

UT MARTIN: ACADEMIC AFFAIRS POLICY

SUBJECT: Completion of Terminal Degree

AUTHORITY: VCAA

EFFECTIVE: 8/1/2002

REVISION: 1/1/2012

Purpose: To ensure consistency of treatment for UT Martin Instructors and Academic Affairs staff who complete appropriate terminal degrees after hiring.

1. Consistent with the Faculty Handbook, one criterion for appointment to academic rank is an appropriate degree. Expectations regarding completion of a terminal degree for promotion and/or tenure consideration should be clearly defined in the letter of appointment.
2. Faculty members appointed at the Instructor rank are expected to complete the requirements for the terminal degree within three calendar years of the date of appointment. Faculty members appointed at the Assistant Professor rank and higher are expected to hold the doctorate or other terminal degree of the discipline.
3. All Instructors who complete terminal degrees while employed at The University of Tennessee at Martin will receive a \$3,000 increase in their annual salaries effective the beginning of the semester (August or February, as appropriate) immediately following the completion of all degree requirements. Completion of requirements must be certified by the submission of either an official transcript or written notification to the VCAA, by the Instructor's faculty adviser or committee chair, that the faculty member has completed his or her degree.
4. Instructors whose appointment letters so specify will be promoted to the rank of Assistant Professor effective at the beginning of the semester (August or February, as appropriate) immediately following the completion of all degree requirements. Instructors whose appointment letters are silent as to a promotion in rank must apply for promotion to Assistant Professor during the normal spring semester tenure and promotion application process.
5. Instructors are ineligible for tenure consideration. They may be hired on tenure tracks, however, with consideration contingent upon timely completion of their terminal degrees.

6. Consistent with University policy allowing for salary increases for employees earning advanced degrees, any Academic Affairs staff member who completes an appropriate terminal degree will receive an annual salary increase of \$3,000 effective the month following the University's receipt of official notification that all requirements have been satisfied. The VCAA must approve the degree as being appropriate, and provide written notification of the culminating salary increase, before the employee begins his or her degree studies.