

**Department of History**  
**Career NTTF Contract Renewal Review and Promotion Policies**  
**Ratified December 9, 2014**

Department version: December 2014  
CAS revision: February 2015<sup>1</sup>

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.

**Career NTTF Contract Renewal Review Policies**

1. Career NTTF will be reviewed in each contract period for 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. 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.
3. If a faculty member seeks promotion in a year when a contract renewal review is due, only a single review must be completed. However the contract renewal decision must be made independently of the promotion decision.
4. For contract renewal reviews, the faculty member will submit a CV and a personal statement containing information relevant to their performance of assigned duties and responsibilities
5. The following elements will be considered in evaluating teaching:
  - a. Student evaluations 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, other materials for the course being evaluated, and observation of at least one class. The time frame for this review will be established through discussion with the NTTF member; at least one week of advance notice will be provided.
  - c. Evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision.
  - d. The faculty member's CV and personal statement.

---

<sup>1</sup> Track changes appearing in the document were accepted 02/10/2017

6. The following elements may be considered in evaluating service.
  - 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.
7. If a faculty member has been assigned specific service duties in place of some teaching, their performance of those duties will also be evaluated.
8. Evidence of research and other scholarly contributions may be considered. Although ongoing publication of original scholarship is not an expectation for career NTTF, we recognize that scholarly activity can contribute to excellence in teaching. 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.
9. 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.
10. 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 a personal statement as in item 3 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.
11. The review will be conducted by a committee designed by the Department Head. Typically, the committee will consist of the Associate Department Head and the Director of Undergraduate Studies. Based on the materials submitted and evidence of continuing departmental need, the review committee will prepare a report to the Department Head, recommending reappointment or termination of the NTTF contract and commenting on the NTTF's progress toward promotion. The recommendation of the review committee will be discussed and voted on by voting members of the History Department. The Department Head will then forward the review committee report, along with the results of the vote, with their own recommendation to the College of Arts and Sciences.
12. The review should be completed by April 15. The faculty member will be given the opportunity to discuss their efforts, performance, and review with their Department Head or a designee. The department head will then forward the contract renewal materials with their report and recommendation materials to the College of Arts and Sciences.

### **Career NTTF Promotion Policies**

1. Criteria for promotion to Senior Instructor I and Senior Lecturer I are based on a sustained record of excellence in teaching in the Department of History as Instructor or Lecturer, to be determined by outstanding classroom performance 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.

2. Criteria for promotion to Senior Instructor II and Senior Lecturer II are based on a sustained record of excellence in teaching in the Department of History as Senior Instructor I or Senior Lecturer I, to be determined by outstanding classroom performance as well as 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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. Materials to be submitted by December 1 of the year of the promotion review include:
  - a. A comprehensive and current signed and dated CV that includes the faculty member's current instructional work and other service and scholarly activities that may 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 signed and dated waiver. A Career NTTF 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.

- d. Department Head's letters of evaluation.
  - e. Teaching portfolio: This may include representative course syllabi, examples of exams, handouts, assignments, and of student work.
  - f. Service portfolio, as relevant in light of the assignment of professional responsibilities: An account of the faculty member's service contributions to their academic department, college, university, profession and community. This may contain samples and/or a narrative describing the service. It may be subsumed into the CV, if appropriate.
  - g. Research portfolio, as relevant in light of the assignment of professional responsibilities: An account of the faculty member's scholarly contributions. This may contain samples and/or a narrative describing the scholarship. It may be subsumed into the CV, if appropriate.
8. The promotion review will be conducted by a committee appointed by the Department Head. The committee will whenever possible include both TTF and NTTF, who are at the same or higher rank than the rank the candidate is seeking. NTTF colleagues of appropriate rank from other units may be invited to serve on the committee. This promotion 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.
- The 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 using standard University guidelines and recommendations and consistent with the general expectations enumerated in Article 20, Section 14 of the CBA.
- After considering all of these materials, the promotion committee will prepare a report to the Department Head, with a favorable or unfavorable recommendation about promotion. The recommendation of the promotion committee will be discussed by voting members of the department. These voting members will include all TTF and all NTTF at the rank or above of the rank sought by the candidate for promotion.
9. The Department Head will then forward the promotion committee report, along with the results of the vote, and their own recommendation to the appropriate Associate Dean in College of Arts and Sciences by March 20. The faculty member will be given the opportunity to discuss their efforts, performance, and review with their supervisor.
10. Reapplication for Promotion. Unsuccessful candidates for promotion may continue at current rank as long as eligible under the Collective Bargaining Agreement and university policy. They may reapply for promotion after employment by the university for an additional 3 years at an average of 0.3 annual FTE or greater, accrued at no greater than 3 terms per academic year.
11. 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.
12. 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.

## 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. Student evaluations 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. The time frame for this review will be established through discussion with the NTTF member; at least one week of advance notice will be provided.
3. While not required, adjunct NTTF who contribute to the department's intellectual community through scholarship, programming, or service (e.g., Visiting Professors), may also provide a statement about scholarship, professional activities, and/or a service portfolio that outlines all other non-teaching activities to be included in their review.