

SCHOOL OF ENGINEERING AND APPLIED SCIENCES
CRITERIA AND PROCEDURES FOR GRANTING OF IN-HOUSE TITLES AS
TEACHING ASSISTANT PROFESSOR,
TEACHING ASSOCIATE PROFESSOR
AND
TEACHING PROFESSOR

Effective May 1, 2015

An in-house title is a descriptive title that is used to better describe a position. It should not be confused with the official UB payroll title. This series of in-house titles will be granted to people who fill positions as full time Lecturers in SEAS on the UB State payroll. Once the in-house title is granted it is valid for the length of the person's employment.

I. CRITERIA

I.a Teaching Assistant Professor:

1. Ph.D. in a closely related field.
2. Suitable teaching and/or advisement experience, as directed by the specified needs of the department.

I.b Teaching Associate Professor:

1. Ph.D. in a closely related field.
2. Recommendation for change in in-house title from Teaching Assistant Professor to Teaching Associate Professor may be initiated no earlier than during the sixth year of full-time service as Teaching Assistant Professor, or equivalent years of full-time teaching experience, if prior employment was not at the University at Buffalo.

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3. Contribution to department Education through activities such as:

- development of innovative teaching methods and pedagogic tools
- publications in education conferences and journals
- advisement of students if the duties are so specified
- consulting or other funded activity related to one's area of expertise
- securing funds or donations related to educational activities
- participation in meetings/panels at the national level
- supervision of student projects and theses
- membership on education conference committees/editorial boards

I.c Teaching Professor:

1. Ph.D. in a closely related field.
2. Recommendation for change in in-house title from Teaching Associate Professor to Teaching Professor may be initiated no earlier than five years after granting of Teaching Associate Professor in-house title, or equivalent

years of full-time teaching experience, if prior employment was not at the University at Buffalo.

3. Contribution to department Education through activities listed for Teaching Associate Professor.

4. Achievement of national reputation as a leader in Education.

II. EVALUATION PROCEDURES

II.a Teaching Assistant Professor:

1. Candidate submits current CV to Department Chair.

2. Department Chair compiles teaching evaluations, and submits CV and teaching evaluations to the tenured faculty and the faculty who have been granted the in house title of Teaching Professor for review.

3. Department Chair convenes a meeting of the tenured faculty and the faculty who have been granted the in house title of Teaching Professor to discuss and vote on the appointment.

4. Department Chair forwards dossier to Associate Dean for Faculty Affairs along with the Chair's evaluation letter and recommendation, including the result of the department vote. The Chair's letter should indicate that a copy was given to the faculty member being recommended for the in- house title.

5. Associate Dean responds to Chair indicating whether the request to grant the in-house title has been approved. and copies the faculty member being recommended for the in-house title..

II.b Teaching Associate Professor:

1. Candidate submits current CV to Department Chair. Sample publications and other evidence of achievements may also be submitted.

2. Department Chair compiles teaching evaluations, and submits CV and teaching evaluations to the tenured faculty and the faculty who have been granted the in house title of Teaching Professor for review.

3. Department Chair convenes a meeting of the tenured faculty and the faculty who have been granted the in house title of Teaching Professor to discuss and vote on the appointment.

4. Department Chair forwards dossier to Associate Dean for Faculty Affairs along with the Chair's evaluation letter and recommendation, including the result of the department vote. The Chair's letter should indicate that a copy was given to the faculty member being recommended for the in- house title.

5. Associate Dean responds to Chair indicating whether the request to grant the in-house title has been approved and copies the faculty member being recommend for the in-house title..

II.c Teaching Professor:

1. Candidate submits current CV to Department Chair. Sample publications and other evidence of achievements may also be submitted.

2. Department Chair obtains at least one external letter of recommendation and 2 internal letters of recommendation. The CV, letters, and teaching evaluations are submitted to the tenured faculty for review.

3. Department Chair convenes a meeting of the tenured faculty and the faculty who have been granted the in house title of Teaching Professor to discuss and vote on the appointment.

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4. Department Chair forwards dossier to the Associate Dean for Faculty Affairs along with the Chair's evaluation letter and recommendation, including the result of the department vote. The Chair's letter should indicate that a copy was given to the faculty member being recommended for the in- house title.

5. Associate Dean responds to Chair indicating whether the request to grant the in-house title has been approved and copies the faculty member being recommend for the in-house title..

III. MONITORING

1. It is the responsibility of each department to monitor the granting of initial in-house title and to determine when a person should be recommended for a change in in-house title.