**TEACHING-TRACK PROMOTION TIMELINE**

**PROMOTION TO ASSISTANT PROFESSOR OF INSTRUCTION, ASSOCIATE PROFESSOR OF INSTRUCTION, AND PROFESSOR OF INSTRUCTION**

**Mid-October**

If a department or program is considering a member of the Teaching-Track Faculty for promotion, the Chair or Program Director will please notify the Associate Dean for Teaching-Track and Visiting Faculty by mid-October for preliminary evaluation.

Included in this preliminary evaluation are 1) indications of excellence in teaching; 2) a review of the position (that is to say, whether the job will likely continue to be funded and is still needed); and 3) an assessment of whether the candidate meets the criteria as stated in the Chairperson’s Handbook (for example, usual time in rank; teaching/administrative criteria; terminal degree).

Exceptions to the normal rules of eligibility (time in rank, degree requirements, etc…) should be addressed by the Chair or Program Director in a brief paragraph.

Forwarding the names of potential teaching-track faculty as candidates for promotion at this time in the early fall is not committing a department to a final recommendation.

The Dean will determine which cases will go forward for promotion consideration. This information will be communicated to the Chair. The Chair will communicate to the candidate the decision to move forward with the promotion process.

By late October the department or program will provide to the Dean’s Office a list of seven of the candidate’s former students, their verified email addresses, and the courses that each student took with the candidate. The Dean may ask these students to comment in confidence on the teaching of the candidate. Other former students will also be asked to comment on the candidate’s teaching. They will be randomly selected from class lists.

**December**

Department Chairs or Program Directors, having already requested from a candidate a list of student references, will then request that the candidate supply a complete dossier to the department or program in time for their review. This deadline is up to the discretion of the department or program, but it should not be set later than the end of the fall quarter.

**Dossier: Required Materials for the Department or Program-Level Review**

1. The candidate’s statement: total of five pages which should include:

   **Case for promotion:** In no more than three pages, provide a narrative on your service, teaching, and any research contributions to and participation in your profession locally, regionally, or nationally during your time in rank. Your narrative should provide a roadmap to and articulate a case for your promotion to Assistant Professor of Instruction, Associate Professor of Instruction, or Professor of...
Instruction relying on the specific criteria outline for each rank found here:  

**Teaching statement**: In no more than two pages, please provide a critical reflection of your teaching practices drawing upon concrete examples. In other words, how are you seeking to enhance your students’ learning and what is the real-life evidence or examples of the effectiveness of your strategies? Some things you might want to consider:

- What are your key teaching goals? What are you trying to accomplish in your teaching?
  What kind of learning/thinking are you trying to stimulate in your students?
- Why have you chosen these goals?
- What have you done to achieve these goals? What kinds of methods, activities, strategies, assignments/assessments have you used in your teaching?
- Have your students achieved the kind of learning/thinking that you are trying to bring about? How do you know?

2. **A curriculum vitae**: Please refer to the instructions on assembling your CV here: [Preparing a CV for promotion review](#).

3. **Syllabi** that the candidate has had significant contribution in authoring: Supply one for each differently numbered courses for the last six years (or time in rank).

4. **Teaching evaluations**: CTEC statistical summaries and summaries of comments (“NU CTEC Instructor Reports”; landscape format). Included are all CTECs, including any that might not have been published for the last six years (or time in rank).

5. **The candidate’s grade distribution reports**: include all classes taught at NU (available through BI-SES).

6. **Publications** (if any): may include books, workbooks, and/or other materials

The department is responsible for verifying that the dossier is complete and obtain any missing material from the candidate.

**January**

A department or program committee, comprised of all tenured faculty and those teaching-track faculty members at a rank higher than the candidate’s, reviews the dossier, discusses the candidate’s strengths and weaknesses, and votes by secret ballot. In the case of candidates for promotion to the rank of Professor of Instruction, the discussion of the candidate’s strengths and weaknesses must take into account the testimony of any external reviewers whose opinions were solicited. Committee members who have close personal relationships with the candidate or who otherwise feel they cannot maintain proper professional distance should recuse themselves from the discussion and vote on that candidate. If fewer than three faculty members are eligible to serve on this committee, the dean appoints additional members to form a surrogate committee.
As soon as a department or program reaches a decision to recommend promotion, the department or program will notify the Associate Dean of Teaching-Track and Visiting Faculty. If the department does not recommend promotion the chair notifies the candidate and under most circumstances the promotion review stops at that point (see the chair’s handbook for further detail).

February

If the department vote is positive, the department or program provides a complete dossier for each candidate for review by the Teaching-Track Promotion and Reappointment Committee, the Dean, and the Office of the Provost by early **February**. All information should be uploaded through the teaching-track promotion system.

**Dossier: Required Materials for Committee, Dean, and Office of Provost Review**

The dossier should include all the materials outlined above from the Department/Program level review (numbers 1-6), along with:

7. Fall CTECs

8. **A letter from the department chair or program director** recommending the promotion and providing a detailed account of the discussion and vote by eligible voting members of the department or program who were present at the meeting. In this letter, please name all eligible members of the promotion committee, and indicate whether each was present or absent for the discussion and the vote. The vote totals should be specified, including the number for, against, abstaining, and absent. The chair and several members of the committee who were present for the discussion should sign the letter. Included in this is a paragraph describing the **exceptional case** for early promotion and/or the required terminal degree, as needed.

9. Any peer teaching observations

10. Any other relevant material demonstrating the candidate’s skills and accomplishments as a teacher and advisor: e.g., external letters solicited by the department, letters received by the department/program about the candidate’s teaching, awards, written reports by faculty members with whom the candidate may have co-taught, etc. All such material, whether about strengths or weaknesses, should be included.

**NOTE:** Published books, workbooks, and other materials that cannot be uploaded electronically to the file server can be submitted in hard copy to the dean’s office.
NAMING CONVENTION FOR ELECTRONIC FILE

- [Surname]_ case for promotion
- [Surname]_ teaching statement
- [Surname]_cv
- [Surname]_syllabi
- [Surname]_CTECs (“NU CTEC Instructor Reports”; landscape format)
- [Surname]_ grade distribution report
- [Surname]_dept_ltr (this file should include the letter itself and internal reports on scholarship or teaching, if they exist)
- [Surname]_peer observations (if any)
- [Surname]_other relevant material (if any – these files should include any additional material solicited for the review, such as WCAS advisor evaluations, and should be named appropriately and saved as separate documents or grouped depending on size)
- [Surname]_“publications” or “pub_1, pub_2,” etc. (if any – saved as separate documents or grouped depending on size)
- etc.

PROCEDURE

Teaching-Track Promotion and Reappointment Committee

The Teaching-Track Promotion and Reappointment Committee is a committee made up of four teaching-track faculty (at the rank of Distinguished Senior Lecturer/Associate Professor of Instruction or Professor of Instruction) and three tenured faculty. It is charged with evaluating promotions and reappointments of the non-tenure eligible faculty and advising the Dean on these matters. The committee is elected and rotating. A member of the promotion committee belonging to the department or program of a candidate does not participate in the deliberations on that candidate. The committee reviews each candidate’s dossier, assesses each candidate’s strengths and weaknesses, votes by secret ballot on each, and forwards its recommendations, positive and negative, together with vote totals and background materials, to the Dean. The department or program is not informed of the committee’s vote, and does not read its report or see the letters it has collected.

Consideration by the Dean.

If the Dean has reservations about a recommended promotion, the Chair of the Department or the Director of the Program is notified, and the Chair or Director notifies the candidate. The Dean may ask the promotion committee to elaborate on the case and the reasoning behind a recommendation, or he/she may request additional information about any aspect of the candidate’s record from his or her department or program. When the Dean decides against a recommended advancement, the promotion process ends in the College. The dossiers of candidates whom the Dean recommends for promotion are forwarded to the Provost, who has the authority to decide negatively about a promotion. The Dean writes to each candidate about the decision in his or her case, and sends a copy of that letter to the candidate’s department chair or program director.