

Career NTTF Review and Promotion Policy Museum of Natural and Cultural History

Approved by the Office of the Provost & Academic Affairs: May 2, 2017

Review and promotion procedures are specified in Article 19 of the Collective Bargaining Agreement (CBA). This policy applies to all represented faculty and is intended to comply with all provisions of Article 19 of the CBA. This policy also applies to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy. This document elaborates only on those components of review and promotion not prescribed in the CBA. When conducting contract and promotion reviews, the Museum of Natural and Cultural History (MNCH) will rely on Article 19 as a primary resource.

1.0 Annual (contract) Review

Career NTTF faculty members of the MNCH are reviewed annually, typically in the spring. The Office & Business Manager is responsible for setting timelines for annual reviews, and communicating deadlines to NTTF and their Department Head (DH). The DH performs the annual evaluation. Where there is more than one DH, each will be responsible for their area of assignment. Annual evaluations are based on the professional responsibilities as described in a NTTF's position description, along with annual goals and major assignments for the year under review. At the time of the annual evaluation, DHs, with input from the NTTF, will set individual goals for the upcoming year. Progress towards these goals will be part of the annual review for the next year.

1.1 Review Materials

In preparing for an annual review, the career NTTF will provide the DH with a complete updated CV and a report on activities and accomplishments that reflects progress towards goals set the previous year. For each NTTF reviewed, the DH will provide the Executive Director (ED) with: a current job description; all documents provided by the NTTF; and a completed, signed evaluation addressing criteria made available to the faculty member. The DH and the NTTF should sign the evaluation. The NTTF's signature acknowledges receipt of the evaluation; it does not indicate agreement with the evaluation. NTTF may also provide a response or addendum to the evaluation. Documents provided by the NTTF and DH will be placed in the NTTF's personnel file.

2.0 Promotion Review

2.1 Timeline

As required by the CBA (Art. 19 Secs. 11-18 or 19-26), an NTTF faculty member must notify the director of their desire to seek promotion in the year prior to seeking promotion. This should be done as part of the annual review process, but may occur as late as June 30. The Office & Business Manager is responsible for developing and communicating unit deadlines to promotion candidates and their DH's well in advance of deadlines. The exact timeline may vary from year to year depending on the number of candidates being considered for promotion. The ED shall submit complete dossiers, along

with a separate recommendation, to the Provost or designee by February 1, unless notified by the Office of the Provost and Academic Affairs of a different deadline.

2.2 Review Committee

In years where there are career NTTF promotion reviews in the Museum, the ED appoints an ad-hoc promotion review committee with a review committee chair. The committee will be made up of 3-5 NTTF who hold a rank equivalent or higher to the aspirational rank of the candidate, if such faculty members are available. The committee is responsible for reviewing the candidate's materials, voting, and making a written recommendation, including a formal vote, to the ED. The ED will include a voting summary in their evaluation letter.

2.3 Review Materials

Candidates wishing to be considered for promotion must notify Executive Director in the year prior to the year in which promotion is sought and shall provide:

- *Curriculum vitae*: comprehensive and current research, scholarly and creative activities and accomplishments, publications, appointments, presentations, and similar activities and accomplishments.
- *Personal statement*: 2-6 pages evaluating own performance measured against applicable criteria for promotion. Should address scholarship, research and creative activity, service contributions, and teaching if applicable. The statement should also discuss contributions to institutional equity and inclusion.
- *Scholarship portfolio (if applicable)*: comprehensive portfolio of scholarship, research and creative activity; and evidence of national and/or international recognition or impact.
- *Service portfolio (if applicable)*: evidence of service contributions to member's department, center or institute, school or college, university profession and community (op-ed pieces, awards, commendation, letters of appreciation, etc.). The Service portfolio may include a short introductory narrative summarizing the member's unique service experiences/obligations.
- *Professional activities portfolio (if applicable)*: comprehensive portfolio of professional or consulting activities related to the NTTF's discipline.
- *Teaching portfolio (if applicable)*: representative examples of syllabi or equivalent descriptions of course content and instructional expectations, examples of student work and exams, and similar material.

2.4 External and Internal Reviews

Review for promotion will generally include only internal reviews by the candidate's immediate supervisor(s), unless the candidate has job duties that create an external impact. The review committee chair manages the process of obtaining internal and, if applicable, external reviews. Instructional Career NTTF will be given at least 1-week notification before a peer review is conducted.

2.5 Criteria for promotion

The Museum relies on the following primary indicators to evaluate NTTF faculty performance: (a) quality of work; (b) effectiveness or impact of effort; and (c) contribution

to the individual's unit or department, the college, university, and local, state, and national community. Promotion is not an automatic process, awarded to individuals for having put in their time, but rather it is awarded for excellence. Position-specific criteria focus on the most important core professional responsibilities, as described in the NTTF's position description, and may accommodate a wide range of research and evaluation methods, scholarly approaches, and technical contributions to diverse disciplinary outlets. Those research NTTF funded by sponsored projects should have evaluations that reflect the kind of activities they have been funded to do. NTTF are expected to contribute to the University's equity and inclusion goals. Such contributions may include research, teaching, and service activities, as well as involvement with academic and professional associations, non-profit, governmental, and private sector organizations.

2.6 Pro Tem (Adjunct Faculty)

Pro Tem NTTF will follow the same review process as Career NTTF. There are no promotion opportunities for those appointed as Pro Tem NTTF.