

# UHD Faculty Senate

Minutes recorded by: Michael Cavanaugh  
September 17, 2019 2:30-3:34 pm  
UHD A-300

**Senate:** Michael Duncan, Ronald Beebe, Hsiao-Ming Wang, Michael Cavanaugh, Franklin Allaire, Maria Benavides, Alexander Bielakowski, Dexter Cahoy, Kristen Capuzzo, Stephanie Coleman, Prakash Deo, Isaac Elking, Krista Gehring, Felicia Harris, Susan Henney, Tahereh Jafari, Timothy Klein, Jeffery Martz, Laura Mitchell, Mitsue Nakamura, Nathan Neale, Andrew Pavelich, Joseph Sample, Johanna Schmertz, Jace Valcore, Pat Williams, Julie Wilson.

**Absent:** Angela Goins, Pamela Hurley, Cynthia Lloyd, Steve London, Ting Zhang.

**Guests:** Eric Link, Provost/VPAA; Jerry Johnson, AVP Faculty, Research, and Sponsored Programs; Hoseein Shahrokhi, AVP IT; Lucy Bowen, Director SI; Darlene Hodge, FS Admin; Anne Zwicky, Interlibrary Loan & Distance Education Librarian; Michelle Moosally, Associate Professor; Kevin Buckler, Professor.

**Call to order:** The Senate was called to order at 2:30 pm by Senate President Michael Duncan.

## Minutes

Minutes of the September 3rd, 2019 meeting were approved unanimously with one abstention.

## Reports and Updates

Dr. Jerry Johnson gave a presentation on the Office of Research and Sponsored Programs accomplishments over the past year and goals for 2019-2020 (see attached presentation).

Q - In the presentation, TRIO grants are mentioned, why is UHD competitive?

A - Dr. Johnson explained that UHD has had a standard upward bound grant for 20+ years and we have the opportunity to go after a veteran upward bound grant with our experience. Additionally, the McNair is a minority based grant, which our university is poised for this opportunity.

## Initiatives

Dr. Duncan also wanted to give everyone an update on the compensation resolution. UHD Staff Council contacted him about Senate's resolution and they just recently voted unanimously to write a joint resolution with us (Faculty Senate). If we want to agree to this we have that option.

Dr. Duncan explained that the most sensible way to accomplish this was for the two executive councils to come together working on the resolution and then bring it back to the two bodies for votes.

The issue was opened up for discussion and questions.

Q - How are staff paid with raises?

A - Dr. Duncan thought it was similar to us as the staff have generally been without cost of living adjustments (COLAs) and merit increases just like us faculty.

Dr. Bielakowski makes a motion to work together with Staff Council for a joint resolution on compensation and merit raises. Dr. Klein seconds the motion.

Q - Is there a different process, because there is no teaching or research?

A - Dr. Beebe said it is a bit different because it is based on different things. However, it is an annual evaluation and it is based on the work duties of the staff member.

Q - Do staff members only get raises when faculty get raises?

A - Dr. Duncan indicated that he believed it to be true.

That is not entirely accurate. Sometimes it is not evenly given out. A few years ago, librarians were given raises to be brought up to industry standards - rightfully so- although not everyone else received a raise.

Dr. Pavelich makes a motion to amend the previous motion. The amendment is to have FSEC work with Staff Council on the Joint Resolution. Dr. Bielakowski seconds the motion. The motion to amend passes unanimously.

The newly amended motion - having FSEC work with staff Council for a joint resolution on compensation and merit raises passes unanimously.

It is requested that FSEC send out the joint resolution to senators as soon as possible so that senators can send it out to departments for feedback.

### **Updates and Old Business**

Provost Link also provided an update on an issue that has been brought to his attention. There is a policy (see attached) that allows for Senior Lecturers, yet we currently do not have any in place. The provost is interested in implementing the title somehow. Right now, there are logistical roadblocks and budgetary problems, however the plan is to try to get the policy in place for the next academic year. We hope to have procedures and money in place for lecturers to start applying for the senior lecturer title in the 2020-2021 academic year.

Q - Once a lecturer is promoted to Senior Lecturer, is the contract for 3 years? If so will it continue to go on for that?

A - Provost Link thought that 3 years was the correct time of the contract in the policy. Additionally, the title/contract could be extended, but there would probably need be another review.

Dr. Duncan indicated that another issue that was discussed in FSEC was Blackboard Ally. The Provost asked for faculty to identify issues with Blackboard Ally adaptations and forward those to Hope Pamplin ([pamplinh@uhd.edu](mailto:pamplinh@uhd.edu)), Erika Harrison([harrisone@uhd.edu](mailto:harrisone@uhd.edu)), and/or Mike Duncan([fsresident@uhd.edu](mailto:fsresident@uhd.edu)).

Dr. Beebe gave an update on the ad hoc Service Workload Committee. There was a brief meeting after the last Senate meeting. Most of the work is behind the scenes, gathering information. We are still on track to give a report at the 1st meeting in November.

The new faculty handbook revisions were sent out to everyone and now the question is whether the changes should be accepted. Dr. Bielkowski makes a motion to accept the revisions to the handbook and Dr. Deo seconds the motion.

Dr. Pavelich explains that because the changes were not really substantial, the committee names weren't added to the handbook although he questioned whether he should have done so as the chair.

Probably as the work should be credited to the committee.

A contact for future corrections could be added to the handbook too.

Dr. Moosally suggested that the contact be an email address or the Senate office.

The Senate voted on the motion to accept the revisions to the Faculty handbook. The motion passed unanimously.

Another piece of old business was the commencement speaker committee. Dr. Valcore made a motion to continue discussion on the topic and Dr. Henney seconded the motion.

Discussion ensued

Rather than seating two members on the committee, the committee can bring their choice to the Senate and we can give approval. The choice would have to get faculty buy-in.

Dr. Henney made a motion to seat two members on the commencement speaker committee. Dr. Pavelich seconded the motion.

This is a response to an issue that we started. We will look bad if we don't seat people on the committee. We are not talking about 20 members, just 2.

This puts a lot of vetting on those two faculty members.

We cannot have a report to Senate without members on the committee.

We should make large scale changes but this is probably not something to make a stand on with regard to workload.

Dr. Johnson suggested that this is something that the full professors could take over. The President meets once a semester with that group.

Dr. Moosally said that right now, there is no process or infrastructure in place to pick a commencement speaker. This committee is one way to start those things.

The motion to seat the two members on the committee passes with 19 in favor, zero against, and three abstaining.

Q - What about Blackboard Ally?

A - Dr. Duncan explained that if faculty are having issues with getting a file to turn from red to green to let people know so that we are not found to be out of compliance.

Q - Who do we send these issues to?

A - Send them to Dr. Duncan, Hope Pamplin, or Erika Harrison.

What about the implementation and the rest of the faculty? Please send this request out to all of the faculty. It takes time to do all of this work so this is a lot without training.

Q - Can we get training on Blackboard Ally?

A - There are training sessions currently, although it is probably not enough for all of the faculty.

I saw the ads for training in the PowerPoints presented to Senate.

Dr. Duncan indicated that he will ask Hope Pamplin and Erika Harrison about the trainings.

Did I miss something? Blackboard Ally seemed to come from nowhere. Faculty do not really seem to know about it.

Dr. Duncan said that compliance seems to be April 2020 in the state code.

Dr. Pavelich made a motion for FSEC to get legal clarity on whether the SAM and statute bind us to do this or whether this is something that we are doing without a firm requirement. Dr. Schmertz seconded the motion and added a friendly amendment asking FSEC to research what our sister institutions are doing with respect to the statute and Ally. The vote on the amendment was unanimous and the vote on the motion was unanimous.

For the 2 representatives on the commencement speaker committee, should we find people to do that now?

Dr. Duncan stated that he could ask for volunteers now. He would prefer senators.

We could ask for volunteers from outside the senate as other faculty would be good at this.

Dr. Henney makes a motion to poll Senators for volunteers for the committee. Dr. Pavelich seconds the motion. The motion passes unanimously.

Q - Is there a deadline for the members to be on the committee?

A - Ms. Lucy Bowen said yesterday. The sooner the individuals are seated, the better.

Dr. Valcore and Dr. Bielkowski volunteered for the committee. The senate voted unanimously to seat them on it.

Dr. Henney makes a motion to adjourn and Dr. Capuozzo seconded the motion.

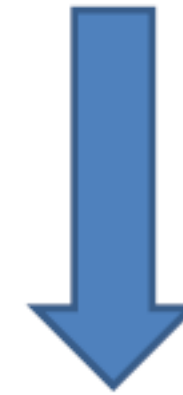
Meeting adjourned at 3:34 pm.

# Office of Research & Sponsored Programs (ORSP): FY19 Grant Submissions

FY 2018		
Submissions		
Month	Amount	No. Submissions
Sept.	\$ 1,766,229	5
Oct.	\$ 2,683,342	14
Nov.	\$ 685,446	7
Dec.	\$ 1,888,839	3
Jan.	\$ 1,328,706	5
Feb	\$ 743,376	4
Mar	\$ 3,032,490	4
Apr.	\$ 932,525	4
May	\$ 3,461,756	10
June	\$ 838,203	4
July	\$ 602,246	8
Aug.	\$ 1,040,915	8
<b>Total</b>	<b>\$ 19,004,073</b>	<b>76</b>
TOTAL	\$ 19,004,073	76



FY 2019		
Submissions		
Month	Amount	No. Submissions
Sept.	\$ 99,711	3
Oct.	\$ 705,500	8
Nov.	\$ 1,159,137	10
Dec.	\$ 199,890	1
Jan.	\$ 1,410,533	6
Feb	\$ 2,657,678	4
Mar	\$ 3,632,962	5
Apr.	\$ 55,496	2
May	\$ 2,179,480	7
June	\$ 960,835	8
July	\$ 4,373,383	5
Aug.	\$ 1,184,027	4
<b>Total</b>	<b>\$ 18,618,632</b>	<b>63</b>
TOTAL	\$ 18,618,632	63



**Submissions**  
**2.0%**  
\*Based on Amt.



**Submissions**  
**17.11%**  
\*Based on No.

# ORSP: FY19 Grant Awards

FY 2018		
Awards		
Month	Amount	No. Awards
Sept.	\$ 2,244,163	8
Oct.	\$ 53,463	2
Nov.	\$ 40,000	1
Dec.	\$ 24,000	2
Jan.	\$ 131,600	3
Feb	\$ 57,256	1
Mar	\$ 10,000	1
Apr.	\$ 180,000	3
May	\$ 30,304	1
June	\$ 470,976	4
July	\$ -	0
Aug.	\$ 563,605	3
<b>TOTAL</b>	<b>\$ 3,805,367</b>	<b>29</b>
TOTAL	\$ 3,805,367	29

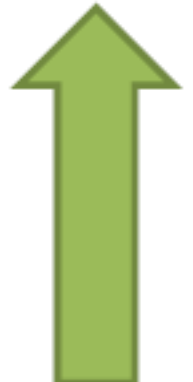


FY 2019		
Awards		
Month	Amount	No. Awards
Sept.	\$ 1,723,435	7
Oct.	\$ 1,274,648	4
Nov.	\$ 56,593	2
Dec.	\$ 10,000	1
Jan.	\$ 279,855	5
Feb	\$ 93,646	3
Mar	\$ 190,000	1
Apr.	\$ -	0
May	\$ 148,143	2
June	\$ 248,806	5
July	\$ 9,900	1
Aug.	\$ -	0
<b>TOTAL</b>	<b>\$ 4,035,026</b>	<b>31</b>
TOTAL	\$ 4,035,026	31



**Awards**  
**6.04%**

\*Based on Amt.



**Awards**  
**6.90%**

\*Based on No.

# FY19 Grant Applicants and Current Awardees

Song Ge  
Tyra Hessel  
Akif Uzman  
Lea Campbell  
Greg Dement  
Adriana Visbal  
Rebecca Pfeffer  
Gabriela Bowden  
Kenneth Johnson  
DoVeanna Fulton  
Mesias Pedroza  
Krista Gehring  
Vida Robertson  
Timothy Rychlec  
Angelica Roncancio  
Jonathan Schwartz  
Robin Jose  
Dvijesh Shastri  
Mian Jiang  
Shengli Yuan  
Benjamin Soibam  
Philip Lyons  
Katerina Jegdic  
Jerry Johnson  
Erica Castro  
Lori Lovins  
Eszter Trufan  
Daniel Villanueva  
Candace TenBrink  
Poonam Salholtra  
Ashley Blackburn  
Ting Zhang  
Dawana Lewis  
Dana Smith  
Weining Feng  
Maria Bhattacharjee  
Linda Dune  
Michael Lemke  
Amelia Hewitt  
Faiza Khoja  
Karen Kaser  
Bonnie Lucero  
Rachna Sadana  
Peter Greenfield  
Amy Baird  
Plamen Simeonov  
Maria Benavides  
Ling Xu  
Sangeeta Gad  
Ed Cueva  
Ron Beebe  
Jemma Sylvester-Caesar  
Yuchou Chang  
Beverly Alford  
Michael Tobin  
Olufunke Ogunleye  
Eve Zehavi  
Crystal Guillory  
Heather Goltz  
Yuan Yuan (Connie) Kang  
Jonathan Chism  
Mary Jo Parker  
Lisa Morano  
Scott Marzilli  
Windy Lawrence  
Katrina Rufino

# ORSP: FY19 Policy Revisions

- Revision of PS 06.A.07- Ethical Conduct in Research and Government Sponsored Activities Policy moving to Academic Affairs Council.
- E-mail of 8/15/19 reminding Faculty & Staff:
  - All grants submitted externally must go through ORSP;
  - Requirement for Human Subjects review and approval.
- Offering to meet with departments to discuss the Human Subjects process.



# ORSP: FY20 Policy Revisions

- Seeking revision of PS 03.A.23- Protection of Human Subjects
  - Expand committee size to manage workload (more applications annually and full board reviews);
  - Explore 12-month appointments to cover Summer application reviews.
  
- Seeking revision of PS 10.A.08- Funded Faculty Leave Policy
  - Clarify that faculty may still participate in activities assumed to be faculty rights (shared governance; promotion & tenure; etc.);
  - Account for competitive faculty awards involving leaves (Fulbright, etc.);
  - Clarify language regarding faculty compensation while on leave.

# ORSP: FY20 Major Initiatives

- Hire new ORSP staff-person (Compliance/Pre-/Post-award)
- TRIO Grants: McNair; Student Support Services; Veterans Upward Bound; etc...
- Explore funding opportunities for unfunded UHD Centers.
- Continue the UHD Grant Academy.
- Support UHD Research events (Reflecting Black Fall Research Symposium; Annual Student Research Conference; etc.)
- Codify Undergraduate Research as a signature undergraduate experience at UHD:
  - Promote CUREs; Develop formal assessment instruments; Explore badging research-related competencies; etc.

Memo To: All UH-Downtown PS Holders  
From: Dr. Juan Sánchez Muñoz, President  
Subject: Non-Tenured & Non-Tenure Track  
Academic Appointments

UH-Downtown/PS 10.A.20  
Issue No. 2  
Effective Date: 5/31/2019  
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## 1. PURPOSE

This Policy Statement (PS) describes the titles and ranks used in non-tenure and non-tenure track academic appointments at the University of Houston-Downtown (UHD). Full and part-time non-tenure and non-tenure track appointments are made using titles and ranks appropriate to the academic mission and programs of UHD.

## 2. DEFINITIONS

The following definitions are relevant to academic appointments:

- 2.1 Faculty: The faculty at UHD consists of full-time tenured or tenure-track faculty members, full-time faculty members who are employed in non-tenure and non-tenure track positions, and part-time faculty members employed in non-tenure and non-tenure track positions.
- 2.2 Tenure-Track Positions: The following ranks are considered part of the tenure track: instructor, assistant professor, associate professor, and professor.
- 2.3 Non-tenure & Non-Tenure Track Faculty Employees: These faculty members include individuals who hold non-tenured and non-tenure track appointments of limited duration, such as appointments for a single semester, and appointments for non-re-occurring service. Non-tenure and non-tenure track faculty include: lecturers and senior lecturers, adjunct faculty, research associates and clinical faculty, visiting faculty, and graduate assistants.

## 3. POLICY

- 3.1 Commitment to Diversity: This policy statement incorporates the provisions of [PS 02.A.20 Affirmative Action Policy](#) and [PS 02.A.21 Equal Opportunity Policy](#), which applies to all employees and employment applicants. The University of Houston-Downtown is committed to a diverse academic environment that prepares students to meet the challenges of the twenty-first century workforce.

- 3.2 Commitment to Quality: The University is committed to recruiting and employing the most highly qualified individuals available for all academic appointments.
- 3.3 Commitment to Procedures: The University of Houston-Downtown will appoint faculty members in accord with the procedures established in all relevant UHD policy statements and University of Houston System Administrative Memorandum 06.A.09 Academic Personnel Policies.
- 3.4 Titles and Ranks Used in Non-Tenure and Non-Tenure Track Academic Appointments: Non-tenure and non-tenure-track academic appointments are considered time-limited appointments. An initial appointment will not exceed one year, except in special cases as approved by the dean of the appointing college. A renewed appointment to a non-tenure and non-tenure track academic position shall be for a specified period of time not to exceed three years. An initial or a renewed appointment may be made with or without compensation and cannot be converted to a tenure-track position without utilizing the process of an open search as outlined in [PS 10.A.13 Faculty Employment Policies](#). Instructional time served in a non-tenure and non-tenure track position will not be counted toward tenure if the non-tenure and non-tenure track faculty member is later hired to a tenure track position. Faculty serving in a non-tenure and non-tenure track position may not constitute the majority of any departmental or college committee unless specifically designated. All individuals holding non-tenure and non-tenure track appointments will receive UHD identification cards and will have access to UHD computer facilities, the library, athletic facilities, and parking.

The following non-tenure and non-tenure track academic titles/ranks may be used for academic appointments at UHD:

- 3.4.1 Adjunct Faculty: This title is given when a qualified person from business, industry, government, private practice, or another institution of higher education is appointed to teach a course or participate in the instructional processes for a department or program. Adjunct faculty are not assigned rank (assistant, associate, or full). Adjunct faculty must meet minimum departmental requirements for professional, experiential and/or scholarly preparation and requirements of any accrediting agency. Adjunct faculty will possess a strong record of professional experience and/or teaching, or strong preparation and/or potential in teaching, in areas of need for a particular department.
- 3.4.1.1 Adjunct faculty will be hired according to written procedures outlined by the hiring department and in accordance with [PS 10.A.22 Adjunct Policy](#). Adjunct appointments will be made for a semester or term.

- 3.4.1.2 The performance of adjuncts will be evaluated according to written procedures outlined by the hiring department and in accordance with PS 10.A.22 Adjunct Policy. Adjuncts are not eligible for merit pay increases.
- 3.4.1.3 Adjunct appointments may be renewed based on favorable evaluation and departmental need. There is no guarantee of continued appointment for adjunct faculty.
- 3.4.2 Lecturer: To meet instructional needs, lecturers are appointed to augment and complement the instructional goals of a department. Lecturers are full-time, non-tenure and non-tenure track faculty who are not assigned rank (assistant, associate, or full). Lecturers will possess a strong record of teaching and expertise in the teaching area. Lecturers are responsible for 100% FTE teaching or the equivalent per semester. Under special circumstances a portion of a lecturer's instructional assignment may include other academic or service activities. Lecturers are provided office space and other support for instruction.
  - 3.4.2.1 Lecturer positions must be filled via the use of open searches as outlined in PS 10.A.13 Faculty Employment Policies, with the exception of the emergency process defined in Section 3.4.3.2.4. Lecturers must meet minimum requirements for professional, experiential and scholarly preparation for teaching in the discipline and any accrediting agency requirements. Lecturers will possess a strong record of teaching and/or professional experience in areas of need for a particular department. Lecturer appointments are determined by instructional need, and generally are for one academic year.
  - 3.4.2.2 The performance of lecturers will be evaluated annually in the area of teaching and service according to the specific duties outlined in the appointment letter. Performance evaluations of lecturers will be carried out according to written procedures outlined by the hiring department and in accordance with procedures outlined in PS 10.A.21 Lecturer Policy. Lecturers may be promoted to the title of Senior Lecturer as per section 3.4.3.3 below.
  - 3.4.2.3 Lecturer appointments may be renewed based upon favorable annual evaluations and departmental need. There is no guarantee of continued appointment for lecturers.

- 3.4.2.4 A lecturer may be hired on an emergency basis to meet the educational needs of a department until a formal search may be conducted. These lecturers may be hired without a formal search, at the discretion of the department chair and appropriate dean. These lecturer appointments are for one academic year only and cannot be renewed without a search process. These lecturers may apply for other available positions for which they are qualified with no guarantee of continued employment.
- 3.4.3 Senior Lecturer: This title is reserved for exceptional lecturers who have served the University as a lecturer for more than three consecutive years with consistently high performance evaluations. A lecturer who has been at UHD for more than three consecutive years and wants to be considered for the senior lecturer title must write a letter to the department chair requesting such consideration. The chair will consult with the faculty from the lecturer's discipline and make a recommendation to the dean regarding the candidate's request. Senior lecturers are non-tenure and non-tenure track faculty that are not assigned rank (assistant, associate, or full). Senior lecturers are responsible for 100% FTE teaching or the equivalent per semester and service to the department as appropriate to the discipline. Under special circumstances a portion of a senior lecturer's instructional assignment may include other academic activities such as grading, tutoring, assistance with instructional technology, course development, service on committees, or advising. Senior lecturers are provided office space and other support for instruction as is usually accorded to full-time faculty.
- 3.4.3.1 Senior lecturer appointments are determined by instructional need, and may be provided as a three-year, renewable contract.
- 3.4.3.2 The performance of senior lecturers will be evaluated annually in the area of teaching and service according to the specific duties outlined in the appointment letter. Performance evaluations of senior lecturers shall proceed in accordance with [PS 10.A.21 Lecturer Policy](#).
- 3.4.3.3 Senior lecturer appointments may be renewed based upon favorable annual evaluations and departmental need. There is no guarantee of continued appointment for senior lecturers.
- 3.4.4 Clinical Faculty: The appointment of clinical faculty supports academic programs with special programmatic or research needs such as client or field-based programs, or specialized laboratory assistance. Clinical faculty will have

substantial experience in non-instructional discipline-appropriate contexts, at minimum a master's degree, and other requirements established by the hiring department. Clinical faculty members are expected to be active practitioners in their field who bring to the curriculum current perspectives and practices in their field.

- 3.4.4.1 All Clinical faculty positions must be filled via the use of open searches as outlined in PS10.A.13 Faculty Employment Policies. Clinical faculty must meet the specific requirements for professional, experiential and scholarly preparation outlined by the hiring department. Clinical faculty are non-tenure and non-tenure track faculty who may be assigned with the ranks of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. Individuals at each rank will have experience and expertise necessary for their instructional responsibilities assigned by the department. Clinical faculty appointments are determined by instructional need, and generally are for one academic year. All aspects of the appointment of a clinical faculty member must be approved by the Provost/VPAA. Appointments may be with or without compensation and are typically made for one academic year, but longer or shorter appointments are possible.
- 3.4.4.2 The performance of Clinical faculty will be evaluated annually in the area of teaching and professional responsibilities according to the specific duties outlined in the appointment letter. Performance evaluations of Clinical faculty occur according to a rubric and guidelines established by the hiring department. Clinical faculty members may serve on (but not chair) thesis committees or departmental committees at the option of the department.
- 3.4.4.3 After a minimum of six years of continued employment, Clinical faculty at the rank of instructional, assistant or associate may be promoted to the next academic rank. Promotion of Clinical faculty is predicated upon continued high performance evaluations, a recommendation of the departmental rank and tenure committee, department chair, college dean, and Provost. Promotion of clinical faculty will occur according to a rubric and processes established by the hiring department. Clinical faculty cannot be hired in a department until the department has developed promotion and evaluation rubrics and processes for Clinical faculty and these have been approved by the dean.

- 3.4.5 Visiting Faculty: Visiting faculty appointments are non-tenure and non-tenure track appointments typically made for one year that may be renewed for additional years at the discretion and approval of the faculty and chair of the relevant department and dean of the relevant college. Visiting faculty cannot be converted to tenure-track positions (PS 10.A.01 Rank and Tenure System; PS 10.A.13 Faculty Employment Policies) although they may apply for posted tenure-track positions. Time served as visiting faculty does not count toward tenure at UHD. Visiting faculty may be appointed to honor their accomplishments as a scholar, artist, or professional, to complete or assist with the development of research or creative projects (for external funding or otherwise), or for the purposes of teaching. Any activities of a visiting faculty member do not accrue toward a tenure-track position at UHD.
- 3.4.5.1 Visiting faculty must possess appropriate academic credentials in the form of a terminal degree or comparable distinguished record of accomplishment.
- 3.4.5.2 Visiting faculty will have teaching, research, and/or other duties as described in the appointment letter.
- 3.4.5.3 Visiting faculty may be a paid employee of the university or may not receive remuneration from or employment at the university.
- 3.4.5.4 Visiting faculty's performance will be evaluated according to a rubric and processes established by the hiring department and approved by the dean.
- 3.4.6 Faculty-in-Residence (includes Artist-in-Residence, Writer-in-Residence, Scholar-in-Residence, or Executive-in-Residence): These honorary titles are reserved for distinguished individuals such as artists, writers, scholars, or executives who have recognition in their fields. The appointment of a distinguished scholar, writer, artist or executive to one of these titles and their subsequent presence on campus is designed to inspire students, faculty, and community constituents to greater creativity and innovation. Individuals holding any of these non-tenure and non-tenure track titles may teach, meet with students and faculty, and give lectures, readings, demonstrations, or performances for the University and greater Houston community as described in the appointment letter. The purpose of the position is to provide an extra measure of experience and insight to students, faculty, and community members.



- 3.4.6.1 Faculty-in-Residence appointments are non-tenure and non-tenure track appointments that may be for up to one year, and may be renewed for additional years based on favorable annual evaluation, faculty support, and departmental need, as approved by the President. Appointments to these positions are made by written agreements that specify expected duties, remuneration (if any), employee benefits, office and other work space, and other University support. Non-compensated appointments are paid at adjunct rates for any courses taught. There is no guarantee of continued appointment for Faculty-in-Residence. Time spent as a Faculty-in-Residence does not accrue toward a Tenure-Track appointment at UHD.
- 3.4.6.2 Faculty-in-Residence appointments are reserved for distinguished individuals recruited from outside the University faculty.
- 3.4.6.3 UHD faculty members who have developed a national or international reputation for professional accomplishments may hold a Faculty-in-Residence appointment at another institution with the approval of the President.
- 3.4.6.4 The performance of Faculty-in-Residence will be evaluated annually in the relevant area according to the specific duties outlined in the appointment letter. The performance of Faculty-in-Residence will occur according to a rubric and guidelines established by the hiring department. Faculty-in-Residence cannot be hired in a department until the department has developed evaluation rubrics and processes for Faculty-in-Residence and these have been approved by the dean.
- 3.4.6.5 Faculty-in-Residence may serve on (but not chair) thesis committees or departmental committees at the option of the department.
- 3.4.7 Research Associate: A research associate is a non-tenure and non-tenure track appointment employed to perform specific research or administrative duties associated with a grant or contract and employment is contingent upon the continuation of the funding source. Research associates will normally have fulltime appointments in support of scholarly/creative activity. A Research associate is a non-tenure and non-tenure track employee who is eligible for employee benefits and access to UHD facilities. The position is renewable based on favorable annual evaluation and departmental need.

- 3.4.7.1 Research associates usually hold a doctoral degree; however, a highly qualified individual with a master's degree may be employed in such a position.
  - 3.4.7.2 Research associates perform duties designed to meet the goals of a research grant or contract. The grant or contract can be awarded externally or allocated internally.
  - 3.4.7.3 Research associates' performance will be evaluated according to a rubric and processes established by the hiring department and approved by the dean.
  - 3.4.7.4 Research associates may serve on (but not chair) thesis committees or departmental committees at the option of the department.
  - 3.4.7.5 Research associate appointments may be renewed based upon favorable annual evaluations and departmental need. There is no guarantee of continued appointment for research associates.
- 3.4.8 Graduate Assistant: Graduate assistants are non-tenure and non-tenure track registered graduate students in good academic standing who work up to 20 hours per week during the academic year in support of the educational mission of the University. Graduate assistants are paid a monthly stipend. Graduate assistants are selected using procedures developed by each department and are appointed to an assistantship by the college dean based upon departmental recommendations. Renewal is dependent upon the favorable performance evaluation, maintaining good academic standing, and departmental needs. A graduate assistant who is competently carrying out their duties is eligible for a waiver for out-of-state tuition under Texas Education Code section 44.212. All graduate assistants who have contact with students must have minimum English Language Proficiency as required by the university.
- 3.4.8.1 Graduate Teaching Assistant: Graduate teaching assistants (TA) at UHD are graduate students who have direct student contact in a formal instructional setting but who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process. Graduate teaching assistants attend classes, may be required to teach laboratory or studio sections of a course, grade papers or examinations, hold office hours, tutor students, act as a student mentor, or conduct

other activities that support the instructional mission of the University.

- 3.4.8.2 Graduate Teaching Fellow: A Graduate teaching fellow is a UHD graduate student whose responsibilities include formal instruction and may be instructor of record for a course. Teaching Fellows (TF) should possess at least a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. Graduate students employed as TFs are not allowed to be instructors of record for courses that carry graduate credit.
- 3.4.8.3 Graduate Research Assistant: Graduate research assistants (RA) assist in the research function under the supervision of a faculty member. They may conduct experiments, organize or analyze data, present findings in a publication, collaborate with faculty in preparing publications, oversee the work of other graduate research assistants, or engage in other activities as assigned.
- 3.4.8.4 Graduate Administrative Assistant: Graduate administrative assistants participate in the instructional process for a department or program under the supervision of an appointed supervisor. They may engage in course preparation, undertake program-related assignments, or engage in other instructional related duties as specified by the department or program.
- 3.4.8.5 Graduate assistants' performance will be evaluated according to a rubric and processes established by the hiring department and approved by the dean.

#### **4. PROCEDURES**

This section addresses hiring, evaluation, and dismissal procedures for all non-tenured and non-tenure track faculty positions.

- 4.1 Hiring: Searches for individuals who will hold non-tenure and non-tenure track positions as lecturers or visiting faculty shall follow the general policy and employment processes and guidelines established in the [PS 10.A.21 Lecturer Policy](#), [PS 10.A.22 Adjunct Policy](#), and other relevant policies. Requests for appointments of one year or more will be included in the annual planning process, with appointment processes as

described below. In cases of hiring needs unforeseeable in the planning process, the emergency procedures described in [PS 10.A.13 Faculty Employment Policies](#) may be invoked.

- 4.1.1 Lecturers and Senior Lecturers: All lecturer positions, except for when the process in Section 3.4.3.2.4 is used, must be filled via the use of open searches as outlined in [PS 10.A.21 Lecturer Policy](#).
- 4.1.2 Visiting Faculty and Clinical Faculty: The search and employment processes shall follow guidelines below:
  - 4.1.2.1 The department chair, after discussion with and concurrence of the dean, requests approval of the Provost/VPAA to fill the position for a term length appropriate to the position being filled.
  - 4.1.2.2 The department chair will consult with the Affirmative Action Officer to discuss opportunities which may exist to use the hire to enhance more representative staffing efforts.
  - 4.1.2.3 The department chair will work with Employment Services and Operations office to appoint a search committee which includes faculty in the discipline in which the applicant may be employed.
  - 4.1.2.4 Once approved by the Provost/VPAA, the position will be posted on the UHD website for a period of at least two weeks. Applicants may be external as well as internal. However, any party in the process from the Department Chair to the President may request that national or regional advertisements for the position be placed to ensure that the most highly qualified individual available is given an opportunity to apply.
  - 4.1.2.5 All applicant materials will be reviewed by the search committee.
  - 4.1.2.6 The hiring process must include opportunities for interviews with department faculty, department chair, and college dean.
  - 4.1.2.7 The search committee will make recommendations to the department chair.

- 4.1.2.8 The department chair, after review of search committee recommendations and concurrence of the dean and Provost/VPAA, decides upon the primary candidate and enters into unofficial negotiations with the candidate.
- 4.1.2.9 When an unofficial offer is accepted, the file is completed and forwarded to the dean.
- 4.1.2.10 The Provost/VPAA forwards his recommendation and the selected candidate's completed file to the President. Forwarding the file is the Provost/VPAA's certification that all required documents are included.
- 4.1.2.11 The official offer is made by the Provost/VPAA and the terms of initial appointment are agreed upon. When the offer letter and terms of initial appointment are signed and returned to the Provost/VPAA's office by the candidate, copies of the letter and terms of initial appointment are added to the completed file and forwarded to the Employment Services and Operations office.
- 4.1.3 Faculty in Residence: Tenure or tenure-track faculty members, in consultation with the department chair, nominate individuals for these positions and supply supporting materials for the nomination. Both the department chair and faculty in the discipline review the supporting materials and consider the nomination based on the department's needs. If approved by the chair, an invitation to the nominee is initiated by a majority vote of department faculty. The chair sends the nomination to the dean, and if approved, the dean forwards the nomination to the Provost/VPAA for final approval and consultation with the President.
- 4.1.4 Adjuncts: The search and evaluation processes for adjunct faculty shall follow the procedures described in PS 10.A.22 Adjunct Policy.
- 4.1.5 Research Associates: The President, Provost/VPAA or the college dean may require that national or regional advertisements for the position be placed to ensure that the most highly qualified individual available is given an opportunity to apply. The research associate conducts research under the supervision of a principal investigator, who is responsible for the hiring, evaluation, and funding of the individual. If paid by external funds, hiring is done by the principal investigator in consultation with the department chair. If paid by internal funds, hiring will be done by the hiring manager in

consultation with disciplinary faculty. Evaluations are conducted annually by the immediate supervisor, based on initial hiring conditions/job description and any other requirements that may be imposed by external funding agencies.

4.1.6 Graduate Assistants: An academic college or department must establish its own guidelines and processes for securing the most highly qualified graduate students to fill graduate assistant positions. Prior to advertising such positions, the procedures to be used for selecting graduate assistants must be approved by the college dean or the dean's designee.

4.2 Dismissal: Non-tenure and non-tenure track faculty are subject to "dismissal" as defined in UH [SAM 06.A.09](#).

## 5. REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review: Every five years

Signed original on file in Employment Services and Operations.

## 6. POLICY HISTORY

Issue #1	04/11/17
Issue #2	05/31/19

## 7. REFERENCES

[Texas Education Code Section 51.943 – Renewal of faculty Employment Contracts](#)

[University of Houston System Administrative Memorandum 01.D.04 – Affirmative Action Policy](#)

[University of Houston System Administrative Memorandum 06.A.09 – Academic Personnel Policies](#)

[University of Houston System Administrative Memorandum 08.A.04 – Naming Opportunities](#)

[UH-Downtown / PS 02.A.20 – Affirmative Action Policy](#)

[UH-Downtown / PS 10.A.01 – Rank and Tenure System](#)

[UH-Downtown / PS 10.A.02 – Faculty Grievance Policy](#)

[UH-Downtown / PS 10.A.05 – Faculty Performance Evaluations](#)

[UH-Downtown / PS 10.A.06 – UH-Downtown Faculty Dismissal Policy and Procedures](#)

UH-Downtown / PS 10.A.07 – Faculty Non-Reappointment Policy

UH-Downtown / PS 10.A.13 – Faculty Employment Policies

UH-Downtown / PS 10.A.16 – Performance Evaluation of Tenured Faculty

UH-Downtown/ PS 10.A.21 – Lecturer Policy

UH-Downtown/ PS 10.A.22 – Adjunct Policy