

NTT PROMOTION PROCESS

Per the TAUP guidelines, “*at no level of appointment is there a mandatory time at which a person must be considered for promotion to a higher level.*”

Candidates will provide to the Department Chair or the Chair's designee the following documents:

- Current CV
- Professional Portfolio of work*
- Annual Evaluation Report(s)

Department Chair will provide the following:

- Letter of recommendation supporting the promotion (Must be on letterhead and signed (this does not apply to student letters)

All documents are to be placed into the proper *CST.FA – Deans Office Shared – [Department]* file in Owlbox by the Department Chair or his/her designee. The Deans Office shall be notified via e-mail that the file is ready for review.

The CST NTT Faculty Promotion Review Committee shall review the candidate file and provide their recommendation to the Dean in writing.

The Dean shall notify the candidate and Department Chair in writing of the final decision within 14 business days.

College of Science & Technology

Promotion Guidelines for Non-Tenure Track Faculty

(Rev. 12/06/2019)

Summary

Temple University provides uniform (general) guidelines for the promotion of non-tenure track (NTT) full-time faculty. The uniform guidelines are described in the *Procedural Guidelines for the Appointment, Reappointment and Promotion of Non-Tenure Track Faculty* [Approved June 12, 2008; updated January 18, 2016]. The Provost charged the colleges to develop their own guidelines, consistent with the University guidelines, that provide college/discipline-specific criteria for promotion. This document presents the College of Science & Technology (CST) guidelines for promotion of **Instructional Track**, **Research Track**, and **Practice Track** NTT faculty (Clinical Track and Visiting Track faculty are not included). This document and the Provost's guidelines will be posted on the CST Faculty Affairs website.

I. Criteria for Promotion

Temple's uniform guidelines state that the primary criteria for promotion are (i) achievement of the qualifications/credentials at the level (rank) for which promotion is being sought; and (ii) demonstration of a sustained level of excellence in the assigned duties and activities in the current rank. Promotion is not to be based on duration in rank, but on demonstrated sustained excellence in professional accomplishments. The CST Guidelines conform to these criteria.

The uniform guidelines state that at no level of appointment is there a mandatory time at which an NTT faculty member *must* be considered for promotion. The CST Guidelines also do not provide explicit information on the timing for consideration of promotion, since the progress of professional development can vary. However, the promotion criteria-associated term "sustained" can be regarded as referring to a multi-year span, and the length of time in rank may be inferred from the descriptions below.

The specific criteria for promotion in each appointment track (see below) are representative but not inclusive items for the promotion review process. While there is no strict requirement to achieve all of the listed criteria, the first two or three may be considered to be of primary importance. The CST departments represent a range of scientific disciplines. As such, Departments may provide additional criteria for evaluating accomplishments that are best aligned with the specific disciplines.

A. Promotion in the Instructional Track

(Note: as per the uniform guidelines, while NTT faculty appointments at the Assistant/Associate/Full Professor levels normally require a terminal degree in the field, faculty appointed as Instructors may hold equivalent professional qualifications, in lieu of a terminal degree).

Instructor → Assistant Professor of Instruction

- Sustained excellence in instruction. Such evidence includes, but is not limited to supportive peer faculty reviews, student feedback form evaluations (SFFs), student letters.
- Participation in instructional skills development courses/workshops (e.g., offered by the Temple Center for the Advancement of Teaching), with evidence of successful application of the new knowledge.

Assistant Professor → Associate Professor of Instruction

- Sustained excellence in instruction, including innovation in and/or diversification of instructional activities/assignments. Evidence would include supportive peer faculty reviews, continuing strong SFFs, student letters, a continuity of multi-year contracts.
- Receipt of teaching award or equivalent extra-departmental recognition of teaching excellence.

- Broadened participation, with demonstrable positive outcomes, in department/college instructional activities (e.g. committee participation and educational grant proposals).
- Continuing participation in instructional skills development programs (e.g., as offered by the Center for Advancement of Learning) or national workshops, with demonstrated positive outcomes/successful applications.

Associate Professor → Professor of Instruction

- A sustained record of excellence in instruction, as evidenced by SFFs, supportive student comments, student letters, positive peer review of teaching, multi-year contracts, and a continuing record of significant merit salary increases.
- Achievement of honors and professional recognition, including but not necessarily limited to, high profile teaching awards. At Temple, the Lindback Award and Great Teacher Award are two examples.
- Scholarly output, including educational publications in peer-reviewed journals.
- Successful educational grant funding as PI.
- Leadership role in and successful development/revision of academic programs within the College and University.
- Continuing participation in college and university committees, and/or national involvement in STEM-related activities, including educational organizations.

A. Promotion in the Research Track

(Note: while the minimum number of years in rank is not specified, a promotion case would ordinarily involve the review of accomplishments occurring over a multi-year period. There is no absolute requirement to achieve all of the listed criteria; a majority of the criteria may be acceptable, with the first several listed as being of primary importance).

Research Assistant Professor → Research Associate Professor

- Demonstrated accomplishments in research, including co-authored publications in peer-reviewed, professionally respected journals.
- Presentations, preferably as an invitee, at meetings/conferences/symposia/colloquia.
- Growing recognition in the field as evidenced by editorial work such as *ad hoc* manuscript reviews and research grant application reviews.
- Membership in scientific organization(s) in the field.
- Sustained excellence in instruction (if there is an instructional component to the duties).

Research Associate Professor → Research Professor

National & International recognition in the field, as evidenced by:

- A record of publications in peer-reviewed, high-profile journals.
- Evidence of impact of research by journal quality, citations, h-index, and comparable metrics.
- Leading an externally-funded research project as PI, or Co-PI.
- Journal editorial board appointments and/or grant application review panels.
- Leadership role in scientific organizations.
- Invited presentations at international as well as national meetings.
- Visiting professor appointments.
- Sustained excellence in instruction if there is an instructional component to the assigned duties.

C. Promotion in the Practice Track

- *(Note: the uniform guidelines state that “Practice Track” primarily refers to teaching in applied fields. For CST, this definition has been extended to include student training, and/or teaching-related curricular and program development activities, if part of the assigned duties. Also, an initial appointment as Practice Instructor does not strictly require a terminal professional degree in the field. Exceptions to the degree requirement may be made for individuals who otherwise have substantial experience and expertise in the field.*

Practice Instructor → Assistant Professor of Practice

- Sustained excellence in the teaching/training activities as evidenced by SFFs and student comments; positive peer reviews; student letters of support; merit salary increases.
- Renewal of appointments, preferably including a multi-year appointment.
- Evidence for continuing professional development in the field, including participation in Temple-sponsored or external workshops associated with teaching/training development.

Assistant Professor of Practice → Associate Professor of Practice

- Sustained excellence in teaching/training activities in the field, with demonstrated evidence for innovation/diversification of instructional activities/accomplishments. Evidence includes SFFs, student support letters; peer reviews, merit salary increase, continued multi-year appointments.
- Receipt of teaching award or equivalent recognition of teaching/training excellence.
- Broadened participation, with demonstrable results, in department/college instructional activities (e.g. committees, educational grant proposals).
- Participation in instructional development workshops with demonstrated positive outcomes.

Associate Professor of Practice → Professor of Practice

- Continuing record of excellence in teaching/training/instruction, as evidenced by SFFs, student letters of support, positive peer reviews, continuing significant merit salary increases.
- Sustained renewal of multi-year contracts.
- Ongoing recognition by teaching awards; professional awards/honors recognition.
- Leadership in program development in the Department/College.
- Involvement in national educational organizations, STEM field programs.
- Scholarly output; publication of research/studies in the field of teaching/training.

II. Procedural Aspects of the Promotion Review Process

(Note: the CST procedure follows the uniform guidelines; specific required items/actions for each of the three NTT tracks are included in the respective sections below. At no level or type of appointment is there a mandatory time at which the non-tenure-track faculty member must be considered for promotion.)

A. Candidate and department actions, and timeline

Candidates for promotion are identified by nomination. Nominations may come from the faculty member, another faculty member, or the Department Chair. The candidate must agree in writing to the nomination. The timing/appropriateness of consideration for promotion should be based on an evaluation of the faculty member's accomplishments, including the required annual performance reviews (required for *all* NTT faculty members) and merit salary reviews. The informal evaluation would be carried out by the Department Chair or designee.

For **Instructional-track**, **Research-track**, and **Practice-track** faculty with appointments ending on June 30 the promotion process should begin during the prior fall semester. The promotion review materials (*see below*) should be completed by mid- January for delivery to the Department Chair. A non-tenure-track (in particular, research track) faculty member may have an appointment end date other than June 30. In this instance the nominated faculty member would need to complete and submit a promotion folder by the end of the semester immediately preceding the contract end date semester.

B. Promotion Review Materials

- Current *curriculum vitae* / Professional Record.
- Personal statement, including a brief summary of reason(s) for consideration of promotion.
- Teaching Portfolio* (required for Instructional and Practice Track faculty, but also for Research Track Faculty if there has been a teaching component).
- Research accomplishment summary (required for Research track).
- Relevant publications (required for Research track).
- Letters of support**

**Teaching Portfolio*: Contents would include a reflective statement/teaching philosophy; representative syllabi; SFFs and student comments for representative courses; and any additional materials relevant to instructional-related accomplishments.

***Letters of support*: For **Instructional track** faculty members being considered for promotion, there should be a minimum of four (4) letters from students. The candidate should not be responsible for contacting potential student letter-writers, but may suggest names to the Department Chair or designee. In addition, there should be at least two (2) letters from faculty, preferably from persons who carried out peer review of teaching. These letters may incorporate peer review comments.

For **Research track** faculty members being considered for promotion to Associate Professor level, there should be a letter of support from the Research Laboratory head (PI) if the candidate is supported by research funds from the PI. In addition, there should be at least one letter from a scientist outside of Temple who can comment objectively on the candidate's research accomplishments. For promotion to Professor, in addition to the above letter, if appropriate, there should be at least two (2) letters of support from external established scientists in the candidate's field. For research track faculty members having a teaching component to their duties, there should be 4 letters of support for students (undergraduate and/or graduate).

For **Practice track** faculty members being considered for promotion, there should be a minimum of four (4) letters from students. The candidate should not be responsible for contacting potential student letter-writers, but may suggest names to the Department Chair or designee. There should be at least two (2) letters from faculty, preferably from those who carried out peer review of teaching. These letters may incorporate peer review comments. If the practice track faculty also reports to a supervisor, a letter from that person also will be needed in addition to the recommendation from the Department Chair.

C. Chair actions

The Chair will review the submitted materials and also may consult with a department committee in order to reach a decision on recommendation for promotion. The Chair should complete the evaluation and recommendation by the end of January. The promotion dossier and recommendation are uploaded to an Owlbox folder. The Chair will inform the candidate of the decision to recommend promotion.

D. College actions

The promotion review process at the College level includes the involvement of the *NTT Faculty Promotion Review Committee*. This committee shall consist of the members of the CST Promotion and Tenure Review Committee, supplemented with at least two NTT Full Professors. Committee representation from the three NTT tracks is preferable but not required. The NTT faculty members are appointed by the Dean or designee.

The NTT Faculty Promotion Review Committee shall review the promotion review materials and the Department Chair's recommendation. The committee will complete a transmittal form with a recommendation for promotion, along with a vote (yes / no / abstain). The transmittal form will be sent to the Dean. The recommendations should be delivered to the Dean by the end of March. The candidate will be provided a copy of the committee's transmittal form.

E. Dean's Actions

The Dean will review the materials that include the Chair's and Committee's recommendations, and will render a decision, with a target date of April 30. The Dean's decision on promotion is the final decision. Promotion in rank for an NTT faculty member would be effective as of July 1 following the final decision.

F. Other

Candidates for promotion may withdraw themselves from consideration for promotion at any point in the process, prior to the Dean's decision.