

## Appendix A. Faculty Rank, Responsibilities and Procedure for Consideration

Nothing in this Appendix supersedes the requirements for faculty recruitment, appointments, and promotions that are addressed in TAMU System Policies or Regulations, or TAMU Rules and Standard Administrative Procedures.

### I. Full member

A. Definition: Tenure-track or tenured faculty member with an ad loc appointment in the Department of Biochemistry & Biophysics.

B. Duties, privileges, and expectations include:

1. Participate in the teaching mission of the department.
2. Conduct scholarship and research in biochemistry or related areas.
3. Supervise graduate students (as chair or co-chair of graduate supervisory committees).
4. Serve as a member of graduate supervisory committees in Biochemistry
5. Participate in faculty meetings and seminars.
6. Vote on all departmental matters (rank appropriate; see below).
7. Serve on departmental committees.

C. Rank appropriate voting:

All full members may vote on all departmental matters, with the exception that only tenured faculty may vote on tenure and promotion to the rank of Associate Professor, and only full Professors and Distinguished Professors may vote on promotion to the rank of Professor.

D. Procedure for consideration for Full faculty membership:

1. Normally, the procedure for faculty recruitment begins when the Head appoints a search committee, chaired by a tenured full or joint member of the department.
2. The committee will advertise and promote the open position by all means deemed appropriate for the particular search. In its operations, the committee will comply with the faculty hiring and retention guidelines as promulgated in "Faculty Hiring Guidelines for Department Heads and Chairs of Search Committees" and "Recruitment and Retention For Faculty Diversity: A Handbook For Search Committees", as specified by the Dean of Faculties, as well as applicable University Rules and Standard Administrative Procedures.
3. The search committee will recommend to the Head the candidates who should be invited for a formal interview, which will include the presentation of a public candidacy seminar and also a research overview ("chalk talk"), as well as abundant opportunities for interactions between each candidate and the faculty.
4. At either a regular or special faculty meeting, the search committee will report to the faculty on the interviewed candidates and make recommendations as to whether a faculty appointment should be offered or not to include the rank order of the candidates as determined by the search committee.
5. Faculty will vote on the search committee recommendations according to the appropriate Voting section shown for full and Joint Members, Research Assistant/Associate Professors, and Visiting Members. Faculty voting shall be by secret ballot for a period of one week, beginning the day of the faculty meeting. The ballot shall list each candidate and be constructed so that the Head may tally the number of votes in favor of offering the position and the order of preference among the candidates, the number of votes against an offer, and the number of votes that rate the candidate unacceptable. After tallying the votes, the Head makes the final decision at the departmental level on whether to make an offer of faculty membership to a candidate.
6. In special circumstances or exigencies, the consideration of a candidate or candidates for full appointment without the formal search committee process may be considered appropriate by the Head. In such a case, each candidate must have a formal interview, as defined above, and the Head shall appoint an ad hoc committee to report to the faculty and make a recommendation. Voting and final consideration will be conducted as specified above.

## **II. Joint member**

- A. Definition: A joint faculty member must be a tenured faculty member with an ad loc appointment in another department, but not in Biochemistry & Biophysics, and be elected to joint status in accordance with the procedures of the Department (see D, below).
- B. Duties, privileges, and expectations are similar to those listed above for Full members and as described under the sections for the relevant committees.
- C. Voting by Joint members  
Joint members may vote on all departmental matters, in a rank-appropriate manner, except that joint members may not vote on Department Head, Bylaws or on other Joint memberships.
- D. Procedure for consideration for Joint faculty membership:
  - 1. New nominations may not be considered if the current number of Joint members meets or exceeds 50% of the number of Full members in any one particular rank.
  - 2. In general, the qualifications required for an appointment with Joint Membership will be the same as those required of candidates for full appointment at the equivalent rank, in addition to a commitment to involvement in the Department.
  - 3. Nomination for Joint membership can be submitted by any two full faculty to the Executive Committee. The nomination packet should consist of all materials deemed pertinent to the candidacy and, if judged to warrant detailed consideration by the Executive Committee, will be forwarded to PATC. PATC will review the nomination packet and make a recommendation to the faculty as to whether or not to schedule a candidacy seminar. After the candidacy seminar and appropriate faculty interactions with the candidate, PATC will consider and vote on the candidacy and report the outcome of the deliberations and vote to the faculty. After discussion, faculty voting will be conducted in the same way as for full faculty membership, except that all full members, irrespective of rank, may vote on candidates for joint membership. As with full faculty membership, the final decision at the departmental level for offering joint faculty membership rests with the Head.
  - 4. Joint faculty membership is for a term of five years. A joint member who wishes to renew membership for another five year term must request this by submitting a request to the Head with a statement of the rationale for continued membership and documentation deemed appropriate by the Head. The request will be reviewed by PATC and a recommendation made to the Head, with whom the final decision rests.

## **III. Research Faculty member**

- A. Definition: Research Faculty are non-voting, non-tenure track faculty ranks that may be conferred on individuals who conduct an academically-appropriate, independent research program.
- B. Duties, privileges, and expectations are normally similar to those for Full members, except that Research Faculty are not typically obligated to teach regular courses. Research faculty are subject to the guidelines posted by the Dean of Faculties and Vice President for Research. Although Research Faculty will primarily be expected to make significant contributions to scholarly research, they may also:
  - 1. Contribute to teaching by supervising graduate students as chair, co-chair or member of graduate supervisory committees in the Department, or by occasional contributions to classroom teaching.
  - 2. Attend and participate in faculty meetings, except that they are non-voting.
  - 3. Serve on departmental committees, except on Permanent committees. During service on departmental committees, Research Faculty may vote on all issues brought to the committee for consideration.
- C. Procedure for consideration for Research Assistant Professor:
  - 1. Nomination for Research Assistant Professor membership can be submitted by any tenured Full faculty member to the Executive Committee. The nomination packet should consist of all materials deemed pertinent to the candidacy.
  - 2. As with full faculty membership, the final decision at the departmental level for offering a Research Assistant Professor membership rests with the Department Head.

3. New nominations for Research Faculty may not be considered if the current number of Research and Instructional Faculty meets or exceeds 25% of the number of Full members.

D. Procedure for consideration for Research Associate or [Full] Professor:

The position of Research Associate Professor normally may be reached by promotion from Research Assistant Professor, after a minimum of five years in that rank. Likewise, the position of Research [Full] Professor normally may be reached by promotion from Research Associate Professor, after a minimum of five years in that rank. Nominations for promotion are made by the Executive Committee and forwarded to PATC. In exceptional circumstances so designated by the Executive Committee, an individual's prior service in an equivalent position in another department may be considered in lieu of the five years in rank requirement. The procedure for PATC consideration for promotion within Research Faculty ranks is similar to that for Full members, with emphasis on research accomplishments, as specified in Appendix B.

#### **IV. Instructional Faculty member**

- A. Definition: Instructional Faculty are non-voting, non-tenure track faculty ranks that may be conferred on individuals who primarily make significant contributions in the area of teaching.
- B. Duties, privileges, and expectations are similar to those for Full members, except that Instructional Faculty are not expected to consistently make significant contributions to scholarly research. Instructional Faculty are expected to:
  1. Participate in the teaching mission of the department, including teaching regular courses.
  2. Attend and participate in faculty meetings, except that they are non-voting.
  3. Serve on departmental committees, except on Permanent committees. During service on departmental committees, Instructional Faculty may vote on all issues brought to the committee for consideration.
- C. Procedure for consideration for Instructional Assistant Professor:

The procedure for consideration for Instructional Assistant Professor is the same to that for Research Assistant Professor.
- D. Procedure for consideration for promotion within Instructional Faculty ranks:

The procedure for consideration for promotion within Instructional Faculty ranks is similar to that for Research Faculty, except that the emphasis is on teaching accomplishments, as specified in Appendix B.

#### **V. Lecturer, Senior Lecturer Faculty member**

- A. Definition: Lecturer and Senior Lecturer are non-voting, non-tenure track faculty ranks that may be conferred on individuals who teach but who are not required to consistently make significant contributions to either scholarly research, or the area of service.
- B. Lecturers and Senior Lecturers are expected to attend and participate in faculty meetings, except that they are non-voting. Although Lecturers and Senior Lecturers are not required to serve on departmental service committees, if they serve on a departmental committee, they may vote on all issues brought to the committee for consideration. Lecturers and Senior Lecturers cannot serve on any Permanent Committee.
- C. Procedure for consideration for Lecturer:

The Department Head, on the advice and consent of the Executive Committee, shall extend the offer of Lecturer status.
- D. Procedure for consideration for Senior Lecturer:

The position of Senior Lecturer normally may be reached by promotion from Lecturer, after a minimum of five years in that rank. The procedure is similar to that specified for Instructional Faculty promotion procedures (Appendix A, IV.D).

#### **VI. Visiting Faculty member**

- A. Definition: The rank of Visiting Faculty is a temporary appointment with the Department of Biochemistry and Biophysics, normally extended to a faculty member of another institution present on faculty development leave. Visiting Faculty are non-voting, non-tenure track appointments.

- B. Visiting Faculty members are expected to:
  - 1. Conduct scholarship and research in biochemistry or related areas.
  - 2. Attend and participate in faculty meetings, except that they are non-voting.
  - 3. Visiting Faculty may participate in the teaching mission of the department by serving as an additional member on graduate advisory committees.
- C. Procedure for consideration for Visiting Faculty: Nomination for Visiting Faculty membership can be submitted by any faculty member to the Department Head. The nomination packet should consist of all materials deemed pertinent to the candidacy. The Department Head, on the advice and consent of the Executive Committee, shall extend the offer of Visiting Faculty status.

## **VII. Emeritus Faculty member**

- A. Definition: Emeritus faculty are non-voting faculty members who have retired after tenure. Emeritus faculty may attend and participate in faculty meetings except that they are non-voting.
- B. Procedure for consideration for Emeritus Faculty:
  - 1. Nomination for Emeritus Faculty membership can be submitted by any tenured full faculty member to the Executive Committee. The nomination packet should consist of all materials deemed pertinent to the candidacy and, if judged to warrant detailed consideration by the Executive Committee, will be forwarded to PATC.
  - 2. PATC will review the nomination packet, vote on the candidacy and report the outcome of the deliberations and vote to the faculty.
  - 3. After discussion, voting will be conducted in the same way as for full faculty membership. As with full faculty membership, the final decision at the departmental level for offering an Emeritus membership rests with the Department Head.