GUIDING PRINCIPLES FOR DEVELOPING PROMOTION STANDARDS FOR NON-TENURE TRACK FACULTY

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Project Goals, Process, & Outcomes

- **Goals**
  1. Create useful tips to assist units seeking to develop promotion standards
  2. Create a repository of promotion standards

- **Process**
  - Collected 13 unit promotion standards/bylaws
  - Interviewed 10 faculty/staff who served on committees tasked with developing unit standards

- **Outcomes**
  - Identified 5 tips to assist units
  - Created repository of 11 unit standards
    - 6 colleges/schools
    - 4 academic departments
    - 1 non-academic unit
  - Dissemination: workshop, posting of resources on Faculty Affairs’ website
Guiding Principles for Developing Promotion Standards for Non-Tenure Track (TT) Faculty

1. Start with a champion.

2. Establish a diverse working committee.

3. Define the types of Non-TT appointments within the unit.

4. Provide transparency in the criteria for promotion and the metrics for evaluating such criteria.

5. Outline the internal promotion process.
Start with a Champion!

- Unit leaders – Deans, Assoc. Deans, Chairs, Directors, other administrators
  - *Communicate your values*
    - Lecturers and FIRs are important to the unit
    - You value their contributions
    - Support their success and career advancement
  - *Demonstrate your values*
    - Initiate the charge – appoint a working committee and committee chair
An Important Role: The Committee Chair

- Identify timelines.
  - *Process typically takes 4-6 months*
- Coordinate committee meetings
  - *Groups typically met every 2-3 weeks*
- Facilitates discussion on inclusivity
- Holds team accountable to deliver final product
- Conducts the task in accordance with college/unit processes
  - *Solicits and integrates feedback from faculty body*
  - *Initiates process to vote/approve proposed standards*
Establish a Diverse Working Committee

- Invite Tenure-track and Non-Tenure track faculty to serve on the committee
- Invite faculty from different departments within the college/school or division
- Invite faculty of different ranks (assist., assoc., full, chair, assoc. dean.)
Define the Types of Non-Tenure Track Appointments w/n the Unit

- “We’re not all the same” — Homographs
Define the Types of Non-Tenure Track Appointments w/n the Unit

- Focus on inclusivity; Define terms broadly
  - Acknowledge the diverse disciplines that may be represented
  - Acknowledge the diverse duties and responsibilities of non-TT faculty within the unit
    - Teaching
    - Teaching related duties (e.g., course redesign, advising, mentoring, etc.)
    - Service (e.g., representing the department on committees, community outreach, etc.)
    - Research or scholarly activities
    - Administrative Duties (e.g., course coordinator, program manager, director, etc.)

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Provide Transparency in the Criteria for Promotion & the Metrics for Evaluation

- Clearly articulate the criteria to become an Associate, Full FIR, and Senior lecturer in terms of demonstrated duties and responsibilities
  - Demonstrate an increase in access to new responsibilities within the unit
  - Demonstrate higher expectations from rank to rank

- State benchmarks for evaluating performance, achievements, honors, etc. (e.g., unsatisfactory, satisfactory, commendable, excellent, significant/impactful)
  - Provide examples of activities, achievements, and honors accordingly

- Provide examples of scholarly activities
  - “to include, but are not limited to…”

*School of Nursing, School of Allied Health Sciences, School of Life Sciences, College of Urban Affairs*
Outline the Unit’s Promotion Process

- Initiating the promotion process
  - Faculty or Unit leader

- Materials to include in the dossier
  - Common elements
    - Personal statement
    - Annual evaluations
    - Teaching portfolio (e.g., course evaluations, syllabi, list of courses taught, teaching philosophy, peer evaluations)
    - Awards, honors, and recognitions
    - Research or scholarly activity
    - Service activities
    - Special assignments or administrative activities and outcomes
    - External letters

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Outline the Unit’s Promotion Process

- Submitting the dossier
  - Submission date or window
  - Identify who the dossier should be submitted to

- Evaluation of the dossier
  - Faculty eligible to vote on promotion (e.g., Personnel committee, P&T Committee, Ad Hoc Committee, etc.)

- Notification of decision

- Explain the denial or appeal process (if any)

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Other Ideas/Recommendations

- Mid-Promotion Review – Dept. of Educational Psychology & Higher Education
- Unit/campus notification of promoted candidates
- Consider Ad Hoc Evaluation Committees or Ex-Officio
- Include Non-TT promotion candidates in P&T review conducted by Faculty Senate
- Provide sample dossiers for interested candidates
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