

**4/4 Work Model**

| Number of Classes | Hours | FTE   |
|-------------------|-------|-------|
| 1                 | 10    | 0.25  |
|                   | 15    | 0.375 |
| 2                 | 20    | 0.50  |
| 3                 | 30    | 0.75  |
| 4                 | 40    | 1.00  |

**5/5 Work Model**

| Number of Classes | Hours | FTE  |
|-------------------|-------|------|
| 1                 | 8     | .20  |
| 2                 | 16    | .40  |
| 3                 | 24    | .60  |
| 4                 | 32    | .80  |
| 5                 | 40    | 1.00 |

**TENURED & TENURE-TRACK (T-TT) POSITIONS**

| <b>TITLE</b>   | <b>ASSISTANT PROFESSOR</b>   | <b>ASSOCIATE PROFESSOR</b>   | <b>PROFESSOR</b>   |
|--|--|--|--|
| <b>JOB CODE</b>                                      | 10030  | 10020  | 10010  |
| <b>DEFINITIONS</b>                                   | This title may be used to designate faculty in a college who rank above an instructor and below an associate professor and typically exhibit commitment to teaching and scholarly or professional work of high caliber, and participates in University affairs at least at the department level. | This title may be used to designate faculty in a college who typically meet 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. | This title may be used to designate faculty in a college who typically meet 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>CREDENTIALS</b>                                   | Terminal Degree Required   | Terminal Degree Required   | Terminal Degree Required   |
| <b>FT/PT</b>   | FT   | FT   | FT   |
| <b>PAID/ZERO PAY</b>                                 | Paid   | Paid   | Paid   |
| <b>APPOINTMENT LENGTH</b>                            | Continuous until resignation, retirement or termination  | Continuous until resignation, retirement or termination  | Continuous until resignation, retirement or termination  |
| <b>IS APPOINTMENT RENEWABLE ?</b>                    | N/A  | N/A  | N/A  |
| <b>HIRING REQUEST COMMITTEE (HRC) FORM REQUIRED?</b> | N/A  | N/A  | N/A  |
| <b>YEAR 1</b>  |  |  |  |
| <b>APPOINTMENT PERIODS</b>                           | Academic Year: (9-month appointment)<br>9/1 - 5/31   | Academic Year: (9-month appointment)<br>9/1 - 5/31   | Academic Year: (9-month appointment)<br>9/1 - 5/31   |
| <b>UT SHARE APPOINTMENT</b>                          | 9-Month Academic Year:<br>(New Appointment)<br>New appointment must be entered in UT Share.  | 9-Month Academic Year:<br>(New Appointment)<br>New appointment must be entered in UT Share.  | 9-Month Academic Year:<br>(New Appointment)<br>New appointment must be entered in UT Share.  |
| <b>E-FORM</b>  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  |
| <b>Letter Requirements</b>                           | Y  | Y  | Y  |
| <b>LETTER TEMPLATE</b>                               | <a href="#">Tenure Track Faculty Appointment: Assistant Professor</a>  | <a href="#">Tenured or Tenure Track Appointment: Associate Professor</a>   | <a href="#">Tenured Faculty Appointment: Professor</a>   |
| <b>YEAR 2+</b>                                       |  |  |  |
| <b>APPOINTMENT PERIODS</b>                           | Academic Year: (9-month appointment)<br>9/1 - 5/31   | Academic Year: (9-month appointment)<br>9/1 - 5/31   | Academic Year: (9-month appointment)<br>9/1 - 5/31   |
| <b>UT SHARE APPOINTMENT</b>                          | Appointment automatically renews in UTShare  | Appointment automatically renews in UTShare  | Appointment automatically renews in UTShare  |
| <b>E-FORM</b>  | No E-Form Required   | No E-Form Required   | No E-Form Required   |
| <b>LETTER REQUIRED?</b>                              | N  | N  | N  |
| <b>LETTER TEMPLATE</b>                               | N/A  | N/A  | N/A  |
| <b>SUMMER/TERM</b>                                   |  |  |  |

**TENURED & TENURE-TRACK (T-TT) POSITIONS**

| <b>TITLE</b>                | <b>ASSISTANT PROFESSOR</b>   | <b>ASSOCIATE PROFESSOR</b>   | <b>PROFESSOR</b>   |
|-----------------------------|--|--|--|
| <b>JOB CODE</b>             | 10030  | 10020  | 10010  |
| <b>APPOINTMENT PERIODS</b>  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31   |
| <b>UT SHARE APPOINTMENT</b> | Summer assignments term automatically on 9/1   | Summer assignments term automatically on 9/1   | Summer assignments term automatically on 9/1   |
| <b>E-FORM</b>               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                                 | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                                 | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                                 |
|                             | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>   | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>   | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>   |
| <b>LETTER REQUIRED?</b>     | Y  | Y  | Y  |
| <b>LETTER TEMPLATE</b>      | <a href="#">T-TT Faculty Summer Appointment Letter</a>   | <a href="#">T-TT Faculty Summer Appointment Letter</a>   | <a href="#">T-TT Faculty Summer Appointment Letter</a>   |
| <b>RETIREMENT</b>           |  |  |  |
| <b>APPOINTMENT PERIODS</b>  | N/A  | N/A  | N/A  |
| <b>UT SHARE APPOINTMENT</b> | Discontinue Appointment:<br>Department <b>MUST</b> terminate the 9-month assignment in UTShare.                | Discontinue Appointment:<br>Department <b>MUST</b> terminate the 9-month assignment in UTShare.                | Discontinue Appointment:<br>Department <b>MUST</b> terminate the 9-month assignment in UTShare.                |
| <b>E-FORM</b>               | <a href="#">Employee Retirement Form</a>   | <a href="#">Employee Retirement Form</a>   | <a href="#">Employee Retirement Form</a>   |
| <b>LETTER REQUIRED</b>      | Y  | Y  | Y  |
| <b>LETTER TEMPLATE</b>      | Faculty member required to submit notification of retirement letter to Department Chair (no specific template) | Faculty member required to submit notification of retirement letter to Department Chair (no specific template) | Faculty member required to submit notification of retirement letter to Department Chair (no specific template) |
| <b>RESIGNATION</b>          |  |  |  |
| <b>APPOINTMENT PERIODS</b>  | N/A  | N/A  | N/A  |
| <b>UT SHARE APPOINTMENT</b> | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  |
| <b>E-FORM</b>               | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   |
| <b>LETTER REQUIRED?</b>     | Y  | Y  | Y  |
| <b>LETTER TEMPLATE</b>      | Faculty member required to submit resignation letter to Department Chair (no specific template)                | Faculty member required to submit resignation letter to Department Chair (no specific template)                | Faculty member required to submit resignation letter to Department Chair (no specific template)                |

**NON-TENURE TRACK (NTT)  
TEACHING TITLES**

| <b>TITLE</b>                                   | <b>LECTURER</b>  | <b>SENIOR LECTURER</b>  | <b>DISTINGUISHED SENIOR LECTURER</b>  |
|--|--|---|---|
| <b>JOB CODE</b>                                | 10050  | 10049   | 10048   |
| <b>DEFINITION</b>                              | This NTT title may be used for individuals who will serve as teachers, and whose teaching experience and qualifications are comparable to those of faculty members in untenured, tenure-track positions. | This NTT title may be used for teachers who will augment and complement regular teaching faculty, and whose teaching experience and qualifications are comparable to those in tenure positions. | This NTT title may be used for teachers who will augment and complement regular teaching faculty, and whose teaching experience and qualifications demonstrate extraordinary service and performance. |
| <b>CREDENTIALS</b>                             | Optional terminal degree   | Optional terminal degree  | Optional terminal degree  |
| <b>FT/PT</b>                                   | FT Only  | FT Only   | FT Only   |
| <b>PAID/ZERO PAY</b>                           | Paid Only  | Paid Only   | Paid Only   |
| <b>APPOINTMENT LENGTH</b>                      | One 9-month academic year; may also augment with a summer appointment  | One 9-month academic year; may also augment with a summer appointment   | One 9-month academic year; may also augment with a summer appointment   |
| <b>IS APPOINTMENT RENEWABLE?</b>               | Renewable Annually   | Renewable Annually  | Renewable Annually  |
| <b>HIRING REQUEST COMMITTEE FORM REQUIRED?</b> | N/A  | N/A   | N/A   |
| <b>YEAR 1 - NEW HIRE</b>                       |  |   |   |
| <b>APPOINTMENT PERIOD</b>                      | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  |
| <b>UT SHARE APPOINTMENT</b>                    | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.   | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.   |
| <b>E-FORM</b>                                  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   |
| <b>LETTER REQUIREMENTS</b>                     | Y  | Y   | Y   |
| <b>LETTER TEMPLATE</b>                         | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   |
| <b>YEAR 1 - REHIRE</b>                         |  |   |   |
| <b>APPOINTMENT PERIOD</b>                      | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  | Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  |
| <b>UT SHARE APPOINTMENT</b>                    | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.   | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.  | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.  |
| <b>E-FORM</b>                                  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   |
| <b>LETTER REQUIREMENTS</b>                     | Y  | Y   | Y   |
| <b>LETTER TEMPLATE</b>                         | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   |

| YEAR 2+              |  |  |  |
|----------------------|--|--|--|
| APPOINTMENT PERIODS  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)                                   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)                                   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)                                   |
| UT SHARE APPOINTMENT | Appointment automatically renews in UT Share.  | Appointment automatically renews in UT Share.  | Appointment automatically renews in UT Share.  |
| E-FORM               | N/A  | N/A  | N/A  |
| LETTER REQUIREMENTS  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">NTT-Renewal Letter - Paid</a>  | <a href="#">NTT-Renewal Letter - Paid</a>  | <a href="#">NTT-Renewal Letter - Paid</a>  |
| SUMMER/TERM          |  |  |  |
| APPOINTMENT PERIODS  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/32   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/33   |
| UT SHARE APPOINTMENT | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.          | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.          | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.          |
| E-FORM               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                               |
|                      | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a> | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a> | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a> |
| LETTER REQUIREMENTS  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">NTT Faculty Summer Appointment Letter - Paid</a>   | <a href="#">NTT Faculty Summer Appointment Letter - Paid</a>   | <a href="#">NTT Faculty Summer Appointment Letter - Paid</a>   |
| NON-RENEWAL          |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   |
| LETTER REQUIREMENTS  | Recommended  | Recommended  | Recommended  |
| LETTER TEMPLATE      | <a href="#">NTT Non-Renewal Letter</a>   | <a href="#">NTT Non-Renewal Letter</a>   | <a href="#">NTT Non-Renewal Letter</a>   |
| TERMINATION          |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   |

|                      |   |   |   |
|----------------------|---|---|---|
| LETTER REQUIREMENTS  | N   | N   | N   |
| LETTER TEMPLATE      | N/A   | N/A   | N/A   |
| <b>RESIGNATION</b>   |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) |
| <b>RETIREMENT</b>    |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Employee Retirement Form</a>  | <a href="#">Employee Retirement Form</a>  | <a href="#">Employee Retirement Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) |

| NON-TENURE TRACK (NTT)                  |  |   |   |
|---|--|---|---|
| TITLE                                   | ADJUNCT ASSISTANT PROFESSOR  | ADJUNCT ASSOCIATE PROFESSOR   | ADJUNCT PROFESSOR   |
| JOB CODE                                | 10035  | 10025   | 10015   |
| DEFINITION                              | This NTT title may be used when a qualified person from business, industry, government, private practice, or another institution of higher education may be teaching a course or participating in the teaching of a course, and whose experience and qualifications are not extensive. | This NTT title may be used when a qualified person from business, industry, government, private practice, or another institution of higher education may be teaching a course or participating in the teaching of a course, and whose experience and qualifications are reasonably extensive. | This NTTtitle may be used when a qualified person from business, industry, government, private practice, or another institution of higher education may be teaching a course or participating in the teaching of a course, and whose experience and qualifications are extraordinarily extensive. |
| CREDENTIALS                             | Terminal degree optional   | Terminal degree optional  | Terminal degree optional  |
| FT/PT                                   | FT or PT   | FT or PT  | FT or PT  |
| PAID/ZERO PAY                           | Paid or Zero Pay   | Paid or Zero Pay  | Paid or Zero Pay  |
| APPOINTMENT LENGTH                      | By the course (length of one academic term)<br>May also augment with a summer appointment.   | By the course (length of one academic term)<br>May also augment with a summer appointment.  | By the course (length of one academic term)<br>May also augment with a summer appointment.  |
| IS APPOINTMENT RENEWABLE?               | No   | No  | No  |
| HIRING REQUEST COMMITTEE FORM REQUIRED? | N/A  | N/A   | N/A   |
| YEAR 1 - NEW HIRE - TERM                |  |   |   |
| APPOINTMENT PERIOD                      | Paid by the course terms:<br><br>Fall Term:<br>9/1-1/15<br><br>Spring Term:<br>1/16-5/31<br><br>Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31   | Paid by the course terms:<br><br>Fall Term:<br>9/1-1/15<br><br>Spring Term:<br>1/16-5/31<br><br>Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31  | Paid by the course terms:<br><br>Fall Term:<br>9/1-1/15<br><br>Spring Term:<br>1/16-5/31<br><br>Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31  |
| UT SHARE APPOINTMENT                    | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.   | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.   |
| E-FORM                                  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   |
| LETTER REQUIREMENTS                     | Y  | Y   | Y   |
| LETTER TEMPLATE                         | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   |
|   | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   |

| YEAR 2 or TERM 2+    |  |  |  |
|----------------------|--|--|--|
| APPOINTMENT PERIODS  | Paid by the course terms:<br><br>Fall Term:<br>9/1-1/15<br><br>Spring Term:<br>1/16-5/31<br><br>Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31 | Paid by the course terms:<br><br>Fall Term:<br>9/1-1/15<br><br>Spring Term:<br>1/16-5/31<br><br>Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31 | Paid by the course terms:<br><br>Fall Term:<br>9/1-1/15<br><br>Spring Term:<br>1/16-5/31<br><br>Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31 |
| UT SHARE APPOINTMENT | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share.                     | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share.                     | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share.                     |
| E-FORM               | <a href="#">Add New Faculty Contract Form</a>  | <a href="#">Add New Faculty Contract Form</a>  | <a href="#">Add New Faculty Contract Form</a>  |
| LETTER REQUIREMENTS  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">NTT-Renewal Letter-Paid</a>  | <a href="#">NTT-Renewal Letter-Paid</a>  | <a href="#">NTT-Renewal Letter-Paid</a>  |
|                      | <a href="#">Need NTT- Renewal-Unpaid</a>   | <a href="#">Need NTT- Renewal-Unpaid</a>   | <a href="#">Need NTT- Renewal-Unpaid</a>   |
| SUMMER/TERM          |  |  |  |
| APPOINTMENT PERIODS  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/32   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/33   |
| UT SHARE APPOINTMENT | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.  | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.  | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.  |
| E-FORM               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>   | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>   | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>   |
|                      | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>   | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>   | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>   |
| LETTER REQUIREMENTS  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">NTT Faculty Summer Appointment Letter-Paid</a>   | <a href="#">NTT Faculty Summer Appointment Letter-Paid</a>   | <a href="#">NTT Faculty Summer Appointment Letter-Paid</a>   |
|                      | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>   | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>   | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>   |
| NON-RENEWAL          |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.  | Department <b>MUST</b> terminate the assignment in UTShare.  | Department <b>MUST</b> terminate the assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   |
| LETTER REQUIREMENTS  | Optional   | Optional   | Optional   |

|                      |   |   |   |
|----------------------|---|---|---|
| LETTER TEMPLATE      | <a href="#">NTT Non-Renewal Letter</a>                              | <a href="#">NTT Non-Renewal Letter</a>                              | <a href="#">NTT Non-Renewal Letter</a>                              |
| <b>TERMINATION</b>   |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.         | Department <b>MUST</b> terminate the 9-month assignment in UTShare. | Department <b>MUST</b> terminate the 9-month assignment in UTShare. |
| E-FORM               | <a href="#">Termination Form</a>                                    | <a href="#">Termination Form</a>                                    | <a href="#">Termination Form</a>                                    |
| LETTER REQUIREMENTS  | N   | N   | N   |
| LETTER TEMPLATE      | N/A   | N/A   | N/A   |
| <b>RESIGNATION</b>   |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare. | Department <b>MUST</b> terminate the 9-month assignment in UTShare. | Department <b>MUST</b> terminate the 9-month assignment in UTShare. |
| E-FORM               | <a href="#">Termination Form</a>                                    | <a href="#">Termination Form</a>                                    | <a href="#">Termination Form</a>                                    |
| LETTER REQUIREMENTS  | N   | N   | N   |
| LETTER TEMPLATE      | N/A   | N/A   | N/A   |

| NON-TENURE TRACK (NTT)                  |  |   |  |
|---|--|---|--|
| TITLE                                   | ASSISTANT PROFESSOR OF INSTRUCTION   | ASSOCIATE PROFESSOR OF INSTRUCTION  | PROFESSOR OF INSTRUCTION   |
| JOB CODE                                | 10059  | 10058   | 10057  |
| DEFINITION                              | This NTT title may be used to designate faculty primarily engaged in instruction, and whose teaching experience and qualifications are comparable to those of faculty members in tenure-track positions. | This title may be used to designate faculty primarily engaged in instruction, and whose teaching experience and qualifications are comparable to those in tenure positions. | This NTT title may be used to designate non-tenure-track faculty primarily engaged in instruction, and whose teaching experience and qualifications demonstrate extraordinary service and performance. |
| CREDENTIALS                             | Terminal degree required   | Terminal degree required  | Terminal degree required   |
| FT/PT                                   | FT Only  | FT Only   | FT Only  |
| PAID/ZERO PAY                           | Paid Only  | Paid Only   | Paid Only  |
| APPOINTMENT LENGTH                      | One 9-month academic year; may also augment with a summer appointment  | One 9-month academic year; may also augment with a summer appointment   | One 9-month academic year; may also augment with a summer appointment  |
| IS APPOINTMENT RENEWABLE?               | Renewable Annually   | Renewable Annually  | Renewable Annually   |
| HIRING REQUEST COMMITTEE FORM REQUIRED? | N/A  | N/A   | N/A  |
| YEAR 1 - NEW HIRE                       |  |   |  |
| APPOINTMENT PERIOD                      | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   |
| UT SHARE APPOINTMENT                    | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.   | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  |
| E-FORM                                  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>  |
| LETTER REQUIREMENTS                     | Y  | Y   | Y  |
| LETTER TEMPLATE                         | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>  |
| YEAR 1 - REHIRE                         |  |   |  |
| APPOINTMENT PERIOD                      | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   |
| UT SHARE APPOINTMENT                    | For former faculty members who have a break in service.<br>New appointment MUST be entered in UT Share.  | For former faculty members who have a break in service.<br>New appointment MUST be entered in UT Share.   | For former faculty members who have a break in service.<br>New appointment MUST be entered in UT Share.  |
| E-FORM                                  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>  |
| LETTER REQUIREMENTS                     | Y  | Y   | Y  |
| LETTER TEMPLATE                         | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>  |

| YEAR 2+              |  |  |  |
|----------------------|--|--|--|
| APPOINTMENT PERIODS  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)                                   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)                                   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)                                   |
| UT SHARE APPOINTMENT | Appointment automatically renews in UT Share.  | Appointment automatically renews in UT Share.  | Appointment automatically renews in UT Share.  |
| E-FORM               | <a href="#">Add New Faculty Contract</a>   | <a href="#">Add New Faculty Contract</a>   | <a href="#">Add New Faculty Contract</a>   |
| LETTER REQUIREMENTS  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">NTT-Renewal Letter-Paid</a>  | <a href="#">NTT-Renewal Letter-Paid</a>  | <a href="#">NTT-Renewal Letter-Paid</a>  |
| SUMMER/TERM          |  |  |  |
| APPOINTMENT PERIODS  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/32   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/33   |
| UT SHARE APPOINTMENT | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.          | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.          | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.          |
| E-FORM               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>                               |
|                      | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a> | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a> | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a> |
| LETTER REQUIREMENTS  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">NTT Faculty Summer Appointment Letter - Paid</a>   | <a href="#">NTT Faculty Summer Appointment Letter - Paid</a>   | <a href="#">NTT Faculty Summer Appointment Letter - Paid</a>   |
| NON-RENEWAL          |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.  | Department <b>MUST</b> terminate the assignment in UTShare.  | Department <b>MUST</b> terminate the assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   |
| LETTER REQUIREMENTS  | Recommended  | Recommended  | Recommended  |
| LETTER TEMPLATE      | <a href="#">NTT Non-Renewal Letter</a>   | <a href="#">NTT Non-Renewal Letter</a>   | <a href="#">NTT Non-Renewal Letter</a>   |

| TERMINATION          |   |   |   |
|----------------------|---|---|---|
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | N   | N   | N   |
| LETTER TEMPLATE      | N/A   | N/A   | N/A   |
| RESIGNATION          |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) |
| RETIREMENT           |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Employee Retirement Form</a>  | <a href="#">Employee Retirement Form</a>  | <a href="#">Employee Retirement Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            |

**NON-TENURE TRACK (NTT)  
RESEARCH TITLES**

| TITLE                                   | ASSISTANT PROFESSOR OF RESEARCH  | ASSOCIATE PROFESSOR OF RESEARCH  | PROFESSOR OF RESEARCH  |
|---|--|--|--|
| JOB CODE                                | 10043  | 10042  | 10039  |
| DEFINITION                              | This NTT title may be used to designate non-tenure-track faculty primarily engaged in research, and whose experience and qualifications are comparable to those in tenure-track positions. | This NTT title may be used to designate non-tenure-track faculty primarily engaged in research, and whose experience and qualifications are comparable to those in tenure-track positions. | This NTT title may be used to designate non-tenure-track faculty primarily engaged in research, and whose experience and qualifications demonstrate extraordinary service and performance. |
| CREDENTIALS                             | Terminal degree required   | Terminal degree required   | Terminal degree required   |
| FT/PT                                   | FT or PT   | FT or PT   | FT or PT   |
| PAID/ZERO PAY                           | Paid or Zero Pay   | Paid or Zero Pay   | Paid or Zero Pay   |
| APPOINTMENT LENGTH                      | One 9-month academic year; may also augment with a summer appointment  | One 9-month academic year; may also augment with a summer appointment  | One 9-month academic year; may also augment with a summer appointment  |
| IS APPOINTMENT RENEWABLE?               | Renewable Annually   | Renewable Annually   | Renewable Annually   |
| HIRING REQUEST COMMITTEE FORM REQUIRED? | N/A  | N/A  | N/A  |
| <b>YEAR 1 - NEW HIRE</b>                |  |  |  |
| APPOINTMENT PERIOD                      | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   |
| UT SHARE APPOINTMENT                    | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  |
| E-FORM                                  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  |
| LETTER REQUIREMENTS                     | Y  | Y  | Y  |
| LETTER TEMPLATE                         | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>  |
|   | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>  |
| <b>YEAR 1 - REHIRE</b>                  |  |  |  |
| APPOINTMENT PERIOD                      | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   |
| UT SHARE APPOINTMENT                    | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.   | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.   | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.   |
| E-FORM                                  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  |
| LETTER REQUIREMENTS                     | Y  | Y  | Y  |
| LETTER TEMPLATE                         | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>  |
|   | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>  |

| YEAR 2+              |   |   |   |
|----------------------|---|---|---|
| APPOINTMENT PERIODS  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  |
| UT SHARE APPOINTMENT | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment MUST be entered in UT Share. | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment MUST be entered in UT Share. | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment MUST be entered in UT Share. |
| E-FORM               | <a href="#">Add New Faculty Contract Form</a>   | <a href="#">Add New Faculty Contract Form</a>   | <a href="#">Add New Faculty Contract Form</a>   |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | <a href="#">NTT-Renewal Letter - Paid</a>   | <a href="#">NTT-Renewal Letter - Paid</a>   | <a href="#">NTT-Renewal Letter - Paid</a>   |
|                      | <a href="#">Need NTT- Renewal-Unpaid</a>  | <a href="#">Need NTT- Renewal-Unpaid</a>  | <a href="#">Need NTT- Renewal-Unpaid</a>  |
| SUMMER/TERM          |   |   |   |
| APPOINTMENT PERIODS  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/32  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/33  |
| UT SHARE APPOINTMENT | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                           | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                           | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                           |
| E-FORM               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>  | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>  | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>  |
|                      | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                  | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                  | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | <a href="#">NTT Faculty Summer Appointment Letter-Paid</a>  | <a href="#">NTT Faculty Summer Appointment Letter-Paid</a>  | <a href="#">NTT Faculty Summer Appointment Letter-Paid</a>  |
|                      | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>  | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>  | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>  |
| NON-RENEWAL          |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.   | Department <b>MUST</b> terminate the assignment in UTShare.   | Department <b>MUST</b> terminate the assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | Recommended   | Recommended   | Recommended   |
| LETTER TEMPLATE      | <a href="#">NTT Non-Renewal Letter</a>  | <a href="#">NTT Non-Renewal Letter</a>  | <a href="#">NTT Non-Renewal Letter</a>  |

| TERMINATION          |   |   |   |
|----------------------|---|---|---|
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | N   | N   | N   |
| LETTER TEMPLATE      | N/A   | N/A   | N/A   |
| RETIREMENT           |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Employee Retirement Form</a>  | <a href="#">Employee Retirement Form</a>  | <a href="#">Employee Retirement Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            |
| RESIGNATION          |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) |

**NON-TENURE TRACK (NTT)  
CLINICAL RESEARCH TITLES**

| TITLE                                   | CLINICAL ASSISTANT PROFESSOR  | CLINICAL ASSOCIATE PROFESSOR  | CLINICAL PROFESSOR  |
|---|---|---|---|
| JOB CODE                                | 10034   | 10013   | 10014   |
| DEFINITION                              | This NTT title may be used to designate faculty primarily engaged in a professional clinical experience program, and whose experience and qualifications are comparable to those in tenure-track positions. | This NTT title may be used to designate faculty primarily engaged in a professional clinical experience program, and whose experience and qualifications are comparable to those in tenure positions. | This NTT title may be used to designate faculty primarily engaged in a professional clinical experience program, and whose experience and qualifications demonstrate extraordinary service and performance. |
| CREDENTIALS                             | Terminal degree optional  | Terminal degree optional  | Terminal degree optional  |
| FT/PT                                   | FT or PT  | FT or PT  | FT or PT  |
| PAID/ZERO PAY                           | Paid  | Paid  | Paid  |
| APPOINTMENT LENGTH                      | One academic year (9-month appointment) or paid by the course (length of one academic term). May also augment with a summer appointment.  | One academic year (9-month appointment) or paid by the course (length of one academic term). May also augment with a summer appointment.  | One academic year (9-month appointment) or paid by the course (length of one academic term). May also augment with a summer appointment.  |
| IS APPOINTMENT RENEWABLE?               | Renewable Annually or By the Term   | Renewable Annually or By the Term   | Renewable Annually or By the Term   |
| HIRING REQUEST COMMITTEE FORM REQUIRED? | N/A   | N/A   | N/A   |
| <b>YEAR 1 - NEW HIRE - 9-MONTH</b>      |   |   |   |
| APPOINTMENT PERIOD                      | 9-Month Academic Year: 9/1 - 5/31 and Summer Term(s) (as applicable)  | 9-Month Academic Year: 9/1 - 5/31 and Summer Term(s) (as applicable)  | 9-Month Academic Year: 9/1 - 5/31 and Summer Term(s) (as applicable)  |
| UT SHARE APPOINTMENT                    | 9-Month Academic Year: New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | 9-Month Academic Year: New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | 9-Month Academic Year: New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  |
| E-FORM                                  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   |
| LETTER REQUIREMENTS                     | Y   | Y   | Y   |
| LETTER TEMPLATE                         | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   |
|   | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   |
| <b>YEAR 1 - NEW HIRE - TERM</b>         |   |   |   |
| APPOINTMENT PERIOD                      | Paid by the course terms:<br>Fall Term: 9/1-1/15<br><br>Spring Term: 1/16-5/31  | Paid by the course terms:<br>Fall Term: 9/1-1/15<br><br>Spring Term: 1/16-5/32  | Paid by the course terms:<br>Fall Term: 9/1-1/15<br><br>Spring Term: 1/16-5/33  |
| UT SHARE APPOINTMENT                    | One Academic Term: Paid by the course. New appointment <b>MUST</b> be entered in UT Share.  | One Academic Term: Paid by the course. New appointment <b>MUST</b> be entered in UT Share.  | One Academic Term: Paid by the course. New appointment <b>MUST</b> be entered in UT Share.  |
| E-FORM                                  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   |
| LETTER REQUIREMENTS                     | Y   | Y   | Y   |
| LETTER TEMPLATE                         | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   |
|   | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   |
| <b>YEAR 1 - REHIRE - 9-MONTH</b>        |   |   |   |

|                          |  |  |  |
|--------------------------|--|--|--|
| APPOINTMENT PERIOD       | Academic Year:<br>(9-month appointment)<br>9/1 - 5/31  | Academic Year:<br>(9-month appointment)<br>9/1 - 5/31  | Academic Year:<br>(9-month appointment)<br>9/1 - 5/31  |
| UT SHARE APPOINTMENT     | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share. | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share. | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share. |
| E-FORM                   | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  |
| LETTER REQUIREMENTS      | Y  | Y  | Y  |
| LETTER TEMPLATE          | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>  |
|                          | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>  |
| <b>YEAR 2+ (9-MONTH)</b> |  |  |  |
| APPOINTMENT PERIODS      | Academic Year:<br>(9-month appointment)<br>9/1 - 5/31  | Academic Year:<br>(9-month appointment)<br>9/1 - 5/31  | Academic Year:<br>(9-month appointment)<br>9/1 - 5/31  |
| UT SHARE APPOINTMENT     | Appointment only renews FT, if not, <b>MUST</b> reappoint for each new contract period.                        | Appointment only renews FT, if not, <b>MUST</b> reappoint for each new contract period.                        | Appointment only renews FT, if not, <b>MUST</b> reappoint for each new contract period.                        |
| E-FORM                   | <a href="#">Add New Faculty Contract Form</a>  | <a href="#">Add New Faculty Contract Form</a>  | <a href="#">Add New Faculty Contract Form</a>  |
| LETTER REQUIREMENTS      | Y  | Y  | Y  |
| LETTER TEMPLATE          | <a href="#">NTT-Renewal Letter-Paid</a>  | <a href="#">NTT-Renewal Letter-Paid</a>  | <a href="#">NTT-Renewal Letter-Paid</a>  |
|                          | <a href="#">Need NTT- Renewal-Unpaid</a>   | <a href="#">Need NTT- Renewal-Unpaid</a>   | <a href="#">Need NTT- Renewal-Unpaid</a>   |
| <b>TERM 2+ (TERM)</b>    |  |  |  |
| APPOINTMENT PERIODS      | <b>Fall Term:</b><br>9/1-1/15<br><br><b>Spring Term:</b><br>1/16-5/31  | <b>Fall Term:</b><br>9/1-1/15<br><br><b>Spring Term:</b><br>1/16-5/32  | <b>Fall Term:</b><br>9/1-1/15<br><br><b>Spring Term:</b><br>1/16-5/33  |
| UT SHARE APPOINTMENT     | One Academic Term:<br>(reappoint)<br>Paid by the course. New appointment <b>MUST</b> be entered in UT Share.   | One Academic Term:<br>(reappoint)<br>Paid by the course. New appointment <b>MUST</b> be entered in UT Share.   | One Academic Term:<br>(reappoint)<br>Paid by the course. New appointment <b>MUST</b> be entered in UT Share.   |
| E-FORM                   | <a href="#">Add New Faculty Contract Form</a>  | <a href="#">Add New Faculty Contract Form</a>  | <a href="#">Add New Faculty Contract Form</a>  |
| LETTER REQUIREMENTS      | Y  | Y  | Y  |
| LETTER TEMPLATE          | <a href="#">NTT-Renewal Letter-Paid</a>  | <a href="#">NTT-Renewal Letter-Paid</a>  | <a href="#">NTT-Renewal Letter-Paid</a>  |
|                          | <a href="#">Need NTT- Renewal-Unpaid</a>   | <a href="#">Need NTT- Renewal-Unpaid</a>   | <a href="#">Need NTT- Renewal-Unpaid</a>   |

| SUMMER/TERM          |   |   |   |
|----------------------|---|---|---|
| APPOINTMENT PERIODS  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/32  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/33  |
| UT SHARE APPOINTMENT | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.   | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.   | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.   |
| E-FORM               | For first summer assignment:<br><a href="#">Add New Assignment Form</a>                               | For first summer assignment:<br><a href="#">Add New Assignment Form</a>                               | For first summer assignment:<br><a href="#">Add New Assignment Form</a>                               |
|                      | For subsequent summer assignments during the same summer:<br><a href="#">Add New Faculty Contract</a> | For subsequent summer assignments during the same summer:<br><a href="#">Add New Faculty Contract</a> | For subsequent summer assignments during the same summer:<br><a href="#">Add New Faculty Contract</a> |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | <a href="#">NTT Faculty Summer-Paid</a>   | <a href="#">NTT Faculty Summer-Paid</a>   | <a href="#">NTT Faculty Summer-Paid</a>   |
|                      | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>  | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>  | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>  |
| NON-RENEWAL          |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.   | Department <b>MUST</b> terminate the assignment in UTShare.   | Department <b>MUST</b> terminate the assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | Recommended   | Recommended   | Recommended   |
| LETTER TEMPLATE      | <a href="#">NTT Non-Renewal Letter</a>  | <a href="#">NTT Non-Renewal Letter</a>  | <a href="#">NTT Non-Renewal Letter</a>  |
| TERMINATION          |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.                                   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.                                   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.                                   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | N   | N   | N   |
| LETTER TEMPLATE      | N/A   | N/A   | N/A   |

| RETIREMENT           |   |   |   |
|----------------------|---|---|---|
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Employee Retirement Form</a>  | <a href="#">Employee Retirement Form</a>  | <a href="#">Employee Retirement Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            | Faculty member required to submit notification of retirement letter to Department Chair (no specific template)                            |
| RESIGNATION          |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   |
| LETTER TEMPLATE      | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) |

| NON-TENURE TRACK (NTT)<br>PRACTICE TITLES |  |   |   |   |
|---|--|---|---|---|
| TITLE                                     | SPECIALIST   | ASSISTANT PROFESSOR<br>OF PRACTICE  | ASSOCIATE PROFESSOR<br>OF PRACTICE  | ASSOCIATE PROFESSOR<br>OF PRACTICE  |
| JOB CODE                                  | 10056  | 10055   | 10054   | 10053   |
| DEFINITION                                | This title may be used for professional individuals who will serve as practitioners in specific areas of instruction, training, or supervision. In addition, the title may carry appropriate descriptive prefixes so as to indicate the specific areas of proficiency, such as Practice Teaching Specialist, Physical Activity Specialist, or Social Work Field Training Specialist. | This title may be used to designate faculty involved in a professional experience program, and whose experience and qualifications are comparable to those in tenure-track positions. | This title may be used to designate faculty involved in a professional experience program, and whose experience and qualifications are comparable to those in tenure positions. | This title may be used to designate faculty involved in a professional experience program, and whose experience and qualifications demonstrate extraordinary service and performance. |
| CREDENTIALS                               | Terminal degree optional   | Terminal degree optional  | Terminal degree optional  | Terminal degree optional  |
| FT/PT                                     | FT or PT   | FT or PT  | FT or PT  | FT or PT  |
| PAID/ZERO PAY                             | Paid or Zero Pay   | Paid or Zero Pay  | Paid or Zero Pay  | Paid or Zero Pay  |
| APPOINTMENT LENGTH                        | One academic year (9-month appointment) or paid by the course (length of one academic term). May also augment with a summer appointment.   | One academic year (9-month appointment) or paid by the course (length of one academic term). May also augment with a summer appointment.  | One academic year (9-month appointment) or paid by the course (length of one academic term). May also augment with a summer appointment.  | One academic year (9-month appointment) or paid by the course (length of one academic term). May also augment with a summer appointment.  |
| IS APPOINTMENT RENEWABLE?                 | Renewable Annually or By the Term  | Renewable Annually or By the Term   | Renewable Annually or By the Term   | Renewable Annually or By the Term   |
| HIRING REQUEST COMMITTEE FORM REQUIRED?   | N/A  | N/A   | N/A   | N/A   |
| YEAR 1 - NEW HIRE - 9-MONTH               |  |   |   |   |
| APPOINTMENT PERIOD                        | 9-Month Academic Year: 9/1 - 5/31 and Summer Term(s) (as applicable)   | 9-Month Academic Year: 9/1 - 5/31 and Summer Term(s) (as applicable)  | 9-Month Academic Year: 9/1 - 5/31 and Summer Term(s) (as applicable)  | 9-Month Academic Year: 9/1 - 5/31 and Summer Term(s) (as applicable)  |
| UT SHARE APPOINTMENT                      | 9-Month Academic Year: New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.   | 9-Month Academic Year: New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | 9-Month Academic Year: New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | 9-Month Academic Year: New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  |
| E-FORM                                    | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   |
| LETTER REQUIREMENTS                       | Y  | Y   | Y   | Y   |
| LETTER TEMPLATE                           | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   |
|   | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   |
| YEAR 1 - NEW HIRE - TERM                  |  |   |   |   |
| APPOINTMENT PERIOD                        | Paid by the course terms:<br>Fall Term: 9/1-1/15<br><br>Spring Term: 1/16-5/31   | Paid by the course terms:<br>Fall Term: 9/1-1/15<br><br>Spring Term: 1/16-5/32  | Paid by the course terms:<br>Fall Term: 9/1-1/15<br><br>Spring Term: 1/16-5/33  | Paid by the course terms:<br>Fall Term: 9/1-1/15<br><br>Spring Term: 1/16-5/33  |
| UT SHARE APPOINTMENT                      | One Academic Term: Paid by the course. New appointment <b>MUST</b> be entered in UT Share.   | One Academic Term: Paid by the course. New appointment <b>MUST</b> be entered in UT Share.  | One Academic Term: Paid by the course. New appointment <b>MUST</b> be entered in UT Share.  | One Academic Term: Paid by the course. New appointment <b>MUST</b> be entered in UT Share.  |
| E-FORM                                    | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>   |
| LETTER REQUIREMENTS                       | Y  | Y   | Y   | Y   |
| LETTER TEMPLATE                           | <a href="#">NTT Offer Letter-Paid</a>  | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   | <a href="#">NTT Offer Letter-Paid</a>   |
|   | <a href="#">NTT Offer Letter-Unpaid</a>  | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   | <a href="#">NTT Offer Letter-Unpaid</a>   |

| YEAR 1 - REHIRE - 9-MONTH |  |  |  |  |
|---------------------------|--|--|--|--|
| APPOINTMENT PERIOD        | Academic Year:<br>(9-month appointment)<br>9/1 - 5/31  |
| UT SHARE APPOINTMENT      | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.                       | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.                       | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.                       | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.                       |
| E-FORM                    | <a href="#">Add New Assignment Form</a>  |
| LETTER REQUIREMENTS       | Y  | Y  | Y  | Y  |
| LETTER TEMPLATE           | <a href="#">NTT Offer Letter-Paid</a>  |
|                           | <a href="#">NTT Offer Letter-Unpaid</a>  |
| YEAR 2+ (9-MONTH)         |  |  |  |  |
| APPOINTMENT PERIODS       | Academic Year:<br>(9-month appointment)<br>9/1 - 5/31  |
| UT SHARE APPOINTMENT      | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share. | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share. | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share. | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share. |
| E-FORM                    | <a href="#">Add New Faculty Contract Form</a>  |
| LETTER REQUIREMENTS       | Y  | Y  | Y  | Y  |
| LETTER TEMPLATE           | <a href="#">NTT-Renewal Letter - Paid</a>  |
|                           | <a href="#">Need NTT- Renewal-Unpaid</a>   |
| YEAR 2+ (TERM)            |  |  |  |  |
| APPOINTMENT PERIODS       | <b>Fall Term:</b><br>9/1-1/15<br><br><b>Spring Term:</b><br>1/16-5/31  | <b>Fall Term:</b><br>9/1-1/15<br><br><b>Spring Term:</b><br>1/16-5/32  | <b>Fall Term:</b><br>9/1-1/15<br><br><b>Spring Term:</b><br>1/16-5/33  | <b>Fall Term:</b><br>9/1-1/15<br><br><b>Spring Term:</b><br>1/16-5/33  |
| UT SHARE APPOINTMENT      | One Academic Term:<br>(reappoint)<br>Paid by the course. New appointment <b>MUST</b> be entered in UT Share.                         | One Academic Term:<br>(reappoint)<br>Paid by the course. New appointment <b>MUST</b> be entered in UT Share.                         | One Academic Term:<br>(reappoint)<br>Paid by the course. New appointment <b>MUST</b> be entered in UT Share.                         | One Academic Term:<br>(reappoint)<br>Paid by the course. New appointment <b>MUST</b> be entered in UT Share.                         |
| E-FORM                    | <a href="#">Add New Faculty Contract Form</a>  |
| LETTER REQUIREMENTS       | Y  | Y  | Y  | Y  |
| LETTER TEMPLATE           | <a href="#">NTT-Renewal Letter - Paid</a>  |
|                           | <a href="#">Need NTT- Renewal-Unpaid</a>   |

| SUMMER/TERM          |   |   |   |   |
|----------------------|---|---|---|---|
| APPOINTMENT PERIODS  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/32  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/33  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/33  |
| UT SHARE APPOINTMENT | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                                       | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                                       | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                                       | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                                       |
| E-FORM               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>  | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>  | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>  | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>  |
|                      | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                              | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                              | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                              | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                              |
| LETTER REQUIREMENTS  | Y   | Y   | Y   | Y   |
| LETTER TEMPLATE      | <a href="#">NTT Faculty Summer Appointment Letter-Paid</a>  |
|                      | <a href="#">NTT-Faculty Summer Appointment Letter-Unpaid</a>  |
| RESIGNATION          |   |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | Y   | Y   | Y   | Y   |
| LETTER TEMPLATE      | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template) |
| NON-RENEWAL          |   |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | Recommended   | Recommended   | Recommended   | Recommended   |
| LETTER TEMPLATE      | <a href="#">NTT Non-Renewal Letter</a>  |
| TERMINATION          |   |   |   |   |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   | Department <b>MUST</b> terminate the 9-month assignment in UTShare.   |
| E-FORM               | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  | <a href="#">Termination Form</a>  |
| LETTER REQUIREMENTS  | N   | N   | N   | N   |
| LETTER TEMPLATE      | N/A   | N/A   | N/A   | N/A   |

| RETIREMENT           |  |  |  |  |
|----------------------|--|--|--|--|
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  |
| E-FORM               | <a href="#">Employee Retirement Form</a>   |
| LETTER REQUIREMENTS  | Y  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit notification of retirement letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit notification of retirement letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit notification of retirement letter to Department Chair (no specific template) | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit notification of retirement letter to Department Chair (no specific template) |
| RESIGNATION          |  |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   |
| LETTER REQUIREMENTS  | Y  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template)                | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template)                | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template)                | <b>For FT Budgeted Positions Only:</b><br>Faculty member required to submit resignation letter to Department Chair (no specific template)                |

| NON-TENURE TRACK (NTT)<br>VISITING TITLES |  |  |   |
|---|--|--|---|
| TITLE                                     | VISITING ASSISTANT PROFESSOR   | VISITING ASSOCIATE PROFESSOR   | VISITING PROFESSOR  |
| JOB CODE                                  | 10032  | 10022  | 10012   |
| DEFINITION                                | This title is used only for temporary appointments of persons either visiting from other institutions where they may hold ranks similar to assistant professor or who are brought to the institution on a trial basis. Such appointments are limited to two years. | This title is used only for temporary appointments of persons either visiting from other institutions where they hold ranks similar to associate professor or who are brought to the institution on a trial basis. Such appointments are limited to two years. | This title is used only for temporary appointments of persons either visiting from other institutions where they hold ranks similar to full professor or who are brought to the institution on a trial basis. Such appointments are limited to two years. |
| CREDENTIALS                               | Terminal degree required   | Terminal degree required   | Terminal degree required  |
| FT/PT                                     | FT or PT   | FT or PT   | FT or PT  |
| PAID/ZERO PAY                             | Paid or Zero Pay   | Paid or Zero Pay   | Paid or Zero Pay  |
| APPOINTMENT LENGTH                        | One 9-month academic year; may also augment with a summer appointment  | One 9-month academic year; may also augment with a summer appointment  | One 9-month academic year; may also augment with a summer appointment   |
| IS APPOINTMENT RENEWABLE?                 | Appointments are limited to two years.   | Appointments are limited to two years.   | Appointments are limited to two years.  |
| HIRING REQUEST COMMITTEE FORM REQUIRED?   | N/A  | N/A  | N/A   |
| YEAR 1 - NEW HIRE                         |  |  |   |
| APPOINTMENT PERIOD                        | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  |
| UT SHARE APPOINTMENT                      | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.  | New appointment <b>MUST</b> be entered in UT Share for 9-month academic year appointment.   |
| E-FORM                                    | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   |
| LETTER REQUIREMENTS                       | Y  | Y  | Y   |
| LETTER TEMPLATE                           | <a href="#">Visiting Faculty Scholar-Paid</a>  | <a href="#">Visiting Faculty Scholar-Paid</a>  | <a href="#">Visiting Faculty Scholar-Paid</a>   |
|   | <a href="#">Visiting Faculty Scholar-UnPaid</a>  | <a href="#">Visiting Faculty Scholar-UnPaid</a>  | <a href="#">Visiting Faculty Scholar-UnPaid</a>   |
| YEAR 1 - REHIRE                           |  |  |   |
| APPOINTMENT PERIOD                        | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)  |
| UT SHARE APPOINTMENT                      | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.   | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.   | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share.  |
| E-FORM                                    | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   |
| LETTER REQUIREMENTS                       | Y  | Y  | Y   |

|                      |  |  |  |
|----------------------|--|--|--|
| LETTER TEMPLATE      | <a href="#">Visiting Faculty Scholar-Paid</a>  | <a href="#">Visiting Faculty Scholar-Paid</a>  | <a href="#">Visiting Faculty Scholar-Paid</a>  |
|                      | <a href="#">Visiting Faculty Scholar-UnPaid</a>  | <a href="#">Visiting Faculty Scholar-UnPaid</a>  | <a href="#">Visiting Faculty Scholar-UnPaid</a>  |
| <b>YEAR 2</b>        |  |  |  |
| APPOINTMENT PERIODS  | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   | 9-Month Academic Year:<br>9/1 - 5/31<br>and Summer Term(s) (as applicable)   |
| UT SHARE APPOINTMENT | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share. | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share. | 9-Month Academic Year:<br>(Reappoint)<br>Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share. |
| E-FORM               | <a href="#">Add New Faculty Contract Form</a>  | <a href="#">Add New Faculty Contract Form</a>  | <a href="#">Add New Faculty Contract Form</a>  |
| LETTER REQUIREMENTS  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">Visiting Faculty Scholar-Paid</a>  | <a href="#">Visiting Faculty Scholar-Paid</a>  | <a href="#">Visiting Faculty Scholar-Paid</a>  |
|                      | <a href="#">Visiting Faculty Scholar-UnPaid</a>  | <a href="#">Visiting Faculty Scholar-UnPaid</a>  | <a href="#">Visiting Faculty Scholar-UnPaid</a>  |
| <b>SUMMER/TERM</b>   |  |  |  |
| APPOINTMENT PERIODS  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/32   | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/33   |
| UT SHARE APPOINTMENT | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                                  | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                                  | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired.                                  |
| E-FORM               | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>   | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>   | <b>For first summer assignment:</b><br><a href="#">Add New Assignment Form</a>   |
|                      | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                         | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                         | <b>For subsequent summer assignments during the same summer:</b><br><a href="#">Add New Faculty Contract</a>                         |
| LETTER REQUIREMENTS  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">Visiting Faculty Scholar-Paid</a>  | <a href="#">Visiting Faculty Scholar-Paid</a>  | <a href="#">Visiting Faculty Scholar-Paid</a>  |
|                      | <a href="#">Visiting Faculty Scholar-UnPaid</a>  | <a href="#">Visiting Faculty Scholar-UnPaid</a>  | <a href="#">Visiting Faculty Scholar-UnPaid</a>  |
| <b>NON-RENEWAL</b>   |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.  | Department <b>MUST</b> terminate the assignment in UTShare.  | Department <b>MUST</b> terminate the assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   | <a href="#">Termination Form</a>   |
| LETTER REQUIREMENTS  | Recommended  | Recommended  | Recommended  |
| LETTER TEMPLATE      | <a href="#">NTT Non-Renewal Letter</a>   | <a href="#">NTT Non-Renewal Letter</a>   | <a href="#">NTT Non-Renewal Letter</a>   |
| <b>TERMINATION</b>   |  |  |  |

|                                 |  |  |  |
|---------------------------------|--|--|--|
| <b>UT SHARE<br/>APPOINTMENT</b> | Department <b>MUST</b> terminate<br>the 9-month assignment in UTShare. | Department <b>MUST</b> terminate<br>the 9-month assignment in UTShare. | Department <b>MUST</b> terminate<br>the 9-month assignment in UTShare. |
| <b>E-FORM</b>                   | <a href="#">Termination Form</a>                                       | <a href="#">Termination Form</a>                                       | <a href="#">Termination Form</a>                                       |
| <b>LETTER<br/>REQUIREMENTS</b>  | N  | N  | N  |
| <b>LETTER<br/>TEMPLATE</b>      | N/A  | N/A  | N/A  |

| NON-TENURE TRACK (NTT)<br>PROBATIONARY TITLES |  |
|---|--|
| TITLE   | INSTRUCTOR   |
| JOB CODE                                      | 10040  |
| DEFINITION                                    | This NTT title denotes a <u>probationary appointment</u> . Appointments to the faculty with an instructor title shall be on a special case only for tenure-track faculty hires whose PhD has not yet been conferred. |
| CREDENTIALS                                   | Optional terminal degree   |
| FT/PT   | FT   |
| PAID/ZERO PAY                                 | Paid Only  |
| APPOINTMENT LENGTH                            | <u>Appointed on a special case only</u> for a period of time not to exceed one academic year and shall acquire approval from the Provost's office.<br><br>May also augment with a summer appointment.                |
| IS APPOINTMENT RENEWABLE?                     | No   |
| HIRING REQUEST COMMITTEE FORM REQUIRED?       | N/A  |
| YEAR 1 - NEW HIRE                             |  |
| APPOINTMENT PERIOD                            | Academic Year: (9-month appointment)<br>9/1 - 5/31<br>and Summer Terms<br>(as applicable)  |
| UT SHARE APPOINTMENT                          | 9-Month Academic Year:<br>(New Appointment)<br>New appointment <b><u>MUST</u></b> be entered in UT Share.  |
| E-FORM  | <a href="#">Add New Assignment E-Form</a>  |
| LETTER REQUIREMENTS                           | Y  |
| LETTER TEMPLATE                               | Contact APO Office   |

| YEAR 2               |   |
|----------------------|---|
| APPOINTMENT PERIODS  | 9-Month Academic Year<br><b>By exception only</b> for one additional year.                          |
| UT SHARE APPOINTMENT | Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share.         |
| E-FORM               | <a href="#">Add New Assignment E-Form</a>   |
| LETTER REQUIREMENTS  | Y   |
| LETTER TEMPLATE      | Contact APO Office  |
| SUMMER/TERM          |   |
| APPOINTMENT PERIODS  | Summer Terms:<br>6/1 - 8/31<br>6/1 - 7/15<br>7/16 - 8/31  |
| UT SHARE APPOINTMENT | Summer assignments end automatically on 8/31; so each subsequent year they will need to be rehired. |
| E-FORM               | Y   |
| LETTER REQUIREMENTS  | Y   |
| LETTER TEMPLATE      | <a href="#">Summer Offer Letter</a>   |

| Academic Research Staff Titles<br>(A&P and Hourly)   |  |   |  |   |  |
|--|--|---|--|---|--|
| TITLE  | POSTDOCTORAL RESEARCH ASSOCIATE  | RESEARCH SCIENTIST I, II, III*  | SENIOR RESEARCH SCIENTIST *  | PRINCIPAL RESEARCH SCIENTIST *  | RESEARCH ASSOCIATE*  |
| JOB CODE   | 10551*   | 10861 (Research Scientist I)*<br>10862 (Research Scientist II)*<br>10868 (Research Scientist III)*  | 10863*   | 10864*  | 14226*   |
| DEFINITIONS  | This title is used for postdoctoral assignments intended to provide a training program of advanced academic preparation and research training under mentorship of a highly experienced scientist/scholar. Upon approval by the vice president for research or delegate, individuals assigned to this title may submit research proposals as a Co-PI. | This position plans and conducts experiments to increase the body of scientific knowledge on topics related to the field of study. Research accomplishments and professional experience equivalent to an established assistant professor (Research Scientist I, new associate professor (Research Scientist II), or established associate professor (Research Scientist III). | This position plans and conducts experiments to increase the body of scientific knowledge on topics related to the field of study. Requires documentation of research accomplishments and professional experience equivalent to an established full professor. | Require documentation of research accomplishments and professional experience equivalent to a full professor, including supervision of research programs/projects as a PI. Qualifies the individual to serve as principal investigator (PI) on research grants/contracts and submit research proposals to outside funding agencies. | This title may be applied to a person assigned to a research or nonteaching center, institute, or other unit or interdisciplinary program of an institution. |
| CREDENTIALS  | Terminal Degree Required   | Master's degree plus experience, or terminal degree   | Terminal Degree Required   | Terminal Degree Required  | N/A  |
| FT/PT  | FT or PT*<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment.  | FT or PT*<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment.   | FT or PT*<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment.  | FT or PT* (PT considered by exception only through VPR Office)<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment.  | Part-time only<br>(HOURLY STAFF ONLY-Not for UTA students)   |
| * If the yearly salary falls below an exempt position threshold for Research Scientist I-III, Senior Research Scientist, and Principal Research Scientist this exempt appointment is not appropriate and a classified title (paid hourly) should be used. Contact HR for more information. |  |   |  |   |  |
| PAID/ZERO PAY  | Paid (Monthly)   | Paid (Monthly)  | Paid (Monthly)   | Paid (Monthly)  | Semi-Monthly   |
| APPOINTMENT LENGTH   | 12-month A&P*<br>or<br>Part-Time time period<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment.   | 12-month A&P*<br>or<br>Part-Time time period<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment.  | 12-month A&P*<br>or<br>Part-Time time period<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment.   | 12-month A&P*<br>or<br>Part-Time time period (considered by exception only through VPR Office)<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment.  | Varies, dependent on needs of position.  |
| IS APPOINTMENT RENEWABLE ?   | Renewable Annually   | Renewable Annually  | Renewable Annually   | Renewable Annually  | No renewal process.  |
| HIRING REQUEST COMMITTEE (HRC) FORM REQUIRED?  | No   | Yes   | Yes  | Yes   | Yes  |
| <b>YEAR 1</b>  |  |   |  |   |  |
| APPOINTMENT PERIODS  | 12-month A&P Appointment (9/1 - 8/31)<br>or<br>Part-Time time period*<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment   | 12-month A&P Appointment (9/1 - 8/31)<br>or<br>Part-Time time period*<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment  | 12-month A&P Appointment (9/1 - 8/31)<br>or<br>Part-Time time period*<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment   | 12-month A&P Appointment (9/1 - 8/31)<br>or<br>Part-Time time period* (Part-Time time period (considered by exception only through VPR Office)<br>* Yearly or part-time salary must meet exempt position threshold for this exempt Post-Doc appointment   | Varies, dependent on needs of position.  |
| UT SHARE APPOINTMENT   | 12-Month A&P or Part-time time period (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.   | 12-Month A&P or Part-time time period (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.  | 12-Month A&P or Part-time time period (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.   | 12-Month A&P or Part-time time period (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.  | Hourly Classified (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.   |
| E-FORM   | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>  | <a href="#">Add New Assignment Form</a>   | <a href="#">Add New Assignment Form</a>  |
| LETTER REQUIRED?   | Y  | Y   | Y  | Y   | Y  |
| LETTER TEMPLATE  | <a href="#">Post-Doc Offer Letter</a>  | <a href="#">HR Classified Offer Letter</a>  | <a href="#">HR Classified Offer Letter</a>   | <a href="#">HR Classified Offer Letter</a>  | <a href="#">HR Classified Offer Letter</a>   |

| YEAR 1 - REHIRE      |  |  |  |  |  |
|----------------------|--|--|--|--|--|
| APPOINTMENT PERIOD   | 12-Month A&P or PT time period (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.        | 12-Month A&P or PT time period (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.        | 12-Month A&P or PT time period (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.        | 12-Month A&P or PT time period (New Appointment)<br>New appointment <b>MUST</b> be entered in UT Share.        | Varies, dependent on needs of position.  |
| UT SHARE APPOINTMENT | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share. | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share. | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share. | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share. | For former faculty members who have a break in service.<br>New appointment <b>MUST</b> be entered in UT Share. |
| E-FORM               | <a href="#">Add New Assignment Form</a>  |
| LETTER REQUIREMENTS  | Y  | Y  | Y  | Y  | Y  |
| LETTER TEMPLATE      | <a href="#">Post-Doc Offer Letter</a>  | <a href="#">HR Classified Offer Letter</a>   | <a href="#">HR Classified Offer Letter</a>   | <a href="#">HR Classified Offer Letter</a>   | <a href="#">HR Classified Offer Letter</a>   |
| YEAR 2+              |  |  |  |  |  |
| APPOINTMENT PERIODS  | 12-month appointment (9/1 - 8/31) or Part-Time time period*  | 12-month appointment (9/1 - 8/31) or Part-Time time period*  | 12-month appointment (9/1 - 8/31) or Part-Time time period*  | 12-month appointment (9/1 - 8/31) or Part-Time time period*  | Varies, dependent on needs of position.  |
| UT SHARE APPOINTMENT | 12-Month A&P (Reappoint)<br>Appointment automatically renews in UTShare.                                       | Appointment <b>DOES NOT</b> auto-renew; new appointment <b>MUST</b> be entered in UT Share.                    |
| E-FORM               | N  | N  | N  | N  | N  |
| LETTER REQUIREMENTS  | Y  | N  | Y  | N  | Y  |
| LETTER TEMPLATE      | <a href="#">Post-Doc Renewal Letter</a>  | N/A  | N/A  | N/A  | <a href="#">HR Classified Offer Letter</a>   |
| NON-RENEWAL          |  |  |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   |
| LETTER REQUIREMENTS  | Recommended  | Recommended  | Recommended  | Recommended  | Recommended  |
| LETTER TEMPLATE      | <a href="#">NTT Non-Renewal Letter</a>   |
| TERMINATION          |  |  |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   |
| LETTER REQUIREMENTS  | N  | N  | N  | N  | N  |
| LETTER TEMPLATE      | N/A  | N/A  | N/A  | N/A  | N/A  |
| RESIGNATION          |  |  |  |  |  |
| UT SHARE APPOINTMENT | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  | Department <b>MUST</b> terminate the 9-month assignment in UTShare.  |
| E-FORM               | <a href="#">Termination Form</a>   |
| LETTER REQUIREMENTS  | N  | N  | N  | N  | N  |
| LETTER TEMPLATE      | N/A  | N/A  | N/A  | N/A  | N/A  |

| <b>HONORARY TITLES</b>            |   |
|-----------------------------------|---|
| <b>TITLE</b>                      | <b>EMERITUS</b>   |
| <b>JOB CODE</b>                   | 10000   |
| <b>DEFINITIONS</b>                | Honorary titles such as Dean Emeritus, Chair Emeritus, Professor Emeritus, and similar honorary designations may be given to a retired faculty member. The conferring of one of these titles is not automatic upon retirement and may be conferred only upon approval by the President in accordance with procedures included in the institutional Handbook of Operating Procedures and final approval by the Board of Regents. |
| <b>CREDENTIALS</b>                | N/A   |
| <b>FT/PT</b>                      | N/A   |
| <b>PAID/ZERO PAY</b>              | Zero Pay  |
| <b>APPOINTMENT LENGTH</b>         | Lifetime Appointment  |
| <b>IS APPOINTMENT RENEWABLE ?</b> | Continues for the lifetime of the faculty member, with no need for review or renewal, unless otherwise terminated.  |

| YEAR OF APPOINTMENT  |  |
|----------------------|--|
| APPOINTMENT PERIODS  | Continuous   |
| UT SHARE APPOINTMENT | New appointment <b><u>MUST</u></b> be entered in UT Share. |
| E-FORM               | <a href="#">Add New Assignment Form</a>                    |
| LETTER REQUIRED?     | Y  |
| LETTER TEMPLATE      | Provost's Office Sends<br>Notification Letter              |