

- 5.04 A term position is one which is allocated to an instructional program on a term basis, i.e., for one or more semesters or during a summer on either a part- or full-time basis. The University makes no commitment to either a faculty member or to an administrative unit regarding the future of a term position allowance beyond the specified period.

## 6. ALLOCATION PROCESS FOR POSITION ALLOWANCES

- 6.01 During the preliminary budget request (PBR) cycle each academic dean/director will develop and present to the Provost and Vice President for Academic Affairs a statement of position allowance needs.
- a. This statement shall be presented in accord with instructions included as a part of the PBR cycle.
  - b. The statement shall address the number of position allowances required for tenured faculty, the number required for tenure-track faculty, and the number requested for term appointments.
- 6.02 The Provost and Vice President for Academic Affairs shall review all requests for positions, whether for new positions, vacated positions, or reallocation of existing positions, and shall develop recommendations concerning position allowances which shall be forwarded to the President of the University as soon as possible but no later than the beginning of the next fiscal year.
- 6.03 The President of the University shall make the final decision regarding the allocation of position allowances and shall inform the Provost and Vice President for Academic Affairs as early as possible so that a maximum amount of time can be utilized for program planning and the associated recruitment of personnel.
- 6.04 Generally, it may be assumed that the number of position allowances for tenured and tenure-track positions shall be reaffirmed annually, provided the occupants of these positions do not change. However, the number of tenure or tenure-track positions assigned to an academic unit may be subject to review at any time.
- 6.05 As a matter of policy, at any time a tenured or tenure-track position is vacated, it ceases to exist. It may not be recruited for or filled until the status of the

position is confirmed to the appropriate academic dean/director by the Provost and Vice President for Academic Affairs.

6.06 A term position is authorized for a specific period of time only, not to exceed one academic year. It is subject to reallocation.

## 7. FACTORS INFLUENCING THE ALLOCATION OF POSITION ALLOWANCES

- 7.01 The criteria which shall influence the assignment of position allowances among the academic units include:
- a. The number of full-time equivalent (FTE) position allowances presently assigned to the program.
  - b. The student/teacher ratio, as applicable, in that particular program.
  - c. The current role and scope of the program.
  - d. The projected goals and objectives established for the program in the academic master plan of the University.
  - e. The degree and course inventory approved for the program by the Texas Higher Education Coordinating Board.
  - f. Data for the most recent five-year period reflecting the number of majors associated with the program, the semester credit hour productivity for each of the five years, and degree production during each of the five years.
  - g. The cost of instruction associated with the revenue generated on the basis of the state formula rate.

## 8. RECRUITMENT FOR POSITION ALLOWANCES

- 8.01 Once a position allowance has been officially allocated to an academic unit, recruitment for filling the position shall begin.
- 8.02 Create a posting and route through the required approval channels in the online employment system.