

UNIVERSITY OF KENTUCKY
Office of the President

April 28, 1965

To: Deans and Department Chairmen

From: John W. Oswald

Last year review procedures and criteria were established to provide the President information on which to base recommendations concerning tenure and promotion of faculty members. Research and creative effort are among the criteria. It was recognized that some departments have specialized teaching needs not accurately reflected in the criteria established for the professorial ranks, and that a limited number of special titles or positions would have to be created to provide for these needs. After considerable study of the problem by the Faculty Council, the University Senate, and my office, the "special title" series described in the enclosure has been adopted. It will be effective immediately.

This title series will help to provide the University the flexibility necessary to meet the various needs of its students. I invite your attention, however, to the language in the enclosure emphasizing that this special title series is a limited one, and will not be employed as a means for appointing or promoting individuals in the regular disciplines who do not meet the criteria established for the regular titles. I enclose the description of this special title series for your information.

Two other titles which have been adopted for immediate use with the advice of the Faculty Council are the titles "Professor (Adjunct Series)" and "Lecturer". The former title, which includes the ranks of Assistant Professor and Associate Professor, applies to individuals who satisfy the criteria established for the professorial title assigned, but who are paid fifty per cent or more of their salary from non-university sources. The title "Lecturer" will be used to designate a person employed primarily for teaching purposes and normally on a part-time basis.

Policy statements in regard to these titles are enclosed.

Enclosure

Special Title Professorial Appointments

1. Introduction

The standard academic titles of Instructor, Assistant Professor, Associate Professor, and Professor, together with approved criteria, are well established and are now being used by Area Committees and administrative officials in the appointment and promotion of individuals to academic positions within the University. These titles and criteria appear to be satisfactory for the great majority of positions. There are, however, a few areas where research and creative work, in the usually accepted sense, do not constitute a significant part of a staff member's activity and may not even be appropriate to the position. Yet the University has established programs in some of these areas and has need for professionally competent people to meet the teaching and public service responsibilities required by these programs. To meet these responsibilities effectively and to maintain a competitive position in the manpower market, it is proposed that a "Special Title" professorial series be established.

If this Special Title series should be adopted, two professorial series would then become operative:

- a) The present standard (departmental) professorial ranks and titles. To be appointed or promoted to the rank of Professor (or Assistant Professor or Associate Professor) of Music, Medicine, or English, a person would continue to be judged by the criteria already approved and established for these titles and ranks, including research.
- b) The above proposed Special Title Series. To be appointed or promoted to the rank of Professor (or Assistant Professor or Associate Professor) of Applied Music, Clinical Medicine, et cetera, a person would be judged by the criteria appropriate to and approved for his special position.

To establish Special Title positions and criteria, the initiating department would prepare a document:

- a) Demonstrating the need for such a position,
- b) Suggesting an appropriate descriptive title, and
- c) Proposing criteria for appointment and promotion to each of the three ranks within the title series.

These criteria would be approved by the dean of the college concerned and by the President of the University, who as a part of the approval procedure would submit the proposed criteria to the appropriate Area Committee for comment and advice. These criteria as approved would form the basis for consideration by Area Committees and administrative officials whenever recommendations for appointment or promotion should be submitted to them.

2. Term of Employment

- a) Normal periods of service for appointment in the Special Title ranks would be the same as for the corresponding ranks in the regular professorial series. The terms of employment would be stated in the appointment record.
- b) Promotion from an Assistant Professorship to an Associate Professorship in the Special Title series would, so far as tenure is concerned, be subject to the same procedures as the present professorial series.

3. Appointment, Promotion, and Review Criteria and Procedure.

- a) The Special Title series is not intended to serve as a refuge for individuals in the regular disciplines who are unable to qualify for appointment or promotion because of demonstrated lack of research competence. Rather, it is a title series which recognizes the needs of a few departments for specialized teaching and other services. Therefore, the appointment or promotion of an individual to the Special Title series should be recommended only where teaching or other needs are so specialized in character that they can be met with greater effectiveness by faculty members in the special series.

In addition to the above requirements, an appointment as Professor in the Special Title series will be approved only where the appointee's services are of exceptional quality and when his value to the University and his salary are to be at the level of a full professor in the regular professorial series.

- b) Before an individual can be recommended for appointment or promotion in the Special Title series, the position must already have been authorized by the President, acting upon recommendations from the department chairman and dean.
- c) Subject to the qualification stated in the preceding paragraph, appointment, promotion, and review PROCEDURES shall be those established for the regular professorial ranks.
- d) Appointment, promotion, and review CRITERIA shall be those approved for the Special Title position when it has been established in the manner specified above.

4. Conditions of Employment

- a) Appointment to a Special Title position will not normally imply a specific responsibility to engage in research.
- b) Titles in this series will not be granted to a registered student or candidate for a higher degree at this University.
- c) Individuals in the Special Title series will be assigned heavier instructional and/or other duties than are assigned to persons in the regular professorial ranks, of whom research and publication is a specific requirement.
- d) Appointees in the Special Title series may teach lower division and upper division courses. With the approval of the Dean of the Graduate School they may teach graduate courses.
- e) Appointees in the Special Title series are eligible for membership in the University Faculty, for sabbatical leave in accordance with stated sabbatical leave policies, for retirement benefits as set forth under the University Retirement System, and for other appropriate benefits and privileges available to staff members in the regular professorial series.

Request for New Special Title Professorial Series

A new Special Title for the professorial ranks has been approved for those departments with staff members whose duties are not accurately recognized in the standard professorial series. Those departments which at this time are proposing promotions that logically should come under the Special Title series rather than under the standard series are authorized to employ this new series.

Since, however, the hour is late, it seems best that recommendations under this series be limited to new appointments and to promotions that cannot be delayed. Transfer from one series to another for appropriate persons can no doubt wait until the pressure of time is less severe than it is now.

Please note that specific appointments cannot be made within the Special Title series until the positions themselves have been authorized by previous action.

The following information will be helpful to those of us who must assume final responsibility for authorizing the new special title series. The rationale, as well as a description of procedures, is attached.

Sincerely,

John W. Oswald
President

Name of department _____

Special Title desired (e.g., applied music, clinical medicine) _____

Name of other universities having a comparable series _____

Training and achievement requirements for each rank (i.e., assistant professor, associate professor, professor). Use separate sheet of paper.

How many individuals do you think you may propose for this series at this time? _____
Within the next two years? _____

Do you anticipate that your department will propose other special title series within the next two years? _____ If so, please describe, at the same time predicting how many staff members may be involved. _____

How many staff members above the rank of instructor do you have at this time? _____

Other information or comment. _____