

## *TexShare & HARLiC Cards*

### TexShare Cards

Prairie View A&M University students, faculty and staff are eligible for TexShare library cards which will allow them to borrow materials from any of the other participating institutions. TexShare cards may be obtained at the Circulation Counter. More information about TexShare programs and a list of participants can be found at <http://www.texshare.edu/>.

### HARLiC Cards

Graduate students, faculty and staff are eligible for HARLiC (Houston Area Research Library Consortium) cards which will allow them to borrow materials from any of the seven other member libraries: Houston Public Library, Rice University Library, Texas A&M University Libraries, Texas South University Library, University of Houston Libraries, Houston Academy of Medicine-Texas Medical Center Library, and the UT Medical Branch Library at Galveston. HARLiC cards may be obtained at the Circulation Counter.

## **Appointment and Advancement**

All faculty members have received an appointment letter that states the initial terms and conditions of employment. If the appointment is tenure-accruing, the letter also indicates the length of the probationary period. (Note that the probationary period does not constitute the term of the initial appointment. All appointments during the probationary period are for a fixed term of one year or less, subject to renewal or non-renewal each year of the probationary period.)

Faculty rank recognizes qualifications including degrees held; professional experience; research; creative and scholarly productivity; and depth and breadth of service to the discipline as well as the academic or related community; and attributes that support the institution's mission and purpose.

The broad categories of faculty at Prairie View A&M University are **Regular** and **Special**. Regular faculty are tenured and tenure-track faculty; Special faculty are temporary, non-tenure faculty who are employed on a time limited contract generally ranging from one to three years. They are employed in response to an emergency such as unexpected enrollment increase, a release time requirement associated with a research contract or grant, or a need for expertise not available in existing faculty.

### ***Regular Faculty***

#### Graduate Teaching Assistant

Earned by a student who has completed, at minimum, a bachelor's degree and 18 semester hours in the teaching discipline; has shown potential to organize instruction and interact positively with students and faculty.

#### Lecturer

Assigned to a faculty member with limited experience. Appointment generally limited to three years or less.

### Instructor

Assigned to a faculty member with basic academic qualifications to teach and advise students. Part-time faculty are generally assigned the rank of instructor or lecturer.

### Assistant Professor

Rank earned by a faculty member who has completed the terminal degree; acquired at least three years of teaching or related professional work; demonstrated a commitment to serve students as evidenced by effective advising, sponsoring student organizations; contributing to the University community; showing potential for engagement in creative and scholarly work; and upheld the core values of the school/college and the University.

### Associate Professor

Earned by a faculty member who generally has at least six years of successful experience in higher education or in related professional work; produced research, creative and/or scholarly work at a level that meets the standards of the employing department; participated actively in advancing the field of specialization; contributed service to the profession and/or community; demonstrated a commitment to student development; and upheld the core values of the school/college and the University.

### Professor

Earned by a faculty member who generally has at least eight years of outstanding service in higher education or in a comparable industry, organization, or profession; produced a substantial body of research, creative and/or scholarly work; gained recognition in professional organizations; contributed substantially to higher education and the larger community; consistently engaged students in research and service; demonstrated a student-centered commitment to teaching and learning; and upheld the core values of the school/college and the University.

### Distinguished Professor

Reserved for faculty who have generally been full professor or equivalent for a decade or more and whose contributions in teaching and/or research have been noteworthy at a level that has earned the individual national recognition in his or her field. Holders of this rank are respected for having become exemplars of the type professionals the University desires to have its students and faculty emulate.

### Endowed Professor

This rank is reserved for nationally and internationally renowned professionals of truly exceptional productivity in teaching, research, and service. The endowed professor occupies a professorship supported by special funding usually from philanthropist who have high expectations of the University's capability to advance knowledge and to change the culture of a department or college.

### ***Special Faculty***

#### Clinical Faculty

Clinical faculty status are special, term limited faculty who generally serve in field or other practice settings. This rank will reflect the comparability of training and experience to that of regular faculty with such titles as instructor, assistant professor, associate professor, or professor.

### Research Faculty

Assigned to professionals whose normal titles include the following: research assistant professor, research associate professor, and research professor. Individuals at each level will have research experience and competence comparable to that of a regular faculty member at the equivalent level. Research faculty will not normally be paid from the state teaching budget. However, where external funding agencies permit, a research faculty may be offered a shared appointment budgeted proportionately from both research and other sources.

### Adjunct/Visiting Faculty

Assigned to professionals who are primarily identified with another institution of higher education and who assume a teaching responsibility at Prairie View A&M University for a specified period. Visiting professors are usually appointed for either a semester or an academic year. They possess unique attributes and contribute to the marketing of the University's academic image. A visiting faculty member may hold the rank of instructor, assistant professor.

### *Promotion in Rank*

Promotions from one rank to a higher rank or from special faculty to regular faculty must be reviewed by the faculty in the respective unit. The department head is to present to the dean the benefits of making the appointment and forward a written recommendation to the dean who is to present the case to the Provost and Senior Vice President for Academic and Student Affairs for action.

**Appointment or promotion to regular faculty (tenure-track and tenured faculty) shall be based on clear, convincing and cumulative evidence of significant continuing achievement in each of the categories of performance expected of a faculty member in his or her teaching field or outlined in TAMUS Policy 12.02 and 12.06.**

### Annual Review

To facilitate and encourage dialogue between Department Head and faculty member, and to aid in the constructive development of faculty members, an annual review will be conducted for faculty members with an appointment as a professor at any rank, an instructor, a lecturer at any rank, or a librarian.

For lecturers, the annual review will focus on performance and potential for continued appointment. Reviews for other non-tenure track faculty (such as research or clinical faculty) will focus on performance in areas aligned with what is stated in the faculty member's appointment or reappointment letter. For tenured or tenure track faculty, the annual review focuses on their progress in a long-term scholarly career (and the review will be conducted differently depending upon the different stages of the faculty member's career). For tenure track assistant professors and instructors, the annual review process must also provide an indication as to their progress toward tenure and promotion.

After an annual review is completed, a letter is sent by the Department Head to the Dean of the College (with a copy going to the Provost and Vice President of Academic Affairs). The Department Head must also provide the faculty member with a written statement regarding progress and performance. Annual reviews will also serve as documentation for determination of merit salary increases. For more information about the annual or mid-term review process, refer to Prairie View A&M University Rule 12.01.99.P1, Sec. 2.5: