

Department of International Studies
NTTF Review and Promotion Policy

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This policy applies to all represented faculty and is intended to comply with all provisions of Article 19 of the CBA. To the extent there are any discrepancies or inconsistencies, CBA Article 19 controls for represented faculty. This policy also applies to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

If review or promotion procedures change during the course of a faculty member's employment, they may elect between current criteria and those in effect during the six years prior to the initiation of a given review or promotion process.

Career NTTF in research appointments will be reviewed by established procedures to assess the quality of work performed and the outcomes of their contributions to the research program.

I. Preamble

Instructional non-tenure track faculty (NTTF) are vital to the life of the University. Their classroom teaching role is most visible, but they also often oversee undergraduate curricula, advise students and participate in university governance. Through advising and encouragement of students' intellectual activity outside of class, they enhance both the quality and quantity of the education we provide. This document is meant to make clarify the process by which NTTFs in International Studies are reviewed annually and how they will be considered for promotion.

II. Career NTTF Reviews

1. Career NTTF will be reviewed in each contract period for consideration for renewal, generally annually. If a career NTTF member has multiple contracts in a year, only review per fiscal academic year is required. The review will consider the faculty member's performance since the last review. Career NTTF faculty members will be evaluated only by the criteria approved and made available to the faculty member, and will be evaluated on the quality of their teaching and on their service/professional development/scholarship in proportion to the FTE afforded to those aspects in their job description.– typically the performance review will consider 90% of contributions in teaching and 10% of contributions in service.
 - a. Teaching: Meritorious performance in teaching may be demonstrated in various ways: i) By a high level of teaching effectiveness, as indicated by peer and student evaluations (assessment of student evaluations will be

attuned not simply to the overall satisfaction expressed, or to the absence of negative comments, but to the degree students have been challenged and have learned; peer evaluations will assess classroom skills and the care and effort put into teaching and course design); ii) By the effective use of high quality, innovative or well-tested teaching materials and methods; through major revisions of course contents and materials, by attempts to incorporate new teaching methods and technologies, or by particular mastery of classic, sometimes labor intensive teaching methods, particularly those that are writing-centered; iii) By significant contributions to curricular development and the willingness to develop or teach new courses; and iv) By active participation in the teaching/advising of undergraduates and graduate certificate students.

Faculty will be judged to have exceeded expectations if their teaching fulfills some (but not necessarily all) of the above criteria. Satisfactory performance in teaching is demonstrated by acceptable teaching effectiveness (as indicated by peer and student evaluations); the use of teaching materials and methods appropriate to the courses being offered; modest contributions to curricular development; and some participation in the teaching/advising of some graduate students, if such advising is consistent with a faculty member's job description.

- b. Service: Meritorious performance in service is exhibited in various ways and will be assessed from multiple angles. It is demonstrated in part by active, effective participation in the work of faculty committees within International Studies and to a lesser extent at the university, national and international levels. Meritorious service might also include mentoring of students outside of normal classroom settings (e.g. thesis committees, helping to establish internships). Some community service may similarly indicate meritorious service as long as that work clearly supports International Studies Department courses or initiatives.

For those faculty with undergraduate advising duties, service is also judged to be exemplary by the scale and high quality of advising, substantial involvement in International Studies advising initiatives or those of departments or units where faculty hold joint appointments, appropriate and effective engagement with campus entities related to student support, and professional development in advising best practices.

2. If a faculty member seeks promotion in a year when a contract renewal review is due, only a single review must be completed. However the contract renewal decision must be made independently of the promotion decision.
3. For contract renewal reviews, the faculty member must submit a curriculum vitae and a personal statement containing information relevant to their performance of assigned duties and responsibilities in the contract period.
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. The time frame for this review will be established through discussion with the NTTF member; at least one week of advance notice will be provided.
- c. Evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision.
 - d. The faculty member's personal statement clarifying curriculum revisions, innovations attempted and professional development during the contract period.
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 service to CAS.
 - 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, their performance of those duties will also be evaluated.
 7. To the extent applicable, the evaluation of scholarship, research, and creative activity will include an assessment of work quality, impact on the field nationally and internationally, and overall contribution to the discipline or program.
 8. In evaluating the performance of required professional development activities, the review will consider the availability of professional development funds, opportunities for professional development, and the Career NTTF faculty member's efforts to secure funding.
 9. To comply with the May 1st 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 as in item 3 above. The CV and personal statement must be submitted by Monday of the second week of the term in which the review will occur.
 10. The International Studies department head will conduct the review, based on the materials submitted. The department head will then forward the promotion or contract renewal materials with the head's report and recommendation materials to the College of Arts and Sciences.
 11. The review should be completed by April 15. The faculty member will be given the opportunity to discuss their efforts, performance, and review with the International Studies department head. The department head will then forward the promotion contract renewal materials with their report and recommendation materials to the College of Arts and Sciences.

III. 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 or 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 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.
 3. Career NTTF will be eligible for promotion after accumulating six years of service in rank at an average of 0.3 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. Career NTTF who will have completed five years of employment as a faculty member at or above 0.3 annualized FTE per year may initiate the promotion process in the Spring term of the fifth year if they have an expected appointment of 0.3 annualized FTE or greater for the sixth year.
 5. 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.
 6. 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.
 7. Candidates wishing to be considered for promotion should notify the appropriate department head in the Spring term prior to the year when promotion is sought, and must provide by September 30 in the year being reviewed:
 - 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 2-6 page signed and dated **personal statement** developed by the faculty member evaluating their performance measured against the applicable criteria for promotion. The personal statement should address teaching, other instruction-related activities, professional development, and service contributions to the academic department, college, university, community, and wider professional arena. The statement should also include discussion of contributions to institutional equity and inclusion.
 - c. A signed and dated waiver. A faculty member may choose in writing to waive in advance their 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. If redactions are insufficient to do so, the university may prepare a suitable summary.

- d. **Department head's annual letters of evaluation.**
 - e. **Teaching portfolio:** This may include representative course syllabi, examples of exams, handouts, assignments, and of student work.
 - f. **Service portfolio:** A narrative account of the faculty member's service contributions to their academic department, college, university, community, and wider professional arena. It may be subsumed into the curriculum vitae or personal statement, if appropriate.
8. The Department of International Studies' ad hoc Tenure and Promotion Review Committee will conduct the promotion review. As with TTF reviews, the International Studies department head appoints a new committee each time an International Studies Career NTTF is reviewed for promotion. It is led by a tenured faculty member and consists of two other faculty members who are at the same or higher rank than the rank the candidate is seeking, and will whenever possible include both TTF and NTTF. Generally at least one of the other faculty members is from the candidate's discipline or region of expertise, but this is not mandatory. The department head never serves as a member of this committee.
- The committee decides whether or not internal and/or external reviews (over and above supervisors' evaluations) will be used in a given promotion case. The use of such reviewers and the process for their selection will be discussed with the candidate in advance of solicitation of reviewers. External reviewers will be selected using standard University guidelines and recommendations and consistent with the general expectations enumerated in Article 20, Section 14 of the CBA.
- The committee will review the promotion case and prepare a recommendation with a voting summary by January 15. This review will be based on the criteria for promotion as formulated by the International Studies department, the promotion review file, consonance of grade assignments with departmental norms and standards, and material that has been considered in previous contract renewal reviews. This report will be submitted to all TTF and Career NTTF in the department for discussion and a vote. Voting members will include all TTF and all NTTF at the rank or above the rank sought by the candidate for promotion. The department head will then prepare an independent report on the merits of the promotion case, with the head's own recommendation. The faculty member will be given the opportunity to discuss their efforts, performance, and review with their supervisor.
9. The file, including the committee report, the department's voting summary, and the head's independent report and recommendation will then be sent to the Social Sciences Associate Dean in the College of Arts and Sciences by March 20.
10. **Reapplication for Promotion.** Unsuccessful candidates for promotion may continue at current rank as long as eligible under the Collective Bargaining Agreement and university policy. They may reapply for promotion after

employment by the university for an additional three years at an average of 0.3 FTE or greater, accrued at no greater than three terms per academic year.

11. Appeal of Promotion Denial. Unsuccessful candidates may appeal as provided by Article 21 (Tenure and Promotion Denial Appeal) or other university appeals processes which apply to faculty not covered by the CBA.
12. Withdrawal of Application. A candidate can withdraw their application for promotion in writing to the Provost and the dean at any time before the Provost's decision.

IV. Adjunct NTTF Reviews

1. The instructional contributions of adjunct NTTF will be reviewed in each contract period; in most cases, this is annually.
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. The time frame for this review will be established through discussion with the NTTF member; at least one week of advance notice will be provided.