

## CAREER NTTF REVIEWS

1. Career NTTF will be reviewed in each contract period for consideration for renewal, or once every three academic years, whichever is sooner. The review will consider the faculty member's performance since the last review.
2. If a career NTTF member has a promotion review, he or she does not need to also have a contract renewal review during the same period. However the contract renewal decision must be made independently of the promotion decision.
3. For contract renewal reviews, the faculty member may choose to submit a curriculum vitae and a personal statement containing information relevant to his or her performance of assigned duties and responsibilities
4. The following elements will be considered in evaluating teaching:
  - a. Student evaluations for all courses with five or more students.
  - b. At least one peer evaluation of teaching for each contract period. The peer evaluation should include an examination of the faculty member's syllabus and other materials for the course being evaluated and the observation of at least one class.
  - c. Evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision.
  - d. The faculty member's personal statement if one is submitted.
5. The following elements will be considered in evaluating service.
  - a. Evidence of formal and/or informal department service.
  - b. Evidence of formal and/or informal college service.
  - c. Evidence of formal and/or informal university service.
  - d. Evidence of community or professional service.
6. If a faculty member has been assigned specific service duties in place of some teaching, his or her performance of those duties will also be evaluated.
7. To comply with the May 1<sup>st</sup> contract renewal notification, career NTTF will be notified by the first day of the term in which their review will occur. At that point, they will be invited to submit a CV and/or a personal statement as in item 3 above. If a faculty member wishes to submit a CV and/or personal statement, it must be submitted by Monday of the third week of the term in which the review will occur.
8. The review will be conducted by the department or program head, or a designee, based on the materials submitted.
9. The review should be completed by April 15. The faculty member will be given the opportunity to discuss his or her efforts, performance, and review with his or her department or unit head or a designee. The department or program head will then forward the promotion contract renewal materials with his or her report and recommendation materials to the College of Arts and Sciences.

## CAREER NTTF PROMOTION REVIEWS

1. Criteria for promotion to Senior Instructor I and Senior Lecturer I are based on a sustained record of excellent performance in the responsibilities of Instructor of Lecturer, as delineated in the relevant job descriptions. These might include outstanding teaching, as well as evidence of instructional, supervisory, and/or service leadership. Such activities could include mentoring other instructors, coordinating multi-section courses, participating in professional development opportunities, and developing effective and innovative curricula, organizational structures, and pedagogical techniques.
2. Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on a sustained record of excellent performance in the responsibilities Senior Instructor of Senior Lecturer, as delineated in the relevant job descriptions. These could include evidence of sustained excellence in teaching, supervisory, and service responsibilities, and a demonstrated commitment to employing and enhancing leadership skills in areas such as pedagogical, curricular, and organizational innovations and improvements, as well as participation in and contributions to professional development opportunities.
3. Career NTTF will be eligible for promotion after accumulating six years of service in rank at an average of .4 FTE or greater, accrued at no greater than three terms per academic year for faculty on nine month contracts and at four terms per year for faculty on 12 month contracts. The review will consider the faculty member's performance since hiring, or since the previous promotion.
4. For all career NTTF, promotion is elective and does not involve an "up or out" decision. Career NTTF may be reappointed at their current rank if they are not promoted or not considered for promotion.
5. An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the dean, department head and faculty member. When credit for prior service is agreed upon at the time of hire, it states the earliest date of promotion. Work done by the faculty member during the period of prior service will receive full consideration during the promotion process if the faculty member elects the earliest date for promotion review. Should the faculty member choose to use some, but not all of the credit for prior service, the focus of the review will adjust appropriately.
6. Candidates wishing to be considered for promotion should notify the appropriate department head in the year prior to the year when promotion is sought, and must provide by **May 1**:
  - a. A comprehensive and current signed and dated **curriculum vitae** that includes the faculty member's current instructional work and other activities that relate to job performance.
  - b. A 3-6 page signed and dated **personal statement** developed by the faculty member evaluating his or her performance measured against the applicable criteria for promotion. The personal statement should expressly address the teaching, other instruction-related activities, professional development, and service contributions to the academic department, college, university,

- profession and community. The statement should also include discussion of contributions to institutional equity and inclusion.
- c. A signed and dated waiver. A faculty member may choose to waive in advance in writing his or her access to any or all of the evaluative materials. Such waivers shall not preclude the use of redacted versions of these documents in a denial review process. The redacted versions are intended to protect the identity of the reviewer. If redactions are insufficient to do so, the university may prepare a suitable summary.
  - d. **Supervisor's letters of evaluation.**
  - e. **Teaching portfolio:** This may include representative course syllabi, examples of exams, handouts, assignments, and of student work.
  - f. **Service portfolio:** An account of the faculty member's service contributions to his or her academic department, college, university, profession and community. This may contain samples and/or narrative describing the service. It may be subsumed into the curriculum vitae if appropriate
7. The promotion review will be conducted by either a standing department or program Promotion Committee or by a committee appointed by the department or program head, depending on the department/program's practice. The committee should include both TTF and NTTF, who are at the same or higher rank than the rank the candidate is seeking. NTTF colleagues of appropriate rank from other units may be invited to serve on the committee. The committee will review the promotion case and prepare a recommendation with a voting summary by **Dec. 1**. This review will be based on the criteria for promotion as formulated by the department or program, the promotion review file, and material that has been considered in contract renewal reviews. This report will be submitted to the department or program for discussion and a vote. Voting members will include all TTF and all NTTF at the rank or above of the rank sought by the candidate for promotion. The department or unit head will then prepare an independent report on the merits of the promotion case, with his or her own recommendation.
  8. The file, including the committee report, the department or unit's voting summary, and the head's independent report and recommendation will then be sent to the appropriate associate dean in the College of Arts and Sciences by March 20. The review should be completed by **June 15**.
  9. Reapplication for Promotion. Unsuccessful candidates for promotion may continue at current rank as long as eligible under the Collective Bargaining Agreement. They may reapply for promotion after employment by the university for an additional 3 years at an average of .4 FTE or greater, accrued at no greater than 3 terms per academic year.
  10. Appeal of Promotion Denial. Unsuccessful candidates may appeal as provided by Article 21 (Tenure and Promotion Denial Appeal).

11. **Withdrawal of Application.** A candidate can withdraw his or her application for promotion in writing to the Provost and the dean at any time before the Provost's decision.

#### ADJUNCT NTTF REVIEWS

1. The instructional contributions of adjunct NTTF will be reviewed in each contract period.
2. The following will be considered in evaluating teaching:
  - a. Student evaluations for all courses with five or more students.
  - b. At least one peer evaluation of teaching for each contract period. The peer evaluation should include an examination of the faculty member's syllabus and other materials for the course being evaluated and the observation of at least one class.