

# DRAFT Appendix: Instructional Academic Staff Titles

## Job Family: Teaching and Learning

### Job Sub-Families: Teaching and Instruction of Courses

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The following non-tenure track titles may be used by the institutions of the UW System (see the Job Library for a full description of the job responsibilities and requirements).

Instructional Academic Staff provide instruction and training to students in a classroom, laboratory, and/or clinical setting. The assignment of prefix business titles to further structure and define career progression at the institution-level within these titles is delegated to the institution's chancellor, as long as these modified titles are in compliance with systemwide definitions.<sup>1</sup>

Appointments to these titles shall be for one academic year. Such appointments shall terminate at the expiration of the stated period of appointment without notification of nonrenewal. If an institution determines that it is to the benefit of the institution, it may offer reappointments to these titles and may provide probationary status, indefinite track, or annual renewability of two- and three-year appointments.

## Instructional Academic Staff Titles of Record

### **Music Coach**

Plans and teaches students individually and in groups to advance performance skills and develop musical knowledge and understanding. This individual may be specialized in one or more areas of music.

Minimum Recommended Criteria:

- Bachelor's Degree

### **Tutor**

Provides curriculum-based support to learners within a specific field of study. Instruction may be provided individually or within a group setting to assist learners with study skills, and/or course knowledge and understanding to ensure knowledge retention to assist with academic advancement.

Minimum Recommended Criteria:

- Bachelor's Degree

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<sup>1</sup> The specific definition of each level for instructional academic staff titles is left to the purview of the institution. However, differences between successively higher title levels should reflect demonstrable differences in experience and knowledge gained, applied to the specific duties of the job, or if visiting, reflect the title at the home institution.

## **Teaching Specialist**

Teaches the quiz, tutorial, discussion or lab section(s) of a course or assists in the development of materials or programs under the direction of an academic staff or faculty member. A Teaching Specialist/Associate may perform the same work as a Teaching Assistant but is not a UW student.

Minimum Recommended Criteria:

- Bachelor's Degree

## **Instructional Administrator**

Assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning. Many individuals in this title will provide classroom and/or laboratory instruction.

Minimum Recommended Criteria:

- Bachelor's Degree

## **Faculty Associate I**

Provides classroom, online and/or laboratory instruction associated with more than one formal lecture or laboratory course, assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning.

Minimum Recommended Criteria:

- Master's Degree

## **Faculty Associate II**

Provides classroom, online and/or laboratory instruction associated with more than one formal lecture or laboratory course, assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning.

Minimum Recommended Criteria:

- Master's Degree

## **Faculty Associate III**

Provides classroom, online and/or laboratory instruction associated with more than one formal lecture or laboratory course, assists with the design and execution of administrative functions associated with academic instruction and the development of pedagogy/andragogy or assessment tools and resources to support quality student learning.

Minimum Recommended Criteria:

- Master's Degree

## **Lecturer**

Facilitates classroom and/or laboratory instruction and assists with instructional development and design for a single course or series of courses within an academic discipline to support the delivery of quality instruction.

Upon approval by the institution Chancellor and appropriate governance groups, an institution may identify up to three business title divisions within this title to be designated Lecturer I, Lecturer II, and Lecturer III.

Minimum Recommended Criteria:

- Bachelor's Degree or in accordance with High Learning Commission

## **Teaching Professor**

Designs and facilitates classroom and/or laboratory instruction within an academic discipline to ensure quality delivery of instruction and integration of content within an academic work unit. Each department must define the specific substantive criteria for level advancement, however, differences between successively higher title levels must reflect demonstrable differences in experience and knowledge gained, applied to the specific duties of the function.

Upon approval by the institution Chancellor and appropriate governance groups, an institution may identify up to two business title divisions within this title to be designated by Assistant and Associate.

Minimum Recommended Criteria:

- Terminal Degree

## **Research Professor**

Serves as a subject matter expert and primary investigator engaged in fundamental and/or applied scientific research within a specialized and designated field of study to expand principles and further the overall direction of the discipline. Each department must define the specific substantive criteria for level advancement, however, differences between successively higher title levels must reflect demonstrable differences in experience and knowledge gained, applied to the specific duties of the function.

A person in this position demonstrates a combination of education and experience whose primary function is research but is not necessarily working for a member of the faculty, and may be fully funded from external sources.

Upon approval by the institution Chancellor and appropriate governance groups, an institution may identify up to two business title divisions within this title to be designated by Assistant and Associate.

Minimum Recommended Criteria:

- Terminal Degree

## Instructional Academic Staff Business Titles

### Clinical Titles

These titles can be used for individuals responsible for the supervision of the clinical training of students. This function is used to describe instructional academic staff positions in the health sciences and other academic disciplines with practical instruction, application of practical knowledge, and have an "in the field" component to them. Individuals appointed at the clinical instructor level may have qualifications and training comparable with faculty.

Minimum Recommended Criteria:

- Determined at School/College level

### Military Science Titles

These titles can be used in accordance with the unique agreements governing military personnel teaching in ROTC programs at the various institutions. Where these unique agreements require designation of these personnel as faculty, they may be given faculty status as provided in UWS 1.05.

Minimum Recommended Criteria:

- Determined at School/College level

### Visiting Titles

These titles are used only for temporary appointments of persons visiting from other institutions where they hold similar ranks. These titles can be used for short-term positions that require more than teaching (e.g. research, service). There may be cases where an individual's assignment at the institution is temporary, but no "home institution" is involved. In those instances, a visiting title may still be used, with the appropriate level determined by the department executive committee after reviewing the individual's credentials in comparison with similarly qualified members of the institution's faculty.

Minimum Recommended Criteria:

- Determined at School/College level

### Adjunct Titles

These titles can be used for qualified persons whose professional career is primarily outside of university instruction in business, industry, government, private practice, or another institution of higher education. These titles are used to hire an individual who brings firsthand experiences to the classroom. Must be performing primarily instructional activities. In some circumstances the title may be appropriate for those whose full-time continuing teaching assignments are practicum oriented, however, similar to post-doctoral training this practicum experience should be no greater than 2 years in duration and only on a fixed terminal contract.

Minimum Recommended Criteria:

- Determined at School/College level

### **Adjoint Titles (previously L/I)**

These titles may be used to designate faculty who serve the institution in cooperative or joint programs pursuant to a memorandum of understanding, cooperative research and development agreement, or similar partnership instrument. Persons holding these titles will be employees of and compensated by the partnership organization. They will not be deemed employees of the institution. They will, however, have the same obligations, responsibilities, and authority as regular faculty employed directly by the institution when performing faculty functions pursuant to the agreement.

Appointments will usually occur during summers or be part-time for the purpose of supervising theses and dissertations or for the teaching of highly specialized courses. The term of the appointment shall be specified in the agreement with the partner organization.

Minimum Recommended Criteria:

- Determined at School/College level

### **Emeritus/Emerita Titles**

The Emeritus designation is intended to recognize professors for lifetime contributions to the university, to their field, or to both, upon their retirement. Emeritus/Emerita status may be conferred by the institution Chancellor upon recommendation of the appropriate department and dean to persons retiring from a position with professor, instructor, or lecturer as part of their official title. This title will only show up in the data of current incumbent appointments if the person holding this title returns to teach.

Minimum Recommended Criteria:

- Determined at School/College level

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