

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 60.08, Annual Renewal of Certain Faculty Employment Contracts

PURPOSE: The purpose of this HSC Operating Policy and Procedure (HSC OP) is to implement Section 51.943 of the Texas Education Code, as amended or modified, which relates to: (1) annual renewal of employment contracts for full-time, non-tenure acquiring (non-tenure track) faculty, and (2) written notification of changes in a term of employment for tenured and tenure acquiring (tenure track) full

- a. Contract means an agreement between the Texas Tech University System or one of its components ("University") and a full-time faculty member establishing the terms of employment for an academic year, or years, if applicable. (See form, Attachment A)
- b. Faculty member is a full-time University employee whose primary duties include teaching or research. The term "faculty member" does NOT include:
 1. Classified personnel; or,
 2. A faculty member who spends a majority of his/her time for the University engaged in managerial or supervisory activities, such as a chancellor, vice chancellor, president, vice president, provost, associate or assistant provost, dean or associate or assistant dean.
- c. Non-tenure acquiring (non-tenure track) faculty member is a full-time faculty member who holds one of the following job classifications:
 1. Faculty Associate;
 2. Assistant Instructor;
 3. Instructor;
 4. Assistant Professor;
 5. Associate Professor; or,

