

Faculty Ranks

A. Description of Standard Academic Ranks

The basic qualifications and standards established to identify the degree and types of achievement expected in each rank vary among the University's Schools and Colleges, and the various programs within them. The general descriptions are as follows:

Instructor: At the Charles River Campus, an Instructor normally holds a minimum of a Master's degree or equivalent, has completed most or all of the requirements for the doctorate or equivalent, and is expected to demonstrate effectiveness primarily as a teacher. At the Medical Campus, Instructor is the entry level rank for those who have recently completed their post doctoral training, residency or fellowship training. This rank is appropriate for new faculty, generally with M.D., Ph.D. or equivalent degrees, who have the potential for academic advancement. Medical Campus individuals at the instructor level may be in positions of advanced training prior to leaving the institution or being promoted to the assistant professor rank.

All full-time Instructors are entitled under the by-laws of the University to attend and participate in the faculty meetings of their respective School or College. If authorized by the School or College faculty, they may have the right to vote. However, according to the Constitution of the Boston University Faculty Assembly and Faculty Council, they are not members of the Faculty Assembly.

Assistant Professor: Generally, an assistant professor has been awarded a doctoral or professional degree or equivalent, exhibits commitment to teaching and scholarly or professional work of high caliber, and participates in University affairs at least at the department level

Associate Professor: Generally, an associate professor meets the requirements for appointment as an assistant professor, enjoys a national reputation as a scholar or professional, shows a high degree of teaching proficiency and commitment, and demonstrates public, professional, or University service beyond the department

Professor: Generally, a professor meets the requirements for appointment as an associate professor, and, in addition, has a distinguished record of accomplishment that leads to an international or, as appropriate, national reputation in his or her field.

B. Definition of Prefixes that Modify Standard Academic Titles

The standard professorial titles and the title Instructor may be significantly modified by the use of prefixes, as follows:

The prefix **Emeritus** indicates a position of honor and esteem at Boston University, associated with an invitation to continue collegial relationships after retirement. See "Emeritus Status" in the Faculty Retirement section for more detail.

The prefix **Clinical** identifies appointments that primarily provide practical instruction and application of practical knowledge. On the Medical Campus, the title describes faculty whose primary activity is limited to clinical or public health practice and associated teaching. The duties, terms of appointment, and salaries (if any) of such persons are specified in the letter of appointment. In general, the applicable rank and any subsequent promotions should be determined by the relevant academic achievements, professional accomplishments, and demonstrated effectiveness of the appointee. A variety of titles are used to designate such positions including:

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

The prefix **Research** identifies faculty appointments that are offered to scientists and scholars who fulfill the research qualifications of the standard professorial or Instructor ranks and who work for the University on research supported by external grants and contracts. The principal criteria for these titles are scholarly productivity and recognition of original work. Several titles are used to designate such positions:

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

Research faculty are eligible to give seminars and teach occasional courses. Teaching is at the discretion of the department. These titles may be used for appointments of one year or longer. Research appointments are for the stated term of the appointment with no guarantee or expectation of renewal. The timetables for notice of non-reappointment set forth in the section, "Appointment and Reappointment of Faculty on the Charles River Campus" and "Appointment and Continuance of Appointments for Full-Time Faculty on the Medical Campus" are not applicable.

The prefix **Adjunct** identifies a scholar whose primary place of employment is not Boston University or whose primary employment within the University is not in a faculty capacity. An Adjunct Professor is an expert in a special field appointed to give instruction on a part-time or discontinuous basis. These part-time appointments may be in the ranks of:

- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor

Duties usually include the teaching and advising of students but do not include service on departmental committees.

At the Medical Campus, standard professorial titles are given to faculty members teaching at Boston University affiliated hospitals. Adjunct appointments are appropriate if faculty have primary appointments at another university.

The prefix **Adjunct Clinical** is used for appointments of persons employed in a clinical setting where students receive clinical instruction. These appointments are usually without salary. The criteria for adjunct clinical faculty are the same as for regular faculty appointments of comparable rank.

- Adjunct Clinical Instructor
- Adjunct Clinical Assistant Professor
- Adjunct Clinical Associate Professor
- Adjunct Clinical Professor

The prefix **Visiting** identifies a faculty member who normally teaches at another institution or possesses other professorial qualifications and is appointed to give instruction for a stated term, ordinarily of one year or less on a full or part-time basis. The titles used to indicate such an instructional appointment are:

- Visiting Assistant Professor
- Visiting Associate Professor
- Visiting Professor

The prefix **Visiting Research** indicates that the purpose of the appointment is to facilitate collaboration with one or more members of the faculty on a specific research or scholarly project, for a stated period. The titles used are:

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

The qualifications of teaching and scholarship for Visiting and Visiting Research faculty are the same as expected for professorial appointments of comparable rank in the University. Persons receiving such appointments are expected to comply with all University policies pertaining to full-time positions unless otherwise clearly indicated in the letter of appointment.

Affiliated/Secondary Appointment: An Affiliated or Secondary title is given to full-time faculty as a means of formalizing an association with a department other than that of the primary appointment. The affiliation must be recommended by the department and dean following the procedure specified by the School or College, as approved by the Provost. Termination of the primary appointment shall automatically terminate the affiliated/secondary appointment. Voting rights are outlined in the terms of the appointment.

C. Definition of Standard Lecturer Ranks

Lecturer: A Lecturer is a faculty member appointed primarily to provide instruction for a stated term of full-time or part-time service, as specified in the appointment letter. The basic qualifications and standards expected of the lecturer vary among the University's Schools and Colleges but the title reflects strong teaching ability and a relevant basis of scholarly work or professional expertise and achievement.

Senior Lecturer or Master Lecturer: Generally, a Senior Lecturer or Master Lecturer meets the requirements for appointment as a Lecturer, and has demonstrated excellence in teaching for at least five or ten years, respectively.

Initial Appointments

An appointment is considered an "initial appointment" if the candidate has never held a faculty appointment at Boston University, or if the person has not held a similar position at Boston University within the past three academic years. Faculty returning to Boston University within three years of an initial appointment are to be regarded as reappointments and will require the submission of reappointment forms. Please note that there is a different initial appointment form to be used for Research faculty.

All full-time and part-time faculty appointments require the following paperwork and procedures, with the exception of part-time Lecturer appointments. Part-time Lecturers require decanal approval only. The Office of the Provost are notified of these Lecturer appointments via the part-time list submitted by the units for payroll purposes.

Four forms are required for recommending an initial appointment:

- **Recommendation for Academic Appointment form**
- **Biographical Data form**
- **Affirmative Action Report form for Faculty (CRC faculty only)**
- **Patent Policy Agreement signed by candidate (for CRC faculty only).**
 - * If the form is not included in the appointment package, it can be submitted along with the Payroll New-hire form. It is required in order to process the payroll for a new full-time faculty member.)

Appointment packages must be typed, complete and in order before being sent to the Office of the Provost. Incomplete forms or vitae and letters of recommendation that are out of date will be returned depending on the type of faculty appointment and how much information is missing.

The following items are **required** in an initial appointment package and each piece should be read carefully by the Unit Faculty Actions Analyst with special attention paid to consistency of information throughout, identifying missing or incorrect information, and ensuring that the proposed appointment complies with all applicable University policies:

- 1) **Recommendation for Academic Appointment form:**
The most pertinent details about the appointment are listed here, such as appointment duration, work assignment, source of funding for the appointment, and a "comments" section (all special hiring terms and funding requests are listed here). All sections of this form must be completed; areas that do not apply should be marked "N/A." When the appointment has been reviewed and approved, the appropriate copies of the form with the Provost's signature are returned to the unit as official administrative approval.
- 2) **Biographical Data form:**
As the title suggests, this form reports biographical data about the candidate including education degrees and prior work experience. The unit should not indicate "refer to attached vita."

- 3) **Memorandum from the Dean:**
This should provide a brief overview of the appointment and the prospective faculty member's credentials, qualifications, and background, any special requests (such as a SRA payment, special funding requests), the proposed salary and funding source, and any additional or special responsibilities expected of the candidate.
- 4) **Memorandum from the Chair:**
This should contain a descriptive abstract of the appointment, information about the educational background, research interests, contributions to the field, and relevant experience of the candidate. Where a Chair's statement is not applicable or complete, the Dean needs to address these issues.
- 5) **Current vita:**
This must be up-to-date (not more than three months old), and include the candidate's present experience.
- 6) **Letters of recommendation:**
- * Three letters of recommendation are required for faculty at the following ranks:
 - Modified Professorial ranks (Clinical, Research, Adjunct)
 - Assistant Professor (NTT and TRK)
 - Instructor
 - Lecturer
 - Executive-in-Residence
 - * These letters should not be more than one year old. If letters are in a foreign language an English translation should be provided. At least two of the three should be from reviewers outside of the University; however, in cases of junior faculty who completed their doctorate at Boston University, it might be acceptable for the letters to be from University faculty.

Note: All faculty appointed at the rank of Associate Professor or Professor will need the full APT, UAPT, Provost, President, AAC, and BOT review. As part of the appointment dossier, these appointments will require 10-12 external letters of recommendation. Please refer to the section on these hires for more information.

If your School/College is proposing an appointment at the rank of Associate Professor or Professor (unmodified), the following reviews will be required:

- School Appointment, Promotion and Tenure Committee
- University Appointments, Tenure and Promotion
- University Provost
- President
- Academic Affairs Committee
- The Board of Trustees

7) [The Affirmative Action Report Form for Faculty:](#)

This form must be submitted with the recommendation for all initial full-time unmodified professorial appointments that extend beyond one semester. The form is designed to:

- Monitor and document the faculty recruitment and appointment process substantiating Boston University's affirmative action policy of actively recruiting women and minorities.
- Serve as the input document for the automated Applicant Flow system.

The first two pages, with the required documentation attached, are to be submitted with the appointment papers. This form provides the record required for compliance with rules governing Federal contractors. If search information has not been provided, the University's Affirmative Action officer will contact your unit.

8) [Patent Policy Agreement:](#)

No individual will be appointed to a faculty position at Boston University without having submitted a signed copy of the Patent Policy Agreement. The form, which provides for specific acceptance of the policy, should be submitted to the Provost's Office along with the appointment paperwork. Candidates should be assured by the unit that the policy will take effect only if their appointments are approved. The faculty member will not be paid until they have signed the agreement. Under special circumstances, the faculty member may be given a one month grace period. Should this situation arise, it should be discussed with the Provost's of the Academic Services section.

9) [Publication Sample:](#)

Faculty being appointed to the rank of Assistant Professor (unmodified), modified professorial ranks (clinical, research, adjunct), Instructor, Lecturer, or Executive in Residence are not required to provide a sample publication that represents their research and other scholarly work.

Please note, if your School/College is proposing an appointment at the rank of Associate Professor or Professor, publication samples will be required, as part of the dossier submitted for reviews.

Initial Appointments that Require Additional Review

Initial Appointments of faculty at the rank of unmodified Associate Professor and Professor (non-tenure track, tenure track, and with tenure) require review and approval by the following:

- **School/College Appointment and Promotion Committee (APT)**
- **University Appointments Tenure and Promotion Committee (UAPT)**
- **University Provost**
- **President**
- **Academic Affairs Committee (AAC)**
- **Board of Trustees**

Once an appointment has been approved by your School/College's APT committee, you will need to submit the necessary materials to the Office of the Provost for the subsequent reviews to take place. If your faculty member is appointed during the academic year and the UAPT is in session, you will need to submit 16 binder copies plus 1 original binder [if a faculty member is being reviewed during the summer an *ad hoc* committee will be formed (typically five members) to evaluate the candidate]. Please contact the Office of the Provost's Faculty Services Specialist to confirm how many binders will need to be submitted for reviews taking place during the summer.

The review materials include:

- [Recommendation for Academic Appointment form](#)
- [Biographical Data form](#)
- [Initial Appointment Application Dean's Report](#)
- [Initial Appointment Application Chair's Report](#)
- [Initial Appointment Application School APT Report](#)
- 10-12 letters from external evaluators (must be from peer or higher institutions from faculty at the proposed level or higher)
- Current C.V. (not more than three months old. Please note that candidates do not need to fill out the standard Form II.)
- Publication Samples
- Vote sheet
- [Patent Policy Agreement](#)
- [The Affirmative Action Report Form for Faculty](#)

*Please be sure to submit review materials that are free of marks and notations as they will be evaluated by the Provost, President, and relevant committees.

Once a faculty candidate's appointment has been approved by the UPT, Provost, and President, the Office of the Provost will contact your unit to submit the standard forms required for an Initial Appointment.

Research Faculty

There are special forms for faculty who will primarily be conducting research, rather than teaching at Boston University. Due to the slightly different nature of these appointments and reappointments, these forms are a bit more condensed, as they exclude spaces for information that is not relevant to a Research appointment, such as teaching assignment and reappointment notification information.

Three forms are required for recommending an initial appointment of Research faculty:

- [Recommendation for Research Faculty Appointment Form](#)
- [Biographical Data Form](#)
- [Patent Policy Agreement \(signed by candidate\)](#)

*Accompanying these forms should be a memo from the Dean, a memo from the Chair, a current vita, and three letters of recommendation.

When Research Faculty are reappointed, the “[Recommendation for Research Faculty Reappointment](#)” form should be submitted, along with a current vita. Space is provided on this form for a statement from the Dean and the Chair which offers rationale for the reappointment.

Reappointments

Full-time Reappointments:

All full-time, non-tenured faculty are reappointed on a regular basis and are assigned one of three reappointment **notification** dates based on their contract period. Notice of reappointment, non-reappointment, or intention not to recommend reappointment, shall normally be given in writing in accordance with the following schedule:

- Not later than **March 1st** of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance.
- Not later than **December 15th** of the second academic year of service, if the appointment expires at the end of that year; or, if, an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
- Not later than **August 31st** preceding the final year of an appointment after two or more years at the institution.

These dates are designed to give each faculty member proper notification of their reappointment or non-reappointment. Early notification is especially important in the case of non-reappointments or terminal appointments; it is important that a faculty member in either of these situations is notified early enough to secure employment elsewhere.

Prior to these notification dates, the Dean's Office receives a full listing from the Provost's Office of faculty due for reappointment during these cycles.

The reappointment paperwork consists of the "[Recommendation for Full-time Faculty Reappointment/Non-Reappointment](#)" form (2 pages), and a current curriculum vitae (not more than three months old).

All sections of the form should be completed. Any areas that do not apply should be marked N/A.

Following is a list of the data elements that are required on page 1 of the form:

Name
University ID Number
Date Form Completed School-Department
Rank/Title
Initial Full-Time Appointment Date
*** Current Appointment Period**
History of Courses Taught
Recommendation/Approval
Signatures

Page 2 of the “**Reappointment/Non-Reappointment**” Form:

* Please enter in the faculty member’s **current appointment period** in the space provided, **not** the proposed contract extension dates.

The evaluation of research, teaching and other professional activity by the Chair and Dean should be provided on the second page of the form. These evaluations should include comments about the need for the position and future need/role of the faculty member. If the Dean and Chair have recommended a different length of renewal, please make sure this is addressed in the Dean’s recommendation. In addition, if a long-term contract renewal is recommended (i.e. anything exceeding a 3-year term), it is also important to note the rationale for this. A reasonable length for the evaluations is one concise paragraph. While a detailed memo is not needed, 1-2 sentences in not considered a sufficient evaluation.

Research Faculty Reappointments:

The three cycles of reappointment notification do not apply for full-time faculty with a Research rank. A list of Research faculty whose contracts are due to expire is generated/distributed by the Provost’s Office once a year. For these faculty members, please use the “[Recommendation for Research Faculty Reappointment](#)” form as opposed to the standard “[Recommendation for Full-time Faculty Reappointment/Non-Reappointment](#)” form.

We recommend that Research appointments are evaluated for renewal/non-renewal three months before the expiration date of the current appointment.

Following is a list of the data elements that are required on the form:

- Name**
- BU ID**
- Academic Year**
- School-Department**
- Rank**
- % Time**
- Reappointment Period**
- Total Salary**
- Funding Sources**
- Appointment History**
- Chair’s Evaluation**
- Dean’s Evaluation**
- Signatures**

Change of Title/Change of Status

The “[Change of Title/Change of Status](#)” form is used when a change of rank and/or status is recommended. A change of status generally refers to a change in appointment period and/or type (e.g. from tenure-track to non tenure-track). Changes to assignment duration, percent time or salary are also made via this form. .

For Change of Title/Change of Status requests, please check off the appropriate box at the top of the form and fill out the following sections:

Name

BU ID

Effective Date

School-Department

Current/Recommended

Rationale for Change

Signatures

Please attach an updated faculty c.v. to this form. A memo from the Dean supporting this action should then be attached to the form and forwarded to the Provost for final approval.

Actions of this type can be complex and don't always exactly fit the guidelines of the form. Please consult with the Office of the Provost if you have any questions as you are filling out this form.

Guidelines for Clinical/Research/Adjunct Ranks:

This form is also used for clinical, research, and adjunct faculty who are applying for promotion. Memos from both the Dean and the Chair, an updated C.V. and 6-8 letters of recommendation from external evaluators are also required. These actions do not require review at the UAPT level.

Emeritus Appointment/Extension of Service

The “[Recommendation for Emeritus Appointment/Extension of Service](#)” is used on two occasions:

- when a retired faculty member is recommended for the rank of Professor Emeritus
- when a retired faculty member is paid for academic service to the School/College

In addition to the completed form, please attach the following and forward to the Provost for final approval:

- a cover memo from the department Chair supporting the recommendation and noting the department vote on the action
- a memo from the Dean endorsing this action
- a current vita (not more than three months old)

Emeritus appointments:

Please check off the appropriate box at the top of the form and fill out the following sections:

Name

BU ID

Effective Date

School-Department

Rank/Title (The recommended Emeritus rank should correspond to the highest rank held by the faculty member.)

Signatures

Extension of Service:

Follow instructions for the Emeritus appointments listed above. In addition, complete the fields listed under the “Extension of Service Recommendation”:

School-Department

Rank/Title

Appointment Period

% Time

Assignment Duration

Full-Time Faculty Academic Rate (If applicable, unlikely)

Part-Time Faculty Rate (If applicable, more likely. Please note rate per hour/per course)

Total Salary

Funding Source

Course Assignments

Other Duties (If applicable)

Leave of Absence/Sabbatical

The “[Academic Leave of Absence/Sabbatical Request](#)” form is **required** for all requests for a leave of absence or sabbatical, including medical leaves, and maternity leaves. It consists of three parts:

- Faculty Request form
- Department Chair's Evaluation
- Dean's Evaluation.

All applications should be typed (not hand-written) with appropriate boxes checked. Please confirm that the Chair and Dean have signed the second and third pages and attached a current C.V. before forwarding the paperwork the Provost’s office.

Leave of Absence:

Upon application to the department and the Dean, a full-time faculty member shall receive a leave of absence of one semester or more without pay whenever the Provost, in consultation with the Dean, determines such leave is consistent with the teaching and administrative needs of the faculty member's department and School. Such leaves are generally for terms of one semester or one year. Faculty on leave without pay should consult with Human Resources regarding the continuation of fringe benefits. Tenure-track faculty may request a deferment of their tenure review year in conjunction with the leave, if it is a medical or maternity leave. It is not customary for a tenure review deferment to be approved for leaves of absence that are requested for research/academic purposes.

Sabbatical:

A faculty member must have served at least 12 full semesters of full-time service before he/she is eligible to apply for a sabbatical leave. Full-time faculty members may be granted a sabbatical leave in their seventh year for either one semester with full pay, or the full academic year with half pay.

Before submitting a sabbatical request to the Office of the Provost, it is the responsibility of the Dean's Office to confirm the history of leaves of absence/sabbaticals and confirm the faculty member’s eligibility. If the faculty member is not eligible, the department should be contacted immediately.

It is required that in conjunction with a sabbatical leave request, a faculty member must apply for outside funding for the proposed plans. Any grant proposals written for this purpose should be included in the sabbatical paperwork. If the sabbatical paperwork indicates that no grant funding has been applied for, justification must be provided.

Except in extraordinary circumstances and by prior arrangement, acceptance of a sabbatical leave funded in any part by the University commits the faculty member to return to the University for a minimum of one year.

A leave of absence or sabbatical request denied by the Dean may still be forwarded to the Provost if the faculty member wishes to do so.

Upon returning from a sabbatical leave or leave of absence, the faculty member is expected to submit a statement to his/her Chair and Dean describing the activities and accomplishments during the leave. The report should be supported by any bibliographic or other evidence of the quality of the work accomplished when such evidence becomes available. The Dean should forward the report, along with an evaluation, to the Provost.

In order for the Leave of Absence/Sabbatical application to be complete, the following are required:

- [Faculty Request form](#)
- [Department Chair's Evaluation form](#)
- [Dean's Evaluation form](#)
- **A detailed description of the proposed leave/sabbatical plans**
- **One copy of each outside funding application**
- **A current C.V. (no more than three months old).**

All sections of each form MUST be completed. Areas that do not apply are to be marked "N/A." Please pay particular attention to filling in the section that outlines coverage of courses taught and other administrative duties, as well as the section that notes total released salary. The total released salary should be filled in if a faculty member is taking a leave of absence without salary or a sabbatical at half salary.

If there is a special request for a half salary request to be paid out over a full year, it must be documented in the Dean's Memo.

Additional pages should be attached if more space is required.

Part-Time Faculty Guidelines

Part-time faculty are most often appointed at the rank of "Adjunct" or "Visiting." The Provost approves part-time appointments with these ranks, but does not review the proposed appointment of other part-time appointees such as Lecturers, Teaching assistants, Teaching Fellows, tutors, laboratory assistants, Research Assistants and Research Associates. These ranks require decanal approval only.

Special Payroll Related Requests

The following types of requests related to faculty payroll require Office of the Provost approval:

- Requests for faculty members to receive advance pay
- Overbase requests that exceed the standard guidelines (up to 10% of base salary)
- Overbase requests for staff who are appointed as Part-time Lecturers
- Increase requests to per course rates for Part-time Lecturers
- Requests for faculty members to be paid out over 9 months instead of 12
- Off-cycle Salary increase

For any of these types of requests, please submit a memo (from the Dean or Director) to the Office of the Provost's Payroll Specialist. Please be sure the memo clearly outlines the rationale for your request and any relevant background data that is needed as a reference point for the Provost.

Requests for staff overbases for teaching require a letter from the staff member's immediate supervisor that clearly states the date of course, time of the course he/she is teaching and an explication of how this responsibility will not interfere with his/her position duties. All requests for a staff overbases for teaching a course must be accompanied by a Dean's memo.