

## VIII. ASSIGNMENT OF ACADEMIC RANK TO ADMINISTRATIVE PERSONNEL

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### A. Scope

The policy described in this section applies to administrators who have not earned title and/or tenure at Washburn University, or who were not granted title and/or tenure at initial hire, or who have contractually bargained away these rights.

### B. Policy

All administrative personnel who have the required level of education and teaching experience may be granted the courtesy titles Assistant Professor, Associate Professor, or Professor.

The specific title is based on the criteria contained in the Faculty Handbook for academic rank. These are courtesy titles only and should be officially labeled as non-teaching, non-tenure titles (e.g. in the catalog or on contracts). For convenience, these may be labeled Administrative titles, such as "Administrative Associate Professor of Mathematics." Although these are essentially non-teaching titles, personnel who hold them may teach a course whenever approved by the relevant department.

Normally, these courtesy titles are not granted at the initial hire, but can be if the required consultations and recommendations can be completed at that time. Personnel coming to Washburn as administrators may choose to take the earned title/tenure route by following the criteria and procedures articulated in the Faculty Handbook.

### C. Procedures

During the regular academic year, the administrator wishing to hold a courtesy title should petition the appropriate academic unit (departments, where they exist, or dean). After consultation with the faculty of the unit, the chair or dean will make a recommendation to the appropriate administrative officer. Upon recommendation from the dean, the Provost & Vice President of Academic Affairs and the President make the final determination subject to approval by the Board of Regents.