

Baylor College of Medicine

Faculty Appointments and Promotions

Institutional Guidelines

D. USE OF TITLES

1. Titles and Ranks

An academic title for a **Full-time or Part-time appointment** consists of two parts: **the rank and a departmental assignment**. For example: Assistant Professor of Medicine.

A title for a **Voluntary appointment** must also include a **prefix which qualifies the rank**. For example: Clinical Assistant Professor of Medicine, Adjunct Assistant Professor of Medicine, or Visiting Assistant Professor of Medicine. Voluntary Faculty **must** use the qualifying prefix "Clinical," "Adjunct" or "Visiting" in all instances.

Academic titles without any reference to tenure status may be used by faculty in identifying their positions either within the College or external to it.

Some titles may also include a **specialty designation** particular to a given Academic Unit that is not part of the College's formal sequence of titles. For example: Assistant Professor of Experimental Medicine, Assistant Professor of Medicine (Gastroenterology), or Assistant Professor of Sociology in Physical Medicine & Rehabilitation. Such designations may be used within the department but they should not appear in any context external to the College since they are not official academic titles for the College.

Although some institutions may use the term "Visiting Scientist" or "Adjunct Scientist," these designations cannot be used for Baylor appointments. The only titles allowed for external and/or official use are those described in this policy.

2. Emeritus Designation

The Emeritus title is not designated automatically. When a senior-level faculty member elects retirement, the Head of the Academic Unit may recommend that an Emeritus designation be **awarded**.

Tenured Professors with at least one year of service at Baylor and tenured Associate Professors with at least ten years of service at the College and who have remained on active status until retirement may be eligible for an "Emeritus" appointment. This designation may be made upon retirement following recommendation by the Head of the Academic Unit in which the candidate has his or her primary appointment and upon formal action by the President and the Board of Trustees.

Tenured Professors who have served the College with special distinction at Baylor for at least 10 years and who have remained on active status until retirement may be eligible for a

“Distinguished Emeritus” appointment upon retirement and upon recommendation of the Head of the Academic Unit in which the candidate has his or her primary appointment and formal action of the Faculty Appointments and Promotions Committee, the Academic Council, the President, and the Board of Trustees.

Non-tenured faculty members at the rank of Professor (non-tenured), Associate Professor (non-tenured), Voluntary Clinical Professor, and Voluntary Clinical Associate Professor who have demonstrated exemplary service to the College for at least 10 years and who have remained on active status until retirement may be eligible for an “Emeritus” appointment upon retirement and upon recommendation of the Head of the Academic Unit in which the candidate has his or her primary appointment and formal action of the Faculty Appointments and Promotions Committee, the Academic Council, the President, and the Board of Trustees.

Usually the “Emeritus” designation is affixed to the title held prior to retirement. For example, a faculty member with the title “Professor” would become “Emeritus Professor.”

The Emeritus designation shall remain in effect unless withdrawn in Baylor’s sole discretion or upon death of the individual.

Upon the conferral of Emeritus status in the Primary Academic Unit, joint appointments will automatically be re-designated as “Emeritus” at the rank previously held in the secondary department, unless the secondary department requests a termination of the joint appointment.

Ceremonies or acknowledgements of the service of the individual granted emeritus status are at the discretion of the Head of the Academic Unit and colleagues of the retiring faculty member.

Pay Status for Emeritus

Since **Emeritus faculty** have retired from the College, they usually do not receive direct support from the College; however, it is possible for an Emeritus faculty member to receive a small payment for continued services. Thus, Emeritus faculty may have pay statuses of salaried, hourly, or unpaid through the College.