

NTTF REVIEW AND PROMOTION POLICIES:  
DEPARTMENT OF PSYCHOLOGY

This document has been created with guidance from the Office of Academic Affairs, the College of Arts and Sciences, and the Office of the Vice President for Research and Innovation as well as with input from NTTF and TTF faculty. 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.

INSTRUCTIONAL CAREER NTTF

ANNUAL/CONTRACT REVIEWS

1. Career NTTF will be reviewed in each contract period prior to consideration for renewal, or once every three academic years, whichever is sooner. 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.
2. The department head is responsible for setting timelines for annual reviews, and communicating deadlines to faculty and their supervisors.
3. If a career NTTF member has a promotion review, he/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.
4. Close to the beginning of each review period or more frequently when necessary, the career NTTF and his/her supervisor (i.e., Department Head or his/her designee) meet and discuss strengths in the member's past performance, areas of improvement, as well as goals for the next review period, taking also into consideration the needs of the department. The supervisor summarizes the result of the meeting in a "Professional Goals" statement, which the member signs to acknowledge that he/she has read it. The purpose of this statement is to help provide clear expectations regarding the evaluation of the member's teaching and service during both contract renewal and promotion reviews.
5. For contract renewal reviews, the faculty member may choose to submit a curriculum vitae and/or a personal statement containing information relevant to their performance of assigned duties and responsibilities.
6. The following elements will be considered in evaluating teaching in conjunction with the Professional Goals statement:
  - a. Grade distributions for all courses in order to evaluate consonance of grade assignments with department standards.

- b. Student evaluations for all courses with five or more students where available.
  - c. 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 (e.g., class assignments, exams) and the observation of at least one class. A plan for peer evaluations will be specified by the department head or designee at the beginning of each academic year. Typically, the faculty member should be informed about upcoming peer evaluations at least 3 weeks in advance.
  - d. Evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision.
  - e. The faculty member's personal statement.
7. The following elements will be considered in evaluating service in conjunction with the Professional Goals statement:
  - 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.
8. If a faculty member has been assigned specific service duties in place of some teaching, his/her performance of those duties will also be evaluated.
9. 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/or personal statement as in item 5 above. If a faculty member wishes to submit a CV and/or personal statement, it must be submitted by Monday of the third week of the term in which the review will occur.
10. The review will be conducted by the department head or designee, based on the materials submitted.
11. 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.
12. 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.
13. Career NTTF faculty members will be evaluated only by the criteria approved and made available to the faculty member. Career NTTF 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.
14. The review should be completed by April 15. The department head or designee and the faculty member should sign the evaluation. The faculty member's signature acknowledges receipt of the evaluation; it does not indicate agreement with the evaluation.

15. Within 10 days after completion of the review, the faculty member will be given the opportunity to discuss his/ her efforts, performance, and review with the department head or a designee. The department head will then forward the promotion contract renewal materials with their report and recommendation materials to the College of Arts and Sciences.
16. Documents provided by the faculty member and his/her supervisor will be placed in the faculty member's personnel file.

## PROMOTION REVIEWS

1. Promotion is not an automatically awarded for years in rank, but rather is awarded for excellence.
2. Opportunities for promotion-relevant activities vary across Career NTTF positions and can depend to a large degree on current demands in the department. Therefore, the Professional Goals statement (see Annual/Contract Reviews) provides important guidance and clarity in determining what represents "excellent performance" for a given faculty member.
3. Criteria for promotion to Senior Instructor I and Senior Lecturer I are based on a record of excellent performance in the responsibilities of Instructor of Lecturer, as delineated in the relevant job descriptions. Criteria for excellent performance will be determined both on the basis of each individual instructor's role and departmental demands. 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.
4. Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on a *sustained and broad* record of excellent performance, 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.
5. As specified in the CBA, 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.
6. For 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.

7. 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, the agreement 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.
8. 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. Candidates wishing to be considered for promotion should notify the department head in the Spring term of the year prior to the year when promotion is sought, and must provide notification during the first week of February of the year in which promotion is sought:
  - 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 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.
  - c. A teaching portfolio that includes representative course syllabi, examples of exams, handouts, assignments, and of student work. The teaching portfolio will be complemented by student evaluations and grade distributions for all classes with more than 5 students (to be compiled by the department). Student evaluations and adherence to the department's grading standards will be equally considered in evaluating the faculty's teaching contributions.
  - d. A signed and dated waiver. A faculty member may choose to waive in advance in writing 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. 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.
  - e. The committee decides whether or not internal and/or external reviews (over and above supervisors' evaluations) can provide useful information 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.

9. The department head appoints a promotion review committee as well as a review committee chair. Including the chair, the committee consists of 3-5 members. Supervisors or designees will provide evaluation letters. The committee will include at least one NTTF member of the appropriate rank, if such a faculty member is available. In the event that there are not enough members of the Department of Psychology at the appropriate rank to make up a committee, the department head may appoint appropriate faculty members from other units. The committee will review the promotion case and prepare a recommendation to the department head with a voting summary by February 20 of the review year. This review will be based on the criteria for promotion as formulated by the department, the promotion review file, and material that has been considered in contract renewal reviews. On the basis of the committee report, the department head will then prepare an independent evaluation letter that includes the committee's voting summary by March 1.
10. The file, including the committee report, the department or unit's voting summary, and the head'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 and decision should be completed by June 15<sup>th</sup>.
11. The complete promotion file includes:
  - a. A statement of the conditions of appointment, a statement of the duties and responsibilities as derived from the position description, and of criteria for promotion for the position in question.
  - b. All items provided by the candidate (see 8.a to 8.e).
  - c. The supervisor's letter of evaluation.
  - d. The promotion committee's recommendation.
  - e. The department head's recommendation.
12. **Reapplication for Promotion.** An unsuccessful candidate for promotion may continue employment at the current rank as long as eligible to do so under the CBA and university policy. NTTF who are denied promotion may reapply for promotion after having been employed 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.
13. **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.
14. **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.

## RESEARCH CAREER NTTF

### ANNUAL/CONTRACT REVIEWS

1. All research faculty members of the Department of Psychology are reviewed annually, typically in the spring. The review will consider the faculty member's performance since the last review.
2. The department head is responsible for setting timelines for annual reviews, and communicating deadlines to faculty and their supervisors.
3. If a career NTTF member has a promotion review, they 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.
4. Close to the beginning of each review period or more frequently when necessary, the career NTTF and his/her supervisor meet and discuss strengths in the member's past performance, areas of improvement, as well as goals for the next review period, taking also into consideration the types of activities required in the context of the sponsored project that funds the faculty member. The supervisor summarizes the result of the meeting in a "Professional Goals" statement, which the member signs to acknowledge that he/she has read it. The purpose of this statement is to help providing clear expectations regarding the evaluation of the member's research activities during both contract renewal and promotion reviews.
5. For contract renewal reviews, the faculty member submits a curriculum vitae and a personal statement containing information relevant to their performance of assigned duties and responsibilities
6. The annual evaluation is based upon the material submitted by the faculty member, his/her professional responsibilities as described the position description, and the Professional Goals statement relevant for the year under review. Because the research faculty are funded by sponsored projects, evaluations should reflect the kind of activities that the faculty have been funded to do.
7. The supervisor and the faculty member should sign the supervisor's evaluation. The faculty member's signature acknowledges receipt of the evaluation; it does not indicate agreement with the evaluation. Faculty may also provide a response or addendum to the evaluation.
8. For each faculty member being reviewed, the supervisor will provide the department head or designee with a current job description, the currently relevant Professional Goals statement, all of the documents provided to him/her by the faculty member, and a completed, signed evaluation, using the form provided.
9. 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.
10. Documents provided by the faculty member and his/her supervisor will be placed in the faculty member's personnel file.

## PROMOTION REVIEWS

1. Promotion is not an automatic process, awarded for years in rank, but rather is awarded for excellence.
2. Opportunities for promotion-relevant activities vary across career NTTF positions. Position-specific criteria will be based on the most important core professional responsibilities as described in a faculty member's position description as well as the annual Professional Goals statements and accommodate a wide range of research and evaluation methods, scholarly approaches, and technical contributions to diverse disciplinary outlets. Because research faculty are funded by sponsored projects, these evaluations will also reflect the kind of activities that they have been funded to do.
3. Criteria for promotion to senior research assistant I and II are based on the candidate exhibiting high proficiency in his/her primary research responsibilities and duties. Examples include, but are not limited to innovative solutions to problems, successful efforts in standardizing materials and/or processes, or the successful mastery of new skills. The candidate must also contribute service activities, mainly within the department.
4. Criteria for promotion to senior research associate I and II are based on the candidate documenting a sustained and broader set of skills, beyond exhibiting high proficiency in primary research responsibilities and duties (see item 3). Examples include, but are not limited to supervisory and leadership functions within his/her units. The candidate must also contribute service activities, mainly within the department.
5. Criteria for promotion to associate research professor and research professor are comparable to criteria for tenure-track faculty, including national and/or international impact of their scholarship and/or of external funding, as well as service on the national and/or international level (e.g., service in professional organization, as journal reviewer or editor, or as member of grant review panel). The candidate must also contribute service activities, mainly within the department.
6. 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.
7. All faculty are expected to document contributions to the University's goals regarding equity and inclusion.
8. 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. A faculty member must notify the director of his/her desire to seek promotion in the Spring term of the year prior to seeking promotion. This should typically be done as part of the annual review process, but may occur as late as June 15. The department head or designee is

- responsible for developing and communicating unit deadlines to promotion candidates and their supervisors well in advance of deadlines. The exact timeline may vary from year to year depending on the number of candidates being considered for promotion. Complete promotion files must be submitted to the Office of the Vice President of Research and Innovation (OVPRI) by February 1 of the year in which promotion is sought, unless notified by the OVPRI of a different deadline
9. As specified in the CBA, 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.
  10. For 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.
  11. 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.
  12. Candidates wishing to be considered for promotion must provide the following items:
    - a. A comprehensive and current signed and dated curriculum vitae that includes the faculty member's current research 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 expressly research-related activities, professional development, if applicable scholarly activities, 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.
    - c. A portfolio of research-related activities (e.g., products that were created in the context of the research activity).
    - d. If applicable, the candidate will also provide a portfolio of scholarly activities (e.g., published manuscripts).
    - e. A signed and dated waiver. A faculty member may choose to waive in advance in writing 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. 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.

13. The department head appoints a promotion review committee as well as a review committee chair. Including the chair, the committee consists of 3-5 members. The committee cannot include the candidate's immediate supervisor, however, the supervisor will provide an evaluation letter. The committee will include at least one research NTTF member of the appropriate rank, if such a faculty member is available. In the event that there are not enough members of the Department of Psychology at the appropriate rank to make up a committee, the department head may appoint appropriate faculty members from other units. The committee will review the promotion case and prepare a recommendation to the department head with a voting summary. This review will be based on the criteria for promotion as formulated by the department, the promotion review file, and material that has been considered in contract renewal reviews. On the basis of this report, the department or unit head will then prepare an independent evaluation letter that includes the committee's voting summary.
14. The type and quantity of additional reviewers will be determined on a case-by-case basis. Prior to embarking on obtaining reviews, the committee chair will discuss with the OVPRI the candidate and their job duties, and propose a plan regarding the type and quantity of reviews, and obtain agreement from the candidate and the Office about the type and quantity of reviews. The review committee chair manages the process of obtaining supervisor's evaluation, and internal and external reviews:
  - a. Review for promotion to senior research assistant I and senior research assistant II will only include internal reviews, if these can be expected to contribute independent information, beyond the supervisor's evaluation.
  - b. Candidates for promotion to research associate I and research associate II whose job duties include expectations of having impact beyond a small research team, can have internal and also external reviews. Candidates who are largely part of teams with no expectations of independent impact may include internal reviews, if these can be expected to contribute independent information, beyond the supervisor's evaluation.
  - c. Promotions to associate research professor and research professor will have external reviews, but may also include internal reviews.
  - d. 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.
15. The complete promotion file includes:
  - a. A statement of the conditions of appointment, a statement of the duties and responsibilities as derived from the position description, and of criteria for promotion for the position in question.
  - b. All items provided by the candidate (see 9.a to 9.e).
  - c. The supervisor's letter of evaluation.
  - d. If applicable, internal and/or external reviews, including a list of all reviewers.
  - e. The promotion committee's recommendation.
  - f. The department head's recommendation.

16. Reapplication for Promotion. An unsuccessful candidate for promotion may continue employment at the current rank as long as eligible to do so under the CBA and university policy. NTTF who are denied promotion may reapply for promotion after having been employed 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.
17. 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.
18. Withdrawal of Application. A candidate can withdraw their application for promotion in writing to Office of the Vice President of Research and Innovation (OVPRI).

### INSTRUCTIONAL ADJUNCT NTTF REVIEWS

1. The instructional contributions of adjunct NTTF will be reviewed in each contract period.
2. The following will be considered in evaluating teaching:
  - a. Grade distributions for all courses in order to evaluate consonance of grade assignments with department standards.
  - b. Student evaluations for all courses where available.
  - c. 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 (e.g., class assignments, exams) and the observation of at least one class. A plan for peer evaluations will be specified by the department head or designee at the beginning of each academic year. Typically, the faculty member should be informed about upcoming peer evaluations at least 3 weeks in advance.
  - d. The faculty member can submit a personal statement.