

**School of Music and Dance
Non-Tenure Track Faculty (NTTF)
Hiring, Review and Promotion Policy**

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.

I. Hiring and Retention of Non-Tenure Track Faculty: Adjuncts and Instructors

The School of Music and Dance hires faculty at the rank of Adjunct or “Career” Non-Tenure Track Instructor in order to enhance the school’s teaching and service mission at the undergraduate level and, where appropriate, at the graduate levels of instruction.

Adjuncts are non-tenure track paid temporary faculty, whose appointment is intermittent or of limited duration (typically three years) except as provided in Article 16, Section 13 of the CBA. Adjuncts are reviewed annually by the dean on the basis of their annual reports, student evaluations, and where appropriate, peer reviews. Adjuncts who believe that their positions should be “career” appointments may petition for reclassification after the completion of two years of appointment, and are encouraged to consult the CBA for details.

Instructors hold non-tenure track paid appointments, with primary duties in the area of instruction. Such appointments may include advising and mentoring expectations congruent with creative and engaging undergraduate instruction, including the possibility of involvement in design and development of courses and the curriculum. Ranks in this classification, also known as “career-track faculty” in ascending order are Instructor, Senior Instructor I, and Senior Instructor II.

Faculty with the rank of instructor will be hired for at least one-year contracts for the first four years of employment, with the expectation of renewal. The school's goal in most circumstances is to hire persons who will stay for multiple years, and contract renewal will be based on whether the instructor has satisfied the teaching criteria and programmatic citizenship standards outlined in Section IIB or is making progress towards satisfying the criteria outlined in Section IIB of this document. After four years of employment, an Instructor will receive two-year contracts.

Generally, during the sixth year of appointment, an instructor may undergo review for promotion to Senior Instructor I, a process outlined in Section III of this document. An instructor who receives Senior Instructor I status will receive three-year contracts. After six years of service, a Senior Instructor I may be considered for promotion to Senior Instructor II.

For NTTF bargaining unit members holding joint or multiple appointments, a memorandum will be completed at the time of hire or assignment specifying expectations for promotion review and identifying how the promotions process will be handled among the units.

II. Reviews Associated with Contract Renewal for Career NTTF

A. Purpose of Career NTTF Reviews

Reviews for career NTTF are for the purpose of determining if the NTTF member is meeting the standard of excellence appropriate to a major research university. They are designed to help Instructors grow as scholars, researchers and educators, identify areas of strength, and identify areas that need improvement. Reviews are accomplished through the annual reporting process and the peer review process once every contract period.

B. Standards for Evaluating Faculty with the Rank of Instructor

Excellence in teaching is the cornerstone of an instructor's portfolio. Professional development and service enhance an instructor's teaching and contribute to the mission of the school. These activities must be evaluated in the context of an instructor's primary focus and in light of the instructor's assignment in the SOMD. It should be expected that the mix of professional development activity and service will vary among SOMD instructors. 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 other professional responsibilities in proportion to the FTE in their job descriptions.

Excellence in teaching is demonstrated by all of the following:

- Leading well-organized classes that effectively present course material in ways that challenge students to excel in a supportive learning environment.
- Designing challenging but appropriate course material.
- Clear ability to demonstrate subject competency.
- Being accessible to and relating well with students.
- A positive record of teaching as measured by student and faculty evaluations.
- Ability to incorporate varied teaching methodologies appropriate to courses being taught.
- Demonstrating collegiality within the instructor's major area and across the curriculum.

Professional development activities keep the instructor current and engaged in the relevant field of practice. The following activities are examples of such professional development activities, though the list is not exhaustive and other activities may be as valuable.

- Making presentations or leading workshops at conferences.
- Participating in professional conferences, workshops, symposia, or meetings.
- Publishing books, textbooks or articles in professional publications.
- Publishing trade books or articles in trade or general circulation publications.
- Publishing books, textbooks or articles in professional publications.
- Performing in appropriate professional settings as a soloist or ensemble member in both chamber-sized and larger ensembles.
- Choreographing and/or performing new or re-staged works.
- Producing, directing, organizing arts events, programs, concerts, recordings, or tours.
- Other professionally related activities approved in advance through consultation with the dean and program area head.

Service is an important contribution to the school and university. The following list illustrates the types of activities that constitute desirable service to the SOMD:

- Proving good programmatic citizenship (e.g., team work, compliance with policies of the school and the program area, and an appropriate balance between individual initiative and acceptance of direction).
- Contributing to the effective operation of the curriculum within the instructor's areas of expertise including new course development and participation in curricular review and updating.
- Contributing to the SOMD (e.g., participating in faculty governance, serving actively on committees, participating in School events) and the broader community (e.g., active participation with regional and national professional organizations, service on university committees).

C. Structure of Annual Reviews and Peer Reviews

Career NTTF must be reviewed through the annual faculty reporting process in each contract period prior to consideration for renewal or once every three academic or fiscal years of employment, whichever is sooner. If a career NTTF member has multiple contracts in a year, only one review per fiscal academic year is required. Review will consider performance since last review.

For instructional career NTTF, student course evaluations will be offered for all courses with five or more students and smaller classes at the instructor's discretion. The evaluation of teaching will include a review of evaluations for each course taught and at least one peer review of teaching per contract period. The instructor will be observed while teaching by another instructor, a Senior Instructor, the Director, or a designee. The instructor will be notified at least 3 days before a peer review is conducted. The instructor will meet to discuss their performance with the reviewer and will be given at least 3 days' notice before the meeting. The instructor may invite a colleague or union representative as an observer.

The SOMD Personnel 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 based on an ability to present a knowledgeable and objective evaluation of the candidate and his/her qualifications and will be asked to base their evaluation on standard University guidelines and recommendations that are consistent with the general expectations enumerated in Article 20, Section 14 of the CBA.

If a faculty member seeks promotion in a year when a contract renewal review is due, only a single review must be completed. The decision on whether to promote or renew must be made independently.

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

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.

The review process will include an opportunity for the career NTTF faculty member to discuss his or her efforts and performance with an appropriate supervisor at least once during each contract period.

As part of each contract review, a career NTTF will have an opportunity to submit a personal statement containing information relevant to his or her performance of assigned duties and responsibilities.

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.

III. Promotion Process for Career NTTF (promotion to Senior Instructor I and Senior Instructor II).

A. Eligibility

Normally, career NTTF will be eligible for promotion after accumulating six years of service at or above 0.3 FTE annualized 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. Promotion is elective and does not involve an "up or out" decision. Career NTTF who do not wish to be considered for promotion may continue employment at their current rank as long as they are eligible to do so under Article 16 of the

Collective Bargaining Agreement, Contracts. In some cases, candidates may be eligible for an accelerated promotion process or credit for prior service, in accordance with Article 19 of the CBA.

B. Initiation of the Promotion Process and Dossier Content

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.

Career NTTF who have completed more than 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 any year. Candidates wishing to be considered for promotion should notify the appropriate department or unit head in the spring term prior to the year when promotion is sought.

Candidates wishing to be considered for promotion shall provide a completed dossier to the dean's office no later than the end of the second week of the winter term. The purpose of the dossier is to demonstrate that the standards in Section III have been met. The dean and dean's executive assistant will advise the candidate on the preparation of the dossier; however, the responsibility for assembling the dossier materials listed below rests solely with the candidate.

The dossier must provide the following:

- **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the candidate's current teaching activities, as well as scholarly and creative activities if applicable. Such activities can include publications, presentations, performances, compositions, recordings, and choreographies, among others.
- **Personal statement:** A 3-6 page personal statement developed by the candidate evaluating his or her performance measured against the applicable criteria for promotion. The personal statement should expressly address the subjects of teaching; scholarship, research and creative activity; and service contributions to the academic department, center or institute, school or college, university, profession, and the community. The statement should also include discussion of contributions to institutional equity and inclusion.
- **Supervisors' letters of evaluation** (provided by dean's office)
- **Student Evaluations and Peer Reviews** (provided by dean's office): Student evaluations for no more than six years preceding the review will be included, as will all peer reviews.
- **Teaching portfolio:** Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the candidate, examples of student work and exams, and similar material.
- **Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship, research and creative activity; and appropriate evidence of national or international recognition or impact.
- **Service portfolio (if applicable):** Evidence of the candidate's service contributions to the School of Music and Dance, university, profession, and the community. These can include letters of appreciation, minutes, reports, conference programs, or other evidence of service within the SOMD, university, professional organizations, and larger community.
- **Professional activities portfolio (if applicable):** A comprehensive portfolio of professional or consulting activities related to candidate's discipline.

The candidate may choose to waive in writing their access to see any or all of the evaluative materials per Article 8, Personnel Files. If chosen, a waiver will be included in the evaluation file.

C. Promotion Review Process

The SOMD Personnel Committee, which includes a Career NTTF at or above the rank sought by the candidate, shall review the dossier and write a report to the dean. The recommendation shall clearly state the committee's assessment of whether the candidate has satisfied the standards outlined in Section III and should be promoted to senior instructor status.

Following review by the personnel committee, the dean will review the file and may consult with appropriate persons and may ask for and document additional non-confidential information. Once the dean deems the file complete, he or she will prepare a separate report and recommendation, to be added to the personnel committee's report. The dean will share his or her report and recommendation with the candidate and allow him or her ten days from the date of receipt of the report to provide responsive material or information, which shall be included in the evaluation file. The dean will then submit the complete evaluation file to the provost or designee

The candidate will receive at least three days' notice of any meeting or hearing that the member is invited or required to attend, with a dean or the provost or designee regarding recommendations or decisions on promotion. The candidate may have a colleague or union representative present at the meeting as an observer.

A candidate may withdraw an application for promotion in writing to the provost and the dean at any time before the provost's decision.

D. Promotion Decision

The candidate will be notified of the promotion decision in writing. Successful candidates for promotion will assume their new rank beginning with the next academic or fiscal year or the nearest next term of employment should their contract not begin with fall term.

E. Appeal of Promotion Denial and Reapplication for Promotion

Faculty who are denied promotion may appeal the decision through the procedures in Article 21 of the Collective Bargaining Agreement, Tenure and Promotion Denial Appeal. An unsuccessful candidate for promotion may continue employment at his or her current rank as long as eligible to do so under this agreement. NTTF bargaining unit members 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.