

12. Qualifications for Specific Ranks (Section 9 of the University Faculty Manual)

In addition to fulfilling the general requirements of the evaluative criteria above, each faculty member of the Washington College of Law shall meet the following specific requirements for initial appointment or for promotion to the indicated rank:

*a. Instructor*

An appointment to the rank of Instructor is a temporary one-year appointment. Reappointments are subject to annual review, with total service not to exceed five years.

In rare instances, Instructors may be promoted to the rank of Assistant Professor, and then make progress toward tenure through the normal annual reappointment process.

In such instances, the applicable portion of Section 12. b. iii of the University Faculty Manual stating that prior service at American University may not be waived must be incorporated explicitly in the faculty action.

*b. Assistant Professor*

An appointee to the rank of Assistant Professor shall hold the juris doctor or equivalent professional or academic degree and shall have:

- potential to achieve excellence in teaching and scholarly activities;
- demonstrated the promise of future professional growth in law teaching and scholarship;
- promise of participating in university affairs, such as institutional service to the Washington College of Law community and mentoring and advising students.

*c. Associate Professor*

An appointee to the rank of Associate Professor shall hold the juris doctor or equivalent professional or academic degree and shall have demonstrated:

- high quality teaching ability;
- significant scholarly achievement and professional growth;
- potential for becoming a scholar of distinction;
- academic engagement with students in and outside the classroom.

No initial appointment or promotion to this rank may be made for a person having less than three years of prior service at the rank of Assistant Professor or its equivalent in an accredited law school unless the background and experience of the person demonstrates unique potential for

meeting the above criteria through a combination of factors such as:

- significant experience in the legal profession or public service;
- special experience such as law clerk to a judge;
- graduate academic or professional study beyond the juris doctor degree;
- part-time teaching with adjunct rank in a law school or in a graduate academic program related to law;
- significant publications and scholarship.

*d. Professor*

An appointee to the rank of Professor shall hold the juris doctor or equivalent professional or academic degree and shall have demonstrated:

- excellent teaching ability and continuing academic engagement with students in and outside the classroom;
- a record of significant and substantial contribution to scholarship in law and the legal profession and community.

There must be a record of continuing evidence of relevant and effective professional service and demonstrated ability for continuing achievement in all areas. No initial appointment or promotion to this rank may be made for a person with less than three years prior full-time faculty service at the rank of Associate Professor or its equivalent in an accredited law school unless the background and experience of such person demonstrates truly outstanding capacity for teaching and for scholarship through distinction in the legal profession, research, and writing, as well as through other factors.

*e. University Professor*

An appointee to this rank must meet the requirements for the rank of Professor and, in addition, must have achieved distinction in his/her field of research and/or teaching, in his/her profession, or in the University and/or public service. Recommendation for appointment to this rank must come from two or more teaching units with the concurrence of the dean or deans of the relevant schools and colleges. Recommendations for the appointment of a University Professor involving the Washington College of Law must be approved by the Committee on Rank and Tenure and must also be approved by the University Committee on Faculty Relations.

*f. Distinguished Professor*

There is a small number of specially-designated Distinguished Professorships at American University, so designated by the provost, with the approval of the president and the Board of Trustees. A faculty member appointed at that rank will have met all the criteria for the rank of Professor in his/her discipline and will have demonstrated excellence in teaching with a clearly demonstrated understanding of his/ her subject area.

The faculty member will have achieved national and international recognition in his/her academic field or area of performance, a sustained record of achievement at the higher professional and scholarly level, and a record of service to the profession and to the wider community which the University serves. The faculty member will have achieved distinction in scholarship, research, or professional performance by means of such evidence as:

- (1) outstanding publications or other public demonstrations of professional or academic excellence which provide significantly new knowledge in the candidate's field of specialization, new and useful techniques for the constructive utilization of existing knowledge in that field, or a revision or reinterpretation of data in a given field which engenders new perspectives for thought and action;
- (2) recognition by professional societies or established critics in the faculty member's field or medium;
- (3) recognition based on professional merit by groups other than professional societies, such as foundations, government bodies or community groups;
- (4) a record of significant research funded by outside agencies as a result of recognition in the faculty member's field of specialization.

The scholarship and professional achievement of the faculty member will be attested to by reputable professionals in the field.

Appointments to this rank will follow the procedures outlined in section 9 of the *Faculty Manual*.

*g. The Director of the Law Library*

Promotion of the Director of the Law Library through the academic ranks of Assistant Professor, Associate Professor, and Professor will be determined on the criteria applicable to that rank, except that such evaluation will not be based primarily on his/her activities as the Director of the Law Library. Teaching ability will be a factor to be considered as well as his/her record of publications. In the evaluation of such publications, the Committee on Rank and Tenure will consider the pressures of administrative duties on the office of Director of the Law Library. The expectation of publications is primarily in the area of Library Sciences, book review, and showing development in the area of interaction of law and librarianship. Similarly, his/her activities in professional law school and law library organizations will provide criteria in the evaluation of the Director of the Law Library for promotion through the academic ranks. The Committee on Rank and Tenure in making its recommendations will seek to determine the continuous development in the areas indicated rather than determine that the requirements for individual faculty rank have been satisfied by the Director of the Law Library.