

**Folklore Program**  
**Policy for the review and promotion of Career and Pro Tem NTTF**  
**Revisions approved by Office of the Provost September 10, 2019**

In accordance with the United Academics Collective Bargaining Agreement Article 19, the Department of English distinguishes between two categories of Non-Tenure Track Faculty, Career NTTF and Pro Tem Pro Tem NTTF.

**CAREER NTTF REVIEWS AND CONTRACT RENEWALS**

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.

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.

For contract renewal reviews, the faculty member submits a curriculum vitae and a personal statement containing information relevant to his or her performance of assigned duties and responsibilities

The following elements will be considered in evaluating teaching:

- a. Course evaluations, if administered during review period, and student experience surveys for all courses with five or more students.
- b. At least one peer evaluation of teaching each year by a member of the Folklore Program's Core Faculty. 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 should include a discussion of contributions to institutional equity and inclusion.

The following elements will be considered in evaluating service, including evidence of contributing to equity and inclusion.

- 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.
- e. Evidence of institutional contributions to equity and inclusion.

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.

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 a personal statement by Monday of the third week of the term in which the review will occur.

The review will be conducted by the Folklore Program director, or a designee, based on the materials submitted.

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 the Folklore Program director or designee. The program director will then forward the contract renewal materials with his or her report and recommendation materials to the College of Arts and Sciences.

## CAREER NTTF PROMOTION REVIEWS

### Joint Appointments

A Career NTTF may hold appointments in more than one unit at the university. In such a case, the relevant vice presidents, deans, heads, directors or designees will notify the NTTF in writing at the time multiple appointments are made which unit will oversee the review process and the criteria for promotion, if applicable. When this review is conducted in Folklore, it will follow the review policies outlined in this document.

### Criteria for promotion

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 or Lecturer, as delineated in the job description for the faculty member.. 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.

Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on a sustained record of excellent performance in the responsibilities of Senior Instructor I or Senior Lecturer I, 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.

Career NTTF will be eligible for promotion after accumulating six years of service in rank at or above .3 annualized FTE per year, 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. The six years of employment do not have to be consecutive.

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.

An accelerated promotion review may occur in particularly meritorious cases as determined by the Provost or designee in consultation with the dean, program director 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.

#### Promotion Review Procedures

Candidates wishing to be considered for promotion should notify the appropriate department head at the beginning of the fall term of the year when promotion is sought:

1. 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.
2. 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.
3. 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.
4. **Peer reviews of teaching.**

5. **Teaching portfolio:** This may include representative course syllabi, examples of exams, handouts, assignments, and of student work.
6. **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. **Supplemental materials:** A faculty member may choose to include additional documentation of activity that would strengthen a dossier.

The promotion review will be conducted by either by a committee of three faculty members appointed by the program director. The committee will 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 when NTTF of the appropriate rank within the program do not exist or are not available. The committee will review the promotion case and prepare a recommendation with a voting summary by February 1. This review will be based on the criteria for promotion described above, the promotion review file, and material that has been considered in contract renewal reviews. This report will be submitted to the program faculty for discussion and a secret vote. Voting members will include all TTF and all NTTF at the rank of or above the rank sought by the candidate for promotion. The program director will then prepare an independent report on the merits of the promotion case, a summary of the faculty discussion, and his or her own recommendation.

The file, including the committee report, the program's voting summary, and the director'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 DATE.

#### Reapplying 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.

#### Appeal of Promotion Denial

Unsuccessful candidates may appeal as provided by Article 21 (Tenure and Promotion Denial Appeal).

#### 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.

### **PRO TEM NTTF REVIEWS**

The instructional contributions of Pro Tem NTTF will be reviewed in each contract period.

The following will be considered in evaluating teaching:

1. Course evaluations, if administered during review period, and student experience surveys for all courses with five or more students.
2. At least one peer evaluation of teaching for each contract year. 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.

Pro Tem NTTF are by definition temporary employees on a limited contract, hired in response to unanticipated teaching needs; there will be no assumption of contract renewal.