 Terms of Service**

- a. Assistant Professor of Teaching

- (1) Term of Appointment

Each appointment and reappointment is limited to a maximum term of two (2) years with a specific end date. The total University service with this title in combination with certain other titles may not exceed eight (8) years, in accordance with [APM - 133-0-b](#).

- (2) Appointment for Less Than Two (2) Years

The appointment or reappointment of an Assistant Professor of Teaching may be for a period of less than two (2) years only under the following circumstances:

- (a) An appointment or reappointment with an effective date other than July 1<sup>st</sup> shall end typically on the second June 30<sup>th</sup> following the appointment or reappointment.
- (b) A promotion or merit increase may become effective on July 1<sup>st</sup> before the end of a two (2)-year term, but such advancement shall mark the beginning of a new term of appointment.
- (c) Consistent with the eight-year limit, a terminal appointment for an Assistant Professor of Teaching may be for a period of less than two (2) years provided adequate notice has been given, as stipulated in [APM - 285-17-a\(4\)](#).

- (3) Advancement

An appointee holding the title Assistant Professor of Teaching is eligible for reappointment, merit increase, and promotion based on careful review of the appointee's progress and achievement in meeting the criteria of the series.

(4) Notice for Non-Renewal of Appointment

When an appointment as an Assistant Professor of Teaching is not to be renewed, written notice shall be given by the Chancellor prior to the expiration date in accordance with the schedule below.

- (a) With less than one (1) year of service as an Assistant Professor of teaching by the end of the current period of appointment: at least a four (4)-month notice.
- (b) With at least one (1) complete year of service and not more than two (2) years of service as an Assistant Professor of Teaching by the end of the current period of appointment: at least a six (6)-month notice.
- (c) With more than two (2) years of service as an Assistant Professor of Teaching by the end of the current period of appointment: at least a twelve (12)-month notice.

(5) Termination Before the End of the Appointment Period

(a) Assistant Professor of Teaching

Termination of the appointment of an Assistant Professor of Teaching before the expiration of the appointment shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate in accordance with [Regents' Bylaw 40](#) and [Senate Bylaws 336](#) or [337](#).

(b) Associate Professor of Teaching and Professor of Teaching

All appointments and promotions to the ranks of Associate Professor of Teaching and Professor of Teaching shall continue until terminated by resignation, retirement, or dismissal. An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with [Regents' Bylaw 40](#) and [Senate Bylaws 336](#) or [337](#).

**285-18 Salary**

The Office of the President publishes a salary scale for this series. The Professor of Teaching series will include three ranks and the same steps as the professorial series.

The Chancellor, after appropriate review, has authority to approve salaries up to and including the Indexed Compensation Level (ICL) threshold.

The Provost and Executive Vice President for Academic Affairs has authority to approve salaries exceeding the ICL threshold. (See [APM - 220-85-d.](#))

### **285-19 Normative Periods of Service**

The normative periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit or more gradual advancement when warranted and if unrelated to an Assistant Professor of Teaching's eight-year limitation. Personnel reviews that are deferred due to extending the security of employment clock (stopping the clock) for reasons as defined in [APM - 133-17-g, -h, and -i](#) or a family accommodation as defined in [APM - 760](#) should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. All evidence produced during the probationary period, including the period of the extension, counts in the evaluation of the candidate's review file. The file shall be evaluated without prejudice, without regard to the length of service at the Assistant Professor of Teaching rank, and so stated in the department chair's letter.

- (1) For an Assistant Professor of Teaching, the total period of University service in the title Assistant Professor of Teaching or in this and certain other titles (see [APM - 133-0](#)) shall not exceed eight (8) years, except as provided in [APM - 133-12](#). The normative period of service at a given step in this rank is two (2) years.
- (2) For an Associate Professor of Teaching, the normative period of service in this rank is six (6) years. The normative period of service at step is two (2) years in each of the first three (3) steps. Service at Steps IV and V is three (3) years in each step.
- (3) For a Professor of Teaching, the normative period of service is three (3) years at step in each of the first four (4) steps. Service at Step V and above may be of indefinite duration. Advancement to Step VI usually will not occur after less than three (3) years of service at Step V. This involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three (3) categories, with teaching excellence receiving primary weighting above the others: (1) extraordinary effectiveness and excellence in teaching and teaching-related tasks; (2) professional and/or scholarly achievement and activity; and (3) University and public service. Advancement from Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX, will usually not occur before three (3) years at step, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.

Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly accomplished faculty (1) whose work of sustained and continuing excellence has attained national or international recognition and broad acclaim reflective of its significant impact on education within the discipline; (2) whose contributions to University teaching and education outcomes are excellent; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four (4) years at Step IX. Moreover, mere length of service and continued good performance at Step IX are not justification for further merit advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based. A merit advancement for a candidate already serving at above-scale must be justified by continuing evidence of accomplishment commensurate with this level. Continued good service is not an adequate justification. Intervals between such merit advances may be indefinite, and only in the most superior cases where there is strong and compelling evidence will advances at intervals shorter than four (4) years be approved.

#### **285-20 Conditions of Employment**

- a. Assistant Professors of Teaching, Associate Professors of Teaching, and Professors of Teaching are members of the Academic Senate, per [Regents' Standing Order 105.1\(a\)](#).
- b. An appointee to this series may be assigned to teach courses at any level.
- c. An appointee with a title in this series is eligible to apply for sabbatical leave. (See [APM - 740](#).)

#### **285-24 Authority**

Authority to approve appointments, reappointments, merit increases, and promotions to titles in this series are as follows:

- a. Assistant Professor of Teaching  
The Chancellor, after appropriate review. (See [APM - 220-82](#).)
- b. Associate Professor of Teaching  
The Chancellor, after appropriate review. (See [APM - 220-85](#).)
- c. Professor of Teaching  
The Chancellor, after appropriate review. (See [APM - 220-85](#).)

### **285-80 Review Procedures**

The Chancellor, in consultation with the Committee on Academic Personnel, may develop local review procedures for the Professor of Teaching series. Campus procedures for review and advancement shall be modeled on the general pattern of the review process for members of the professorial series. (See [APM - 220-80](#) and [APM - 210-3](#).)

### **285-95 Letters of Invitation and Notification**

See [APM - 220-95](#) for model language. The term “security of employment” shall be substituted for the term “tenure.”

### **Revision History**

May 1, 2024:

- Substantive revisions to revise title of series and titles included in series.
- Deletion of Appendix A, which expired June 30, 2023.

October 1, 2018:

- Substantive revisions, including the following key revisions:
  - New and revised evaluation criteria;
  - Ability to use a working title;
  - Eligibility for sabbatical;
  - Establishment of a rank and step system; and
  - Senate membership at all percentages of appointments.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).