

**THE UNIVERSITY OF TEXAS AT DALLAS**  
**NUMBERED POLICY MEMORANDA**

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POLICY MEMORANDUM 06-III.22-93

Issued: November 14, 2006

Revised: February 8, 2007

**HIRING AND EVALUATION PROCEDURES FOR NONTENURE-SYSTEM FACULTY**

It is the policy of The University of Texas at Dallas to follow established policies and procedures for the appointment and reappointment of nontenure-system faculty. For the purposes of this policy memorandum, the term nontenure-system faculty refers to faculty who are hired to teach specific courses, offered for academic credit, on a course-by-course basis and who are not subject to the procedures for tenure-system faculty.

Responsibility for the initial hiring of nontenure-system faculty and for the evaluation of performance of those faculty members are primarily placed with the Dean of the School and those in the School's administrative chain responsible for developing the University budget. The primary input in the hiring process will be by the Dean of the School, utilizing whatever advice and recommendations from Department Heads or other members of the Dean's administrative structure as might be appropriate in that School. The Dean, Department Head, or Program Head should certify credentials of selected candidates using the University's Certification of Credentials and Qualifications form for nontenure-system faculty appointments. The search plan, results of each pool of applicants, and certification of credentials forms will be submitted each semester, along with any related School guidelines developed by the Dean of the School and faculty, to the Office of the Executive Vice President and Provost (Provost).

The School Dean with the consultation of the faculty will be responsible for the evaluation of nontenure-system faculty. The evaluation process will follow the procedures outlined in POLICY MEMORANDUM 96-III.21-70 Teaching Evaluation Policy and will directly involve the School's committee charged with the evaluation of teaching. The evaluations will be used to ensure that the degree program's learning objectives are achieved. The Provost will review these evaluations with each Dean as part of the budget cycle each year.

Nontenure-system faculty members are encouraged to seek clarification of the evaluation procedures in their schools, and whenever they have questions or dissatisfactions concerning the procedures, queries should be lodged with the School Dean. In Schools where Department Heads provide an initial recommendation for hiring and evaluations, a preliminary discussion should be held with the Department Head. If the matter remains unresolved fifteen days after discussion with the Dean, it may properly be taken to the Provost. The Provost is the final level of review.