Portland State
Academic Affairs

Academic Rank Summary

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Introduction

The purpose of this document is to assemble the descriptions of the academic ranks (from the Academic Rank Policy, Faculty Senate, Version 05.04.2021) the minimum criteria for each rank (Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases, Revised, 2018 June 25 (referred to hereafter as the "University P&T Guidelines") and the language in "May 3, 2021 Faculty Senate Motion and Amendment RE: Insert Language on NTT Teaching Professor Ranks into University Promotion and Tenure Guidelines, with proposed amendment" in one document for easy reference by faculty, P&T committees, department chairs, deans, and other administrators.

Emeritus

EMERITUS: A TTF (Tenured) or NTTF-CA (Non-Tenure Track Faculty on Continuous Appointment) faculty rank awarded upon retirement in recognition of outstanding performance.

The minimum criteria from the University P&T Guidelines are as follows:

The Emeritus rank may be awarded upon retirement in recognition of outstanding performance.

Notes:

1. The Faculty Senate "Task Force on Emeritus Rank for Non-Tenure Track Faculty" submitted a final report that was presented at the June 16, 2016 meeting. The report states the Senate's desire to ensure that non-tenure track faculty are eligible for emeritus status. The recommendations also clarify that "continued relationships and connections to PSU after retirement is not relevant to award of emeritus rank, consistent with the *Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increase*s "
2. The Academic Rank Policy allows the use of the "Emeritus" or "Emerita" for titles.

Professor Ranks

PROFESSOR: A TTF (Tenure-track or Tenured) appointment. Ranks in this category in ascending order are assistant professor, associate professor, and professor. (The Professor ranks are also available to NTTF Instructional Faculty who were hired prior to 9/16/2014).

The minimum criteria for each rank from the University P&T Guidelines are as follows:

1. **Professor**: A tenure track position. A faculty member will normally not be considered for promotion to Professor until the fourth year in rank as an Associate Professor. Exceptions will be made only in extraordinary cases. Consideration for the promotion immediately upon eligibility should occur only on the basis of extraordinary achievement. Length of time in rank is not a sufficient reason for promotion.

Promotion to the rank of Professor requires the individual to have made significant contributions to knowledge as a result of the person's scholarship, whether demonstrated through the scholarship of research, teaching, or community outreach. The candidate's scholarly portfolio should document a record of distinguished accomplishments using the criteria for quality and significance of scholarship (see II. D). Effectiveness in teaching, research, or community outreach must meet an acceptable standard when it is part of a faculty member's responsibilities. Finally, promotion to the rank of professor requires the faculty member to have provided leadership or significant contributions to the governance and professionally-related services activities of the university.

2. **Associate Professor**: A tenure track position. A faculty member will not be eligible for consideration for promotion to Associate Professor until the third year in rank as an Assistant Professor. In the usual course of events, promotion to Associate Professor and granting of indefinite tenure should be considered concurrently, in the sixth year in rank as an Assistant Professor. Exceptions which result in the consideration for the promotion immediately upon eligibility should occur only on the basis of extraordinary achievement.

   Length of time in rank is not a sufficient reason for promotion.
   Promotion to the rank of Associate Professor requires the individual to have made contributions to knowledge as a result of the person's scholarship, whether demonstrated through the scholarship of research, teaching, or community outreach. High quality and significance (see II.D) are the essential criteria for evaluation.

   Effectiveness in teaching, research, or community outreach must meet an acceptable standard when it is part of a faculty member's responsibilities. Finally, promotion to the rank of Associate Professor requires the faculty member to have performed his or her fair share of governance and professionally-related service activities of the University.

3. **Assistant Professor:** A tenure track position. Appointees to the rank of Assistant Professor ordinarily hold the highest earned degree in their fields of specialization. Rare exception to this requirement may be made when there is evidence of outstanding achievements and professional recognition in the candidate's field of expertise. In most fields, the doctorate will be expected.

   For non-tenure track faculty members whose initial date of hire was prior to September 16, 2014, see Appendix IV: Addendum For Implementation of Amended Guidelines.

Teaching Professor Ranks

TEACHING PROFESSOR: A NTTF (Instructional) appointment for individuals who typically hold Ph.D.s or terminal degrees and are primarily engaged in teaching at a level normally appropriate

for a professorial rank. Ranks in this category in ascending order are teaching assistant professor, teaching associate professor, and teaching professor.

The minimum criteria for each rank from the University P&T Guidelines are as follows:

1. **Teaching Professor:** A non-tenure track faculty position. Typically, being hired into or promoted to this position requires a minimum of four years in rank as a Teaching Associate Professor. Recommendations for early promotion in cases of extraordinary achievement or special circumstances can be made at the department's discretion. Consideration for promotion immediately upon eligibility should occur only on the basis of extraordinary achievement. Length of time in rank is not a sufficient reason for promotion.

   Promotion to the rank of Professor is based on demonstrated and sustained excellence in teaching, assessment, advising, and mentoring as well as significant contributions to innovative curriculum or pedagogy. The candidate's portfolio should document a record of distinguished accomplishments. Promotion to this rank also requires the faculty member to have provided leadership or significant contributions in the areas of governance and professionally-related service. The ability to work with, mentor, and advise students and graduate assistants/tutors/graders of diverse populations is required.

   Criteria for promotion may include excellence in educational innovation, curriculum development, course design, and impact on student learning. A record of distinguished accomplishments may include wide dissemination of curriculum innovations evidenced by external adoption, awards from state, regional or national professional organizations, or other demonstration of significant impact. Additional criteria may include significant contributions to governance and professionally-related service to the university and/or community outreach, and state or national recognition in the professional field.

   While dissemination of scholarly research is not required, it may be used as evidence of educational innovation and teaching excellence. Such evidence may be indicated by appointments as a reviewer of peer-reviewed journals, publications, invited papers and presentations, honors, grants, and/or awards, and committee service and leadership with national or international professional associations.

2. **Teaching Associate Professor**: A non-tenure track faculty position. Typically, being hired into or promoted to this position requires six years in rank as a Teaching Assistant Professor. Recommendations for early promotion in cases of extraordinary achievement or special circumstances can be made at the department's discretion. Length of time in rank is not a sufficient reason for promotion.

   Promotion to the rank of Teaching Associate Professor is based on demonstrated excellence in teaching, assessment, advising, and mentoring as well as contributions to innovative

curriculum or pedagogy. The candidate's portfolio should document a record of high quality and significance. Promotion to this rank also requires the faculty member to have engaged in their share of governance and professionally-related service activities. An ability to work with, mentor, and advise students and graduate assistants/ tutors/ graders of diverse populations is required.

Criteria for promotion may include demonstrated expertise in teaching, the development and delivery of instructional materials and assessment, community-based work, ongoing engagement with the profession through participation in state, regional, or national organizations, grant activities, or conference presentations. The high quality and significance expected for this rank may be demonstrated by dissemination of curriculum innovations evidenced by broader adoption, by recognition from professional organizations, or other demonstration of significance. Production and dissemination of scholarly work is not required, but it may be an additional way to demonstrate high quality and significance.

3. **Teaching Assistant Professor**: A non-tenure track faculty (NTTF) appointment for an individual whose responsibilities are primarily devoted to academic instruction, including teaching, advising, and mentoring at the undergraduate and/or graduate levels. Responsibilities may include meaningful curricular development or redesign, training graduate teaching assistants and adjuncts, and/or community-based work.

   Appointees to the rank of Teaching Assistant Professor will hold the highest earned degree in their fields of specialization, related to their instructional responsibilities. In most fields, the doctorate will be expected. Exception to this requirement may be made when there is evidence of outstanding achievements and professional recognition in the candidate's field of expertise. They are also expected to possess pedagogical and subject expertise and a demonstrated ability to work effectively with individuals from and topics related to diverse populations.

   Expectations of the position include teaching, assessment, mentoring, advising, and service. Appointments may include responsibility for undergraduate and/or graduate education, participation in assessment, conference attendance, and professional activities. Ability to work with, mentor and advise students and graduate assistants/ tutors/ graders of diverse populations and participation in departmental, college/ school, or university service are required.

Instructor Ranks

INSTRUCTOR: A NTTF (instructional) 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.

The minimum criteria for each rank from the University P&T Guidelines are as follows:

1. **Senior Instructor II**: Normally, a faculty member will not be eligible for promotion to Senior Instructor II until the completion of the third year in rank as a Senior Instructor I at PSU. Recommendations for early promotion in cases of extraordinary achievement can be made at the department's discretion. Length of time in rank is not a sufficient reason for promotion.

   Promotion to Senior Instructor II is based on such criteria as: demonstrated expertise in the development and delivery of new instructional materials; ongoing engagement with the pedagogy of the discipline; ability to play a lead role in assessment and curriculum design; demonstrated excellence in advising and mentoring; ongoing engagement with the profession; evidence of the application of professional skills and knowledge outside the department as demonstrated by activities such as professionally-related university and community engagement and scholarly or creative activity that contributes to knowledge in one's field and, where appropriate, the community; evidence of ability to work effectively with individuals from and topics related to diverse populations; and effective participation in departmental, college/school and university governance as appropriate to assignment and contract.

2. **Senior Instructor I:** Normally, a faculty member will not be eligible for consideration for promotion to Senior Instructor I until the completion of the third year in rank as an Instructor at PSU. Recommendations for early promotion in cases of extraordinary achievement or special circumstances can be made at the department's discretion. Length of time in rank is not a sufficient reason for promotion.

   Promotion to Senior Instructor I is based on criteria such as: quality of instruction, as determined by classroom observation, assessment of student-learning outcomes, and review of student evaluations and course materials; expertise in the discipline, as demonstrated by activities such as ongoing revision of course materials, curricular innovations, participation in continuing education, conferences, and other professional activities; evidence of ability to work effectively with individuals from and topics related to diverse populations; and participation in departmental, college/school, and university governance as appropriate to assignment and contract.

3. **Instructor**: A non-tenure track faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction. Such appointments include teaching, advising,

and mentoring expectations congruent with creative and engaged instruction. Normally, this appointment requires an advanced degree in the field of specialization.

Professor of Practice or Clinical Professor Ranks

CLINICAL FACULTY: A NTTF (instructional) appointment for individuals with primary duties in the area of clinical instruction. Clinical faculty are licensed professionals. 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.

PROFESSOR OF PRACTICE: A NTTF (instructional) appointment for individuals with primary duties in the area of professionally related community education/service. Professors of practice are certified professionals or individuals in professional fields. The major responsibility involves the education of students/learners in academic settings, 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 professor of practice, associate professor of practice, and professor of practice.

The minimum criteria for each rank from the University P&T Guidelines are as follows:

1. **Professor of Practice or Clinical Professor**: Typically, candidates meet the following requirements unless there is remarkable achievement: at least 10 years of part- or full-time professional experience in the clinical/professional discipline post-certification; at least six years of clinical/professional teaching in an academic setting, with a minimum of four years at Portland State University; and a high degree of academic maturity and responsibility. Length of time in rank is not a sufficient reason for promotion.

   Promotion to Professor of Practice or Clinical Professor is based on criteria such as: documented evidence of a consistent pattern of high quality professional productivity and impact in the professional field that is illustrative of professional productivity at regular intervals over a period of years and evidence of national and/or international recognition in the professional field. Such evidence may be indicated by, for example: appointments as a reviewer of peer- reviewed journals; invited papers and presentations given beyond the state and region; honors, grants, awards; and committee service and leadership with national or international professional associations.

2. **Associate Professor of Practice or Associate Clinical Professor**: Typically, candidates will meet the following requirements, unless there is remarkable achievement: A minimum of six years post-certification professional experience to include at least three years of

clinical/professional practice teaching in an academic setting, with a minimum of two years at PSU. Length of time in rank is not a sufficient reason for promotion.

Promotion to Associate Professor of Practice or Associate Clinical Professor is based on evidence of effectiveness in clinical/professional instruction to include materials indicating command of the academic and/or clinical subject matter, ability to motivate, mentor/advise, and assess students, and creative and effective use of teaching methods and evidence of effective engagement of a professional nature.

3. **Assistant Professor of Practice or Assistant Clinical Professor**: A non-tenure track faculty appointment for individuals whose primary work is in the areas of instruction in clinical or professional practice or in professionally-related community engagement. Faculty hired in this category must hold an advanced degree in their field of specialization from an accredited program in their discipline and/or have comparable experience.

Research Professor Ranks

RESEARCH PROFESSOR: A NTTF (Research) 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.

There are no minimum criteria described in the University P&T Guidelines for these ranks. The following statements are provided:

Conversion of a Senior Research Associate II to Research Assistant Professor is based on the nature of the position, its intended duration and responsibilities, and the incumbent's record of scholarly accomplishment and responsibilities. The conversion must be approved by the Dean and Provost.

For non-tenure track faculty members whose initial date of hire was prior to September 16, 2014, see Appendix IV: Addendum for implementation of amended guidelines.

Promotion to Research Associate Professor and Research Professor requires review outlined in Section V. Administrative Roles and Procedures for Promotion and Tenure for Tenure-Track Faculty.

Research Associate Ranks

RESEARCH ASSOCIATE: A NTTF (Research) 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.

The minimum criteria for each rank from the University P&T Guidelines are as follows:

1. **Senior Research Associate II**: Typically, candidates for promotion to the rank of Senior Research Associate II will meet the following requirements: six or more years of progressively responsible research or evaluation experience and demonstrated ability to conduct research independently. Length of time in rank is not a sufficient reason for promotion.

   Promotion to Senior Research Associate II will be based on such criteria as: years of research experience and demonstrated ability to conduct research independently. Responsibilities may include designing, developing, and conducting research or evaluation projects; taking a lead or major role in writing grant proposals; leading in developing and sustaining community or interdisciplinary research partnerships; authoring and co-authoring publications for scholarly or community audiences; taking a lead role in developing new qualitative or quantitative methodologies and data collection protocols.

2. **Senior Research Associate I**: Typically, candidates for the promotion to the rank of Senior Research Associate I will meet the following requirements: four or more years of progressively responsible research or evaluation experience; demonstrated ability to participate in developing funding for research and/or disseminating results; demonstrated ability to take the lead role in designing and implementing research or evaluation studies. Length of time in rank is not a sufficient reason for promotion.

   Promotion to Senior Research Associate I will be based on such criteria as: years of research experience and demonstrated ability to take the lead in research and evaluation. Responsibilities may include assisting in writing grant proposals and scholarly or community publications; taking a lead role in designing, developing, and executing one or more studies; designing and overseeing the delivery of intervention protocols to fidelity; developing qualitative and quantitative data collection protocols and methodologies; establishing and fostering community or interdisciplinary research partnerships; co-authoring reports, presentations and scholarly papers.

3. **Research Associate**: A non-tenure track faculty appointment for individuals who typically have a doctoral degree or another appropriate combination of educational achievement and professional expertise. Typically, candidates for the rank of Research Associate will meet the following requirements: four or more years of progressively responsible research experience and demonstrated ability to participate in the design, implementation and oversight of quantitative or qualitative research or evaluation studies. Length of time in rank is not a sufficient reason for promotion.

Research Assistant Ranks

RESEARCH ASSISTANT: A NTTF (Research) 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.

The minimum criteria for each rank from the University P&T Guidelines are as follows:

1. **Senior Research Assistant II**: Typically, candidates for promotion to Senior Research Assistant II will meet the following requirements: two years of experience at the Senior Research Assistant I rank or its equivalent; demonstrated ability to perform a variety of research or evaluation tasks; demonstrated ability to independently manage or coordinate research and evaluation activities. Length of time in rank is not a sufficient reason for promotion.

2. **Senior Research Assistant I**: Typically, candidates for promotion to the rank of Senior Research Assistant I will meet the following requirements: two years of experience at the Research Assistant rank or its equivalent and demonstrated ability to perform focused research or evaluation tasks. Length of time in rank is not a sufficient reason for promotion.

   Promotion to Senior Research Assistant I will be based on criteria such as: years of research experience and demonstrated ability to perform focused research or evaluation tasks. Responsibilities may include assisting in the coordination of research activities; communicating with community and interdisciplinary collaborators; basic qualitative or statistical analysis; maintaining databases; collecting, processing and reporting of data; assisting in the preparation of reports and presentations.

3. **Research Assistant**: A non-tenure track faculty appointment for individuals who typically have a bachelor's or master's degree. Exceptions may include individuals with specific expertise required for the research project. Typically, individuals in the rank of Research Assistant will gather research or evaluation data using a predetermined protocol, carry out routine procedures, gather materials for reports, perform routine data processing or lab work, data management, and basic quantitative or qualitative data analysis. Individuals with the ranks of Senior Research Assistant I and II perform a wider variety of research and evaluation tasks and are expected to perform tasks with increasing independence.

Summary

Tenure Related Faculty (TTF)

Professor
- Assistant Professor
- Associate Professor
- Professor

Non-Tenure Track Faculty (Instructional) (NTTF-I)

Teaching Professor
- Teaching Assistant Professor
- Teaching Associate Professor
- Teaching Professor

Instructor
- Instructor
- Senior Instructor I
- Senior Instructor II

Clinical Professor
- Assistant Clinical Professor
- Associate Clinical Professor
- Clinical Professor

Professor of Practice
- Assistant Professor of Practice
- Associate Professor of Practice
- Professor of Practice

Non-Tenure Track Faculty (Research) (NTTF-R)

Research Professor
- Research Assistant Professor
- Research Associate Professor
- Research Professor

Research Associate
- Research Associate
- Senior Research Associate I
- Senior Research Associate II

Research Assistant
- Research Assistant
- Senior Research Assistant I
- Senior Research Assistant II