

Department of Philosophy
NTTF REVIEW AND PROMOTION POLICIES
Revisions Approved by the Office of the Provost 9-19-18

New Proposed Revisions in **§I.9, §III.4/6 & §IV** from
Spring 2021 (approved by unanimous faculty vote May
2021, subsequently forwarded to CAS [*further edits below
made while awaiting approval of Spring 2021 revisions*])

New Proposed Revisions in **§1.8** from Spring 2022
(approved by unanimous faculty vote May 19 2022)

Revisions approved by the Office of the Provost June 27,
2022

I. CAREER FACULTY REVIEWS

1. Career faculty will be reviewed each year for the first three years of employment, and at least once every three years (academic years for 9 month and fiscal years for 12 month) of employment thereafter. The review will consider the faculty member's performance since the last review.
2. If a bargaining unit faculty member seeks promotion in a year when a performance review is due, only a single review is required. 6.
3. For performance reviews, the faculty member will submit a curriculum vitae and a personal statement containing information relevant to their performance of assigned duties and responsibilities.
4. The following elements will be considered in evaluating teaching:
 - a. Student Experience Surveys for all courses with five or more students.
 - b. At least one peer evaluation of teaching for each contract period. The peer evaluation will include the observation of at least one class in conjunction with an examination of the syllabus and other relevant course materials for that particular class.
 - c. Evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision will be positively considered but are not required elements of the review.
 - d. The faculty member's personal statement of teaching philosophy and practice (see #3 above, no additional statement is required).
 - e. Student Experience Surveys will be interpreted in the light shed by the most recent high-quality meta-analysis of the reliability, validity, and potential biases of these evaluations. Attention will be paid not just to the valence of comments, but also to their content, with an eye to the presence of comments that reflect on challenge and learning, not merely enjoyment, teacher agreeableness, or other factors. Student Experience Surveys should not be relied on exclusively for assessing the faculty member's teaching. Peer evaluations will be used as a measure of the care and effort an instructor puts into teaching and course design.
5. The following elements will be considered in evaluating service only when service is listed in the duties and responsibilities for the particular faculty member/position. Only those kinds of service that are explicitly enumerated in the duties and responsibilities are a necessary part of the review. Additional service will be considered positively but is not a required part of the review.
 - a. Evidence of department service.

- b. Evidence of college service.
 - c. Evidence of 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. Career faculty 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. If the faculty member wishes to submit a CV and/or personal statement, it must be submitted by Monday of the fourth week of the term in which the review will occur.
- 8. Personnel Committee
 - a. For three-year performance reviews as well as for promotion reviews, the review will be conducted by a committee of two faculty members appointed by the Department Head, one of whom must be tenured, the other of whom must be tenure-related or a career faculty member of equal or higher rank when one is available. If a career faculty member of equal or higher rank is not available within the department, the faculty member may request that a career faculty member from outside the department be appointed in addition to the two departmental members of the committee. The committee will review the materials submitted by the candidate for renewal or promotion and will write a report assessing the faculty member's work. This report will be submitted for consideration to a faculty meeting in which tenured, tenure-track, and career faculty members of equal or higher rank will be present. After a discussion, separate votes will be taken on contract renewal review and promotion review. The department head will report on the votes and submit an independent evaluation along with the vote report to the Dean's office with the complete file.
 - b. For yearly performance reviews, the Department Head will review the materials submitted by the candidate and will write a report assessing the faculty member's work.
- 9. The review shall be completed by the official university deadline (as specified by the Provost's Office and the CBA), usually in late Winter term. The faculty member will be given the opportunity to discuss their efforts, performance, and review with their department head or a designee.

II. CRITERIA FOR PROMOTION

1. Criteria for promotion to Senior Instructor I and Senior Lecturer I are based on a record of sustained highly effective performance in the responsibilities of Instructor or Lecturer, as delineated in the relevant job descriptions. Excellence in the faculty member's primary area of work (most often, teaching) will receive proportionally more weight in determining the quality of the faculty member's work toward promotion.
2. Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on a record of sustained highly effective performance in the responsibilities Senior Instructor or Senior Lecturer, as delineated in the relevant job descriptions. Excellence in the faculty member's primary area of work (most often, teaching) will receive proportionally more weight in determining the quality of the faculty member's work toward promotion.

III. ELIGIBILITY

1. Career faculty will be eligible for promotion after accumulating six years of employment as a faculty member at or above .3 annualized FTE 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. The six years of employment do not have to be consecutive. The review will consider the faculty member's performance since hiring, or since the previous promotion.
2. For all career faculty, promotion is elective and does not involve an "up or out" decision. Career faculty may be reappointed at their current rank if they are not promoted or not considered for promotion.
3. 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.
4. **MATERIAL REQUIRED FOR A PROMOTION REVIEW.** Career faculty members 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 faculty members 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. . Carrer faculty going up for promotion must provide by December 1st in the year 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 3-6-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 signed and dated waiver form.** A faculty member may choose, but is not required, to waive in advance in writing his or her 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.
 - d. **Teaching portfolio:** This may include a list of courses taught, descriptions of selected courses highlighting unique features of these courses, representative course syllabi, examples of exams, handouts, assignments, and of student work, and, if applicable, thesis advising.
 - e. **Service portfolio:** In cases where service is explicitly enumerated on the list of duties and responsibilities or where the faculty member has taken on service work voluntarily: 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.

5. The following materials will then be added to the file as the review proceeds:
 - a. **Student Experience Surveys or summaries** for all courses with five or more students.
 - b. **Promotion Review Committee's Report**
 - c. **Department Head's Letter of Evaluation and Report on Faculty Vote:**
The department or unit head will prepare an independent report on the merits of the promotion case, with his or her own recommendation.
6. 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 the official university deadline (as specified by the Provost's Office and the CBA), usually in late Winter term. The review should be completed at least two weeks in advance of the deadline to provide the faculty member with the opportunity to discuss his or her efforts, performance, and review with their supervisor prior to the submission of the report to the College.
7. **Reapplication for Promotion.** Unsuccessful candidates for promotion may continue at current rank as long as eligible under the Collective Bargaining Agreement. They may reapply for promotion after employment by the university for an additional 3 years at an average of .3 FTE or greater, accrued at no greater than 3 terms per academic year.
8. **Appeal of Promotion Denial.** Unsuccessful candidates may appeal as provided by Article 21 (Tenure and Promotion Denial Appeal) of the UA Collective Bargaining Agreement.
9. **Withdrawal of Application.** A candidate can withdraw his or her application for promotion in writing to the Provost and the dean at any time before the Provost's decision.

IV. Pro Tempore Faculty REVIEWS

1. The instructional contributions of pro tempore faculty whose home unit is Philosophy will be reviewed annually . For pro tem faculty whose home unit is elsewhere on campus, but teaching one or more courses in Philosophy, reviews will not be conducted, though teaching performance feedback will be provided if requested by the home unit. (In cases where it is not clear if the pro tempore faculty's home unit is Philosophy or not, the default will be to err on the side of conducting an annual review.)
2. The following will be considered in evaluating teaching for pro tempore faculty:
 - a. **Student Experience Surveys** 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.
 - c. **Teaching portfolio:** This may include representative course syllabi, examples of exams, handouts, assignments, and of student work.
3. Student Experience Surveys will be interpreted in the light shed by the most recent high-quality meta-analysis of the reliability, validity, and potential biases of these evaluations. Attention will be paid not just to the valence of comments, but also to their content, with an eye to the presence of comments that reflect on challenge and learning, not merely enjoyment, teacher agreeableness, or other factors. Student

Experience Surveys should not be relied on exclusively for assessing the faculty member's teaching. Peer evaluations will be used as a measure of the care and effort an instructor puts into teaching and course design.