

KENTUCKY STATE UNIVERSITY FACULTY HANDBOOK, PP. 2.1-2.5

SECTION 2

2.0 POLICY ON APPOINTMENT, RANK, TENURE, AND PROMOTION

The policy on Appointment, Rank, and Tenure as approved by the Board of Regents governs the appointment, promotion, and the granting of tenure to faculty members at Kentucky State University.

2.1 Definition of Faculty Status

Article VII of the Board of Regents Bylaws (Appendix G) defines faculty as follows:

The faculty of Kentucky State University shall consist of the President, all full-time officers of instruction having the rank of instructor or higher, and such other administrative officers as may be recommended by the President and approved by the Board of Regents.

The appointment of all members of the faculty shall be made by the Board of Regents on recommendation of the President of the University.

The Board of Regents, though having and retaining ultimate responsibility and jurisdiction over all functions of the University, shall specify the organization, powers, and duties of the faculty in appropriate articles of organization.

The Board of Regents shall specify the terms and conditions under which academic tenure may be achieved by members of the faculty.

2.1.1 Full-Time Faculty

Full-time faculty members are appointed to the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer. Semi-retired faculty members who were formerly members tenured in one of these ranks at this University also retain full-time faculty status in regard to the eligibility for service outlined in this *Handbook*. Contract status, qualifications for rank, and procedures for appointment, promotion, and tenure for full-time faculty appear in section 2.6.

2.1.2 Adjunct Faculty

Adjunct faculty members are temporary, part-time employees appointed by the President to teach one or more courses during an academic term. Adjunct faculty members, as such, are considered to be lesser members of the instructional staff and thus need not be approved by the Board of Regents. An academic term is a semester or a summer session. Each appointment shall be for no more than one academic term. The teaching load in any semester shall be less than that which is the standard full-time teaching assignment for a regular full-time faculty member. The teaching load in the summer session shall be no

more than that which is permitted a regular full-time member of the faculty. Adjunct faculty may also be staff employees of the University appointed to teach one or more courses during an academic term as a part of the regular workload under an approved release time or internal overload arrangement.

2.1.3 Special Appointment Faculty

2.1.3.1 Emeritus Faculty

Tenured faculty who retire from Kentucky State University after a minimum of fifteen continuous years of service may be granted emeritus status upon a recommendation from a majority vote of faculty in the applicant's department, from the chair, from the dean, from the Provost/Vice President of Academic Affairs, from the President of the University, with final approval by the Board of Regents.

Faculty members with emeritus status are entitled to the following rights and privileges:

1. To be included in faculty lists in the University catalogues
2. Upon request, to be assigned a mailbox in the college (if mailboxes are provided faculty in the college or division)
3. Upon request, to be assigned an office and furnished equipment and supplies for creative and scholarly productivity (if office space is available and supplies needed are available)
4. To have library privileges
5. To receive a University I.D. indicating the emeritus status (e.g. Professor Emeritus retiree)
6. To receive parking privileges as specified in the University Parking regulations
7. To attend, without voting privileges, meetings of the Faculty Senate
8. To purchase tickets to athletic events with faculty priority status
9. To purchase items from the University Bookstore at the same discount rate awarded to University employees
10. To participate in academic processions of the University
11. To receive notice of University events and to take part generally with the faculties in social and ceremonial functions of the University
12. To be appointed to represent the University at academic ceremonies at other

institutions

2.1.3.2 Visiting Faculty

Visiting Faculty shall be appointed at a visiting rank appropriate to their credentials and experience.

2.1.3.3 Professor of the Endowed Chair

The Professor of the Endowed Chair is appointed with tenure and must meet the criteria of a full professor. The appointed professor shall not be tenured in the Chair, but rather to the appropriate academic unit.

2.1.3.4 Semi-Retired Faculty

Faculty who have been granted tenure by this University and who have held the rank of Assistant Professor, Associate Professor, or Professor will be allowed to retire from full-time teaching and return to the University as semi-retired faculty with a part-time teaching load not to exceed six (6) hours per semester at a pay level above that of adjunct faculty. The appointment shall not be tenured, but the faculty member will retain the rank held at the time of retirement. Semi-retired faculty retain the option of continuing committee service and other forms of University service; these additional duties and responsibilities shall be negotiated between the faculty member and the University.

2.1.4 Administrators with Faculty Rank

The primary employment status of all academic administrators (Provost/Vice President for Academic Affairs, Deans, Directors, and Chairpersons) shall be as faculty members. No academic administrative officer shall acquire tenure as an officer but shall hold academic rank and be eligible for tenure as a faculty member. The Provost/Vice President for Academic Affairs and Deans shall be hired with tenure.

2.1.5 Qualifications for Initial Appointment to Full-Time Faculty Ranks

2.1.5.1 Instructor

The minimum qualifications to be considered for appointment to the faculty in the rank of instructor include the following:

- a. Possession of the master's degree in the teaching discipline.
- b. Evidence of the ability to perform the functions expected of an instructor in the teaching discipline.
- c. Potential for professional growth and achievement.

Appointment to the rank of instructor is possible only under a term (temporary) appointment. An instructor may be reappointed under a term appointment.

2.1.5.2 Assistant Professor

The minimum qualifications for appointment to the faculty in the rank of assistant professor, in academic areas where the doctorate is the terminal degree, include the following:

- a. Possession of the master's degree in the teaching discipline or a related field and two years of full-time study beyond the master's degree or its equivalent (a minimum of 45 semester credits).
- b. Two years of full-time teaching experience (or its equivalent as determined by the academic unit/division, the unit supervisor, the appropriate Dean, and the Provost/Vice President for Academic Affairs). The terminal degree may substitute for experience.
- c. Potential for professional growth and achievement.

2.1.5.3 Associate Professor

The minimum qualifications for appointment to the faculty in the rank of associate professor include the following:

- a. Possession of the earned doctoral degree or its equivalent.
- b. Evidence of professional achievement.
- c. Potential for further professional growth and achievement.
- d. Five years of full-time teaching experience (or its equivalent as determined by the academic unit/division, the unit supervisor, the appropriate Dean, and the Provost/Vice President for Academic Affairs).

2.1.5.4 Professor

The minimum qualifications for appointment to the faculty in the rank of professor include the following:

- a. Possession of the earned doctoral degree or its equivalent.
- b. Evidence of substantial professional achievement.
- c. Potential for contributions to the profession.

- d. Ten years of full-time teaching experience or its equivalent gained in a regionally accredited institution as determined by the academic unit and the Provost/Vice President for Academic Affairs. Experience gained in a professional field related to the University assignment as well as credit gained for professional growth acquired through sabbaticals/leaves of absences may apply to the ten-year requirement as determined by the academic unit/division and the Provost/Vice President for Academic Affairs.

2.1.5.5 Visiting Faculty

Visiting faculty shall be appointed at a visiting rank appropriate to their credentials and experience.

2.1.5.6 Doctoral Degree Equivalents

Since the earned doctoral degree is the highest academic degree awarded by institutions of higher education in the United States, equivalence must be some combination of earned degrees, further study, and experience/professional contributions. Because these factors will vary in each instance, each individual case must be judged on its own merits and should be evaluated by the academic unit committee, the unit supervisor, the appropriate Dean, and the Provost/Vice President for Academic Affairs. Further, because of the obvious variations, the acceptance of a given degree in combination with certain study experience and professional contributions does not establish that specific degree as a precedential standard for its acceptance in other combinations.

2.1.6 Qualifications for Appointment as Adjunct Faculty

Adjunct faculty must meet University criteria and the *Criteria for Accreditation* of the Southern Association of Colleges and Schools, Commission on Colleges, for each course to be taught by the adjunct faculty member. It shall be the responsibility of the academic administrator of the academic unit (College, School, or Division) in which the course is listed to insure that the adjunct faculty member is so qualified and each recommendation for appointment constitutes certification by that administrator that the adjunct faculty member has the required qualifications.