

## **Department of Chemistry and Biochemistry Instructional NTTF Evaluation and Promotion Procedures and Guidelines**

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.

### **A. Adjunct Faculty**

Adjunct Faculty are evaluated by way of end-of-term student course evaluations. While not required, adjunct faculty may request peer evaluation of teaching. There are no promotion opportunities for those appointed as adjunct NTTF.

### **B. Career Faculty**

#### **1. Annual Reviews**

Career NTTF must be reviewed 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 review per fiscal academic year is required. Review will consider performance since last review. These annual reviews are written with input from the senior tenured instructors, and where appropriate, senior NTTF of the department, and are forwarded to the College. These reviews provide an opportunity for constructive feedback and correction of any problems in a timely fashion.

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.

In preparation for the review, the NTTF will submit a report. This report should include the following: (1) a CV, including lists (by year and term) of their courses and committees during the review period, and lists of professional service and activities (e.g., conference organization or attendance, research presentations, publications, outreach); (2) a narrative description of the NTTF's progress in the review period in teaching and service (a paragraph for each area will suffice); and (3) a brief description of goals and plans for next year and beyond. This information will be augmented by numerical and written student evaluations (when available), a review of teaching materials such as syllabi, sample tests, homeworks and course support materials, and at least one peer evaluation, carried out as described below. Student course evaluations will be offered for all courses with five or more students.

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.

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.

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.

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. The review should be completed by April 15. The written review will be shared with the person under review, who will be provided with the opportunity to discuss their efforts and performance with his/her supervisor at least once during each contract period. The NTTF member will sign the review, which will then be forwarded to the college.

## **2. Career NTTF Promotion Reviews**

- A. 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 Professional Responsibilities policy and 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.
- B. 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 or Senior Lecturer, as delineated in the Professional Responsibilities policy and 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.
- C. 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.
- D. 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.

- E. 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.
- F. 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.
- G. 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 January 15<sup>th</sup> 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. **Teaching portfolio:** This may include representative course syllabi, examples of exams, handouts, assignments, and of student work.
  - d. **Service portfolio:** An account of the faculty member’s service contributions to their 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.
- H. The promotion review will be coordinated by the Department Head and conducted by the tenured members of the department together with all NTTF at or above the rank to which promotion is being sought. 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. This group will review the promotion case and prepare a recommendation with a voting summary by February 20<sup>th</sup>.

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.

Department members vote by signed, secret ballot on whether to recommend promotion. When all votes have been registered, the votes are tallied, usually by the department head, and the department informed of the final vote tally. The anonymity of the individual votes will be maintained, although the signed ballots will be kept in a signed and sealed envelope by the department head in case they are requested by the dean or the provost. The department head does not vote. Emeritus professors may

attend the meeting but do not vote unless on the University payroll and serving actively in an instructional or research capacity.

- I. After the department vote, the department head writes a separate but brief statement. The first half of the statement provides a description of the process, including any unique characteristics of the profession, as well as summarizes the department meeting in which the vote was taken. This summary describes in moderate detail the presentation of the case and all relevant faculty discussions about teaching, service and research. The departmental Personnel Advisory Committee assists in the write-up and review of this half of the department head statement. The second half of the department head statement offers an opinion regarding the case for promotion and tenure that may or may not agree with the department vote. This section is not reviewed by the Personnel Advisory Committee. The review should be completed by March 1.
- J. The file, including the department report, the department'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.
- K. 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 .3 FTE or greater, accrued at no greater than three terms per academic year.
- L. Appeal of Promotion Denial. Unsuccessful candidates may also appeal as provided by Article 21 of the CBA (Tenure and Promotion Denial Appeal) or other university appeals processes which apply to faculty not covered by the CBA.
- M. 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.

## **8. Criteria for Promotion**

The following guidelines provide a specific departmental context within the general university framework for promotion of NTTF.

### **a. Teaching and Educational Support**

- *Peer evaluations.* Career NTTF will undergo a peer review of teaching at least once prior to each contract renewal. The time frame for this review will be established through discussion with the career NTTF member; at least one week of advance notice will be provided. The faculty visitor will review all appropriate syllabi and other course materials, and will observe at least one lecture. The visitor will write a report to the department head, evaluating the performance and effectiveness of the candidate. Effort will be made to have a review done by a different member of the faculty each time peer review occurs to ensure broad-based sharing of ideas and teaching methods. For NTTF in instructional support roles, a performance evaluation will be completed at least once prior to each contract renewal. This evaluation will be conducted by faculty members impacted by the instructional support activities.

- *Student evaluations.* When the NTTF serves as an evaluated course instructor, numerical and written student evaluations are collected for each course with five or more students taught. These written evaluations provide a picture of the quality of the teaching as perceived by the students.

### **b. Service**

Faculty members in the Department of Chemistry are expected to contribute to sustaining and enhancing the learning communities in which they work through service activities to the department, the university or the profession. Career NTTF are expected to participate on relevant department and university committees or to engage in other relevant service activities.

**c. Commitment to the Profession**

Career NTTF should demonstrate evidence of professional activities that help them stay current in both course content and instructional methodology. Other activities that promote professional growth are also relevant (e.g., conference and workshop attendance, scholarly activities such as curriculum development, materials development, development of assessment tools, etc.).