



### **REASON FOR POLICY**

This policy describes the classifications, categories, and ranks of faculty positions at the University of Oregon.

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### **ENTITIES AFFECTED BY THIS POLICY**

Faculty members with appointment at the University.

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### **WEB SITE ADDRESS FOR THIS POLICY**

### **RESPONSIBLE OFFICE**

Office of the Provost and Academic Affairs: 541-346-3081

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### **ENACTMENT & REVISION HISTORY**

Technical revisions enacted by the University Secretary on September 2, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014 (former OAR 580.020.00050).

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### **POLICY**

(1) The University shall assign each faculty member the classification, category, and rank that most closely reflect the duties described in his or her contract and job description. Academic titles shall consist of graduate and faculty ranks.

Graduate ranks are GRADUATE TEACHING ASSISTANT, GRADUATE RESEARCH ASSISTANT, and FELLOW. Faculty titles and ranks are (in alphabetical order): AFFILIATED FACULTY, CLINICAL PROFESSOR (assistant clinical professor, associate clinical professor, clinical professor) or PROFESSOR OF PRACTICE (assistant professor of practice, associate professor of practice, professor of practice), INSTRUCTOR (instructor, senior instructor I, senior instructor II), LECTURER (lecturer, senior lecturer I, senior lecturer II), LIBRARIAN (assistant librarian, associate librarian, senior librarian), RESEARCH ASSISTANT (research assistant, senior research

~~assistant I, senior research assistant II), RESEARCH ASSOCIATE (research associate, senior research associate I, senior research associate II), RESEARCH FACULTY (research assistant professor, research associate professor, research professor), TENURE TRACK OR TENURED FACULTY (assistant professor, associate professor, professor, distinguished professor). Faculty titles will not be given to graduate students.~~

(2) The following are the classifications that apply to faculty positions. A classification identifies the type of position.

- (a) TENURE-TRACK AND TENURED: A paid position wherein an individual is designated by the University in writing as eligible for tenure or has been granted tenure in writing by the Provost.
- (b) ACTING: A tenure-track paid position for individuals intended by the University to become tenure-track assistant professors but who have yet to complete the terminal degree.
- (c) CAREER: A non-tenure track paid position that is ongoing.
- (d) VISITING: A non-tenure track paid temporary appointment of limited duration (up to two years) for (1) an individual who holds a like, similar, or relevant appointment at another institution or (2) pursuant to norms of the specific discipline, an individual who has recently obtained a terminal degree and is seeking further professional experience prior to seeking a professorship.
- (e) PRO TEMPORE: A non-tenure track paid appointment that is intermittent or of limited duration.
- (f) POSTDOCTORAL SCHOLAR: A non-tenure track paid, mentored research, instructional, librarian, or combined position that is of limited duration for individuals who have earned a doctoral degree.
- (g) RETIRED: A non-tenure track paid appointment post-retirement. A faculty member is considered to be retired if he or she resigns or is terminated without cause from employment with the university or enters into a tenure reduction or relinquishment agreement and is:
  - 1. eligible for unreduced or reduced benefits under the Public Employees Retirement System (for participants in PERS) or the Oregon Public Service Retirement Program (for participants in OPSRP);
  - 2. eligible under Internal Revenue Service rules to withdraw funds from an account established under Optional Retirement Plan and meets the requirements for unreduced or reduced benefits under, depending on date of hire, PERS Tier 1 or 2 or the OPSRP. This classification includes post- retired or emeritus faculty.

~~The University of Oregon (University) can select from among these ranks and titles those appropriate to the hiring and retention of their faculty members as it relates to their University mission.~~

~~(3) The following definitions shall govern the use of faculty titles and ranks are the categories that apply to faculty positions. A category describes a rank or group of ranks:~~

~~(a) PROFESSOR: This category can only be used in the Tenure Track or Tenured, Acting, Visiting, or Retired classifications. This category requires a paid appointment with duties in all three areas of independent research, scholarship, and/or creative inquiry; instruction; and service. AFFILIATED FACULTY: A NTTF (Non-Tenure Track Faculty) appointment for individuals who do not receive monetary compensation by the University for which services are rendered. They can be unpaid invited guests for a temporary length of time or individuals who on a consistent basis lend their expertise and/or collaborate on teaching and research. Affiliate status is approved for a specified length of time and must be renewed should the association continue. Associated ranks are at the discretion of the University.~~

~~(b) CLINICAL FACULTY OR PROFESSOR OF PRACTICES: This category can only be used in the Visiting, Career, Pro Tem or Retired classifications. This category requires a non-tenure track paid appointment for individuals with primary duties in the area of clinical instruction or research. A NTTF (Non-Tenure Track Faculty) appointment for individuals with primary duties in the area of clinical instruction or professionally related community education/service. Clinical faculty or professor of practice members are licensed or certified professionals, or individuals in professional fields. The major responsibility involves the education of students/learners in academic and clinical settings, supervising clinical experiences, and/or engaging in professionally related community service. Scholarly activity may or may not be required. Ranks in this category in ascending order are assistant clinical professor, associate clinical professor, and clinical professor; or assistant professor of practice, associate professor of practice, and professor of practice.~~

~~(c) PROFESSOR OF PRACTICE: This category can only be used in the Visiting, Career, Pro Tem, or Retired classifications. This category requires a non-tenure track paid appointment with primary duties in the area of research or instruction. This category is to be held by eminently qualified professionals who have had a major impact on fields and disciplines important to University of Oregon programs. A Professor of Practice will:~~

- ~~• have a substantial basis of experience equal to a tenured professor (normally a minimum of 12 years) and a national/international reputation for excellence reflected in a record of significant accomplishments;~~
- ~~• have a profile of accumulated professional accomplishments fully congruent with the rank of professor;~~

- have a rich and extensive background in a field and discipline relevant to the school, college, or unit of appointment at the University of Oregon; and
- serve as a liaison between the professional field and the University of Oregon.

(ed) INSTRUCTOR: This category can only be used in the Visiting, Career, Pro Tem or Retired classifications. This category requires a non-tenure track paid appointment with primary duties in the area of undergraduate instruction. Instructor duties may include advising and mentoring responsibilities as well as possibility of involvement in design and development of courses and the curriculum. A NTTF (Non-Tenure Track Faculty) appointment for individuals with unclassified instructional appointments whose functions are devoted exclusively or primarily to undergraduate instruction. Such appointments include advising and mentoring expectations congruent with creative and engaged undergraduate instruction, including the possibility of involvement in design and development of courses and the curriculum. Ranks in this category in ascending order are instructor, senior instructor I, senior instructor II.

(de) LECTURER: This category can only be used in the Visiting, Career, Pro Tem or Retired classifications. This category requires a non-tenure track paid appointment with primary duties in the area of graduate instruction and education. The duties may also include some undergraduate instruction and mentoring and advising responsibilities, as well as the possibility of involvement in design and development of courses and the curriculum. Appointments in the Lecturer category require the terminal degree (or its professional equivalent) relevant to the appointment, but holding a terminal degree does not by itself entitle a faculty member to appointment in the Lecturer category. A NTTF (Non-Tenure Track Faculty) appointment for individuals with unclassified instructional appointments whose functions may include significant responsibilities for graduate level instruction. The appointment may also include upper division undergraduate instruction. Such appointments must include significant mentoring and advising responsibilities and a significant measure of responsibility for graduate education. Appointments in the lecturer series will always require the terminal degree (or its professional equivalent for certain adjunct appointments), but the holding of a terminal degree in itself does not constitute an argument for appointment in the lecturer series. Ranks in this category in ascending order are lecturer, senior lecturer I, senior lecturer II.

(ef) LIBRARIAN: This category can only be used in the Visiting, Career, Pro Tem, or Retired classifications. This category requires a non-tenure track paid appointment with primary duties in the university libraries. Appointments in the Librarian category require a terminal professional degree, but holding a terminal degree does not by itself entitle a faculty member to appointment in the Librarian category. A ranked appointment that depends on a terminal professional degree in librarianship (typically, a Masters in Library or Information Science) or a position relevant terminal professional/academic degree plus appropriate experience. Such degree requirements ensure proper professional training, but also provide the flexibility to open appointments to a broader range of qualified applicants. Ranks in this category in ascending order are assistant librarian, associate librarian, and senior librarian. A

~~university may elect to consider the librarian series to be eligible for tenure or to be tenured ranks with privileges and may also choose to use the tenure track and tenured faculty titles.~~

~~(fg) RESEARCH ASSISTANT: This category can only be used in the Visiting, Career, Pro Tem or Retired classifications. This category requires a non-tenure track paid appointment for individuals who have typically earned a bachelor's or master's degree. Primary duties are in the area of research. Research Assistants typically work as members of a research team under the direct supervision of other faculty researchers. A NTTF (Non-Tenure Track Faculty) appointment for individuals who have typically earned a bachelor's or master's degree and conduct research under the direction of a tenure-related faculty member, a research associate or a research faculty. Ranks in this category in ascending order are research assistant, senior research assistant I, senior research assistant II.~~

~~(gh) RESEARCH ASSOCIATE: This category can only be used in the Visiting, Career, Pro Tem or Retired classifications. This category requires a non-tenure track paid appointment for individuals who have the terminal degree relevant to the appointment. Primary duties are in the area of research, which are typically undertaken as part of a research team or lab. Appointments in the Research Associate category require a terminal degree (or its professional equivalent) in a relevant field, but holding a terminal degree does not by itself entitle a bargaining unit faculty member to appointment in the Research Associate category. A NTTF (Non-Tenure Track Faculty) appointment for individuals who have typically earned doctoral degree (or an advanced or professional degree in the field typically the terminal degree, plus appropriate experience) and conduct research independently. Ranks in this category in ascending order are research associate, senior research associate I, senior research associate II.~~

~~(hi) RESEARCH FACULTY PROFESSOR: This category can only be used in the Visiting, Career, Pro Tem or Retired classifications. This category requires a non-tenure track paid appointment with duties primarily in the area of independent research, scholarship and/or creative inquiry. Appointments in the Research Professor category require a terminal degree relevant to the appointment. Primary duties are independent lines of inquiry, which can be related to the work of colleagues but not dependent on it. A Research Professor will have qualifications and research expectations equal to or exceeding those for a tenure-track/tenured professor at the same rank in related fields. A NTTF (Non-Tenure Track Faculty) appointment for individuals who are primarily engaged in research at a level normally appropriate for a professorial rank. Ranks in this category in ascending order are research assistant professor, research associate professor, and research professor.~~

~~(ij) POSTDOCTORAL SCHOLAR: This category can only be used in the Postdoctoral Scholar classification. This category requires a non-tenure track paid appointment for a temporary and defined period of formally mentored research, instruction, librarianship, or scholarly training, for the purpose of allowing the Postdoctoral Scholar to acquire the professional skills needed to pursue a career path of his or her choosing. The appointment requires a doctoral degree. At the time of appointment, hiring documentation should include an articulated program of mentoring~~

~~with an identified mentor. **TENURE TRACK AND TENURED FACULTY.** A faculty position assigned to an academic department wherein the incumbent holds academic rank and is eligible for tenure or is tenured. Ranks in this category in ascending order are assistant professor, associate professor, and professor. The rank of distinguished professor may be bestowed based on criteria established by a university.~~

(4) The following are the ranks within categories that apply to faculty members. Ranks define the level of promotion within a category.

- (a) PROFESSOR: Ranks in this category in ascending order are assistant professor, associate professor, and professor.
- (b) CLINICAL PROFESSOR: Ranks in this category in ascending order are assistant clinical professor, associate clinical professor, and clinical professor.
- (c) PROFESSOR OF PRACTICE: The only rank in this category is professor of practice.
- (d) INSTRUCTOR: Ranks in this category in ascending order are instructor, senior instructor I, senior instructor II.
- (e) LECTURER: Ranks in this category in ascending order are lecturer, senior lecturer I, senior lecturer II.
- (f) LIBRARIAN: Ranks in this category in ascending order are assistant librarian, associate librarian, and senior librarian.
- (g) RESEARCH ASSISTANT: Ranks in this category in ascending order are research assistant, senior research assistant I, senior research assistant II.
- (h) RESEARCH ASSOCIATE: Ranks in this category in ascending order are research associate, senior research associate I, senior research associate II.
- (i) RESEARCH PROFESSOR: Ranks in this category in ascending order are assistant research professor, associate research professor, and research professor.
- (j) POSTDOCTORAL SCHOLAR: The only rank in this category is Postdoctoral Scholar.

~~The terms "affiliate," "adjunct," "visiting," "fellow," "emeriti," or other appropriate terms may be used and/or added to academic title and/or ranks in those cases in which the University wishes 1) to draw upon the skills of certain persons in the community or in other educational, industrial or governmental institutions for help in carrying forward teaching, research or service commitments (e.g., doctors, dentists, lawyers, psychiatrists, professors or administrators at other academic or governmental institutions, public school teachers or administrators), 2) where the appointment is planned for a limited duration, or 3) as an honorific title.~~

(5) At the time of hire, the University shall assign each faculty member a rank within the classification and category described in the job posting. Nothing shall preclude a faculty member from being assigned and performing other duties not described in his or her specific

~~classification, category, or rank as long as those duties are consistent with his or her job description. Academic title can be assigned to staff members in unclassified academic service, whether the type of service is teaching, research, extension, administration or other service. Deans, vice presidents, and the President may have the academic rank of professor as determined by the University's criteria.~~

(6) If the University non-renews a position in the Career classification for economic or programmatic reasons, then the position cannot be refilled in the Visiting, Pro Tem or Postdoctoral Scholar classification within the subsequent two years unless approved by the Provost or his or her designee.

(7) The duration of a position in the Pro Tem classification shall be no more than three years. If the University decides to continue a position in the Pro Tem classification for longer than three years, the position must be converted to a Career position. In rare cases, a department or unit may petition the Provost to continue a position in the Pro Tem classification for longer than three years for legitimate pedagogical or legitimate programmatic reasons. Permission to continue a position in the Pro Tem classification for longer than three years must be granted by the Provost or designee in writing.

(8) The duration of a position in the Postdoctoral Scholar classification shall be no more than three years. Postdoctoral mentors, however, may petition the Provost or designee for an extension of no more than two years. Permission to continue a position in the Postdoctoral Scholar classification for longer than three years must be granted by the Provost or designee in writing.

(9) Faculty members in the Career classification shall have the right to petition the Provost or designee to have their position recategorized if they believe that their position was categorized incorrectly at the time of first hire or their position has evolved to more closely resemble a different category. If a petition for recategorization is denied, a faculty member may petition again after completion of at least one additional year of service in the position.

(10) Faculty members in the Pro Tem or Visiting or Postdoctoral Scholar classification who believe that their positions should be positions in the Career classification may petition for reclassification after the completion of two years of appointment. Because the defining characteristic of the Pro Tem and Visiting and Postdoctoral Scholar classifications is their limited duration, the decision of the Provost or designee should be guided by the current and anticipated duration of the position.

(11) When a position is reclassified from a non-tenure track classification into the Tenure Track and Tenured classification, a new national search is always required to fill the position. For other classifications, a national search is permissible, but not required when the original search was national in scope and when the incumbent has had successful reviews.

(12) A reclassification or recategorization shall take effect at the beginning of the next fiscal year, contract renewal, or academic year, or other date as approved by the Provost or designee.

(13) A change in rank within a category requires a promotion.

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**RELATED RESOURCES**

N/A