

PART III • PERSONNEL POLICIES

Certain of the policies set forth below concern matters governed by provisions of law. Such provisions contained herein are intended to be in compliance with applicable federal or state law. In the event, however, any provision conflicts with an applicable federal or state law, that law will govern.

3.1 Definition of Faculty

Full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board of Trustees shall be the instructional faculty. Certified University librarians will be included in the instructional faculty. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the ranked instructional faculty.

3.2 Definition of Academic Ranks and Titles

3.2.1 Ranked Faculty

A ranked faculty member is a full-time employee of Troy University who has been appointed to one of the four regular academic ranks: instructor, assistant professor, associate professor, or professor.

Such an individual:

1. Ordinarily has full-time teaching duties or has teaching and other duties (e.g. academic administration, special projects, supervision of interns) equivalent to a full-time teaching load with the proviso that a person who is ordinarily considered an officer of the administration does not automatically achieve ranked status by virtue of teaching part-time.
2. Fulfills the duties and responsibilities of a faculty member as specified in Section 3.9, Faculty Duties and Responsibilities.
3. Meets or exceeds the criteria for academic ranks as detailed below.

Whenever a decision is necessary to determine whether an individual has the equivalent of the degree normally required for a particular rank, such decision will be recommended by the department chair, associate dean and dean and approved by the Executive Vice Chancellor and Provost. Written copies of the decision will be provided the department or division involved, the individual involved, and a copy will be filed in the individual's official personnel file.

3.2.1.1 Instructor

1. Hold the appropriate master's degree or the terminal degree (usually the earned doctorate) in the discipline from a regionally accredited institution or possess equivalent and certified professional competency in the discipline in which courses will be taught.
2. Teach a full load.
3. Meet all expectations of a ranked faculty member.

3.2.1.2 Assistant Professor

1. Possession of an appropriate earned doctorate or an appropriate professional degree from a regionally accredited institution, or accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts or in the business community or excellence in teaching at the rank of instructor).
2. Three years of full-time teaching in a regionally accredited college or university with the proviso that any or all of the teaching experience requirements may be waived if an appropriate earned doctorate from a graduate institution of recognized standing, or an