

University of St. Thomas Policies

ACADEMIC RANKS

Policy Number: F.01.02

Scope: All contracted University faculty

Purpose: To define faculty ranks and titles

POLICY

1. Definitions

- a. Rank refers to a relative standing or position in an aggregate of individuals classed together; academic rank refers to the rank of a faculty member as a professor, associate professor, assistant professor, or instructor. Additional descriptors of a faculty are distinct from rank. The original letter of appointment of each faculty member and each subsequent annual contract includes indication of the faculty member's rank.
- b. Title refers to a name that describes someone's position or job; academic titles are descriptors attached to a faculty rank that indicate function and can include additional modifiers. The original letter of appointment of each faculty member and each subsequent annual contract, if any, includes indication of the faculty member's title(s) as appropriate.

2. Ranked Faculty

- a. University of St. Thomas' ranked faculty members are those faculty members who have been appointed by University contract to one of the four academic ranks: instructor, assistant professor, associate professor, or professor.
- b. The rank identified at the time of employment may change and be indicated in subsequent contracts, if any, between the respective faculty member and the University. (Policy addressing change of rank through promotion can be found in Policies F.03.01 and F.03.02).

3. Qualifications for Faculty Academic Ranks

The minimum qualifications for the initial assignment of rank are listed below.

- a. Instructor: This faculty member must have:
 - i. An earned Master's degree in his/her discipline or a recognized equivalent.
 - ii. Completed at least 18 hours of graduate courses in the discipline or a recognized equivalent appropriately documented in accord with University Policy A.01.02.
- b. Assistant Professor: This faculty member must have:
 - i. An earned doctorate or a post-graduate degree other than a doctorate recognized by the University as comparable for his/her discipline.
 - ii. Prior college teaching or research experience in the discipline.
- c. Associate Professor: This faculty member must have:
 - i. An earned doctorate or a post-graduate degree other than a doctorate recognized by the University as comparable for his/her discipline.
 - ii. At least five years of college teaching or research experience in the discipline.

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- d. Professor: This faculty member must have:
 - i. An earned doctorate or a post-graduate degree other than a doctorate recognized by the University as terminal for the faculty member's discipline.
 - ii. At least ten years of college teaching or research experience in the appropriate discipline.

4. Faculty Without Rank

A faculty member may be without rank and is one who holds academic appointment without designation of rank listed above.

APPROVED: Board of Directors

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