



## **Non-Tenure Track Faculty Promotion Guidelines IST\_AC-14 Administrative Guideline**

### **Role of Non-Tenure Track Faculty**

The College of IST is committed to developing integrated, high-quality programs that address missions in teaching, research, and service. IST's scholarship and research missions encourage the employment of non-tenure track (NTT) faculty possessing outstanding professional credentials and/or experience to complement the Tenured and Tenure-track Faculty to achieve the mission of the university on a balanced and continuous basis, in a dynamic and ever-changing academic landscape.

NTT faculty positions have been established to support the mission of the College. NTT faculty with an instruction emphasis support the teaching mission of the college; whereas NTT faculty with a research emphasis support the research mission of the college by complementing the research agenda of tenure-track faculty.

### **Titles and Categories of Non-Tenure Track Faculty**

Examples of titles are listed in the appendix in accordance with [AC-21](#) and may include but are not limited to those listed.

### **Initial Appointment**

Appointments of NTT faculty will be made by the Dean of the College of IST in accordance with definitions found in [AC-21](#) and this guideline.

Research ranks and Teaching ranks are intended for individuals who are engaged primarily in research or teaching respectively. A secondary administrative title is feasible.

Newly hired individuals may be appointed at a higher-than-entry-level rank with an appropriate history of employment at an equivalent or lower rank, together with evidence of excellence in performance. This evidence may take the form of letters of reference which specifically address the issue of performance. For teaching-rank faculty members, evidence of success in instructional activities is appropriate, addressed either in letters of reference and/or by submission of records of teaching effectiveness from the previous institution(s).

## **Promotion and Evaluation**

Promotion within NTT ranks should normally be made in concordance/conformity with tenure eligible review calendars. Exceptions are allowed with the approval of the Dean. Promotions are expected to involve salary increases.

### **Procedures for Evaluation and Review of Recommendations for Promotion**

Individuals in NTT positions can be considered for promotion when nominated by the Dean of IST or by the first NTT Promotion Committee described below (comprised of tenured and fixed-term faculty) after consultation with Dean.

The candidate should prepare a written statement documenting performance relative to expected responsibilities. Standards for promotion should be guided by the norms and expectations of the candidate's disciplinary roots, but should also take into consideration the scope of the faculty member's primary assignment. A definition of the scope of responsibilities must accompany the documentation.

Documentation to support a recommendation for promotion must include Faculty Activity Reports, current Curriculum Vitae (C.V.), and other records of participation in activities related to the specific assignment including SRTEs, peer evaluations, documentation of innovation in teaching, research, publications, and grants, along with the record of recent performance evaluations. Promotion to the highest rank requires letters of evaluation from individuals beyond the college. Both the candidate and the first review committee will provide a list of individuals who could write such letters to the dean. The dean will select and invite individuals to write letters. In general, for teaching ranks, progress should include a component of pedagogical accomplishment. Promotion will depend upon contributions through teaching, research, and service while considering the details of an individual's assignment such that teaching will be given more weight for those in teaching-focused positions and research will be given more weight for those in research-focused positions. Additional guidance regarding expectation for promotion is provided later in this document.

Consistent with Senate policy, candidates for promotion are reviewed by two committees within the College of Information Sciences and Technology. The first committee includes both NTT and tenured faculty who have the domain expertise to evaluate the candidate. This committee's recommendation, whether positive or negative, is forwarded to a second committee comprised entirely of NTT faculty. The recommendation of the first committee and the recommendation produced by the second committee are forwarded with the written case to the Dean for final consideration.

Individuals eligible to serve on the first committee have a full-time Tenure Track appointment or Non-Tenure Track appointment with a rank comparable or higher than the rank that the candidate is being considered for promotion to in the College of IST.

Individuals eligible to serve on the second committee include individuals who have a Non-Tenure Track appointment with a rank comparable or higher than the rank the candidate is being considered for promotion to in the College of IST.

### **Timelines and Time-in-Rank**

Time in rank should not be the primary consideration for promotion; the time periods described in the following sections are intended only as a general guideline.

It is generally expected that NTT faculty would have completed sufficient time-in-rank before applying for a promotion, which is typically five years in a grade. The anniversary date for determining time-in-rank is July 1.

Any exceptions to the Timelines and Time-in-rank expectations should have prior written approval from the Dean's office.

## Term of Appointments

Although term appointments are frequently made with the clear possibility of reappointment or promotion, there is no entitlement to such action at the end of the term and it is by no means automatic. Instead, decisions on reappointment and promotion, like decisions on initial appointment, are subject to the exercise of professional and scholarly judgment and discretion by the College's faculty and academic leadership. Timely notice shall be given to the NTT faculty member to reappoint or to let the appointment lapse.

## APPENDIX

Since the rank of Teaching Professor has recently been established, it is recommended that for the next three years (through 2020-2021) the promotion process consider the entire CV of the candidate to determine if the promotion criteria are satisfied, with an emphasis on the work done in the last ten years. After the next three years, the emphasis should be on contributions since the last promotion. The suggested timeline between ranks is five years.

The contributions to be considered at each stage of promotion are outlined below.

**Lecturer to Assistant Teaching Professor** - Faculty without a terminal degree may be hired as Lecturers and the highest rank they can achieve is Associate Teaching Professor.

- Consistently strong teaching record with the potential to excel
- Strong record of service
- Research contributions consistent with one's appointment

### **Assistant Teaching Professor to Associate Teaching Professor**

For those with a terminal degree:

- Consistently strong teaching record with the potential to excel
- Strong record of service
- Research contributions consistent with one's appointment

For those without a terminal degree:

- Excellence in teaching
- Leadership as exemplified by teaching innovations, curricular design, and faculty and student mentoring
- Excellent record of service to the college, university, and the field in general.
- Could include research contributions or other contributions if time is provided for these activities as part of their contract

### **Associate Teaching Professor to Teaching Professor**

- Excellence in teaching
- Leadership as exemplified by teaching innovations, curricular design, and faculty and student mentoring
- Excellent record of service to the college, university, and the field in general.
- Could include research contributions or other contributions if time is provided for these activities as part of their contract
- Terminal degree (required)

**Researcher to Assistant Research Professor** - Faculty without a terminal degree may be hired as Researcher and the highest rank they can achieve is Associate Research Professor.

- Consistently strong research record with the potential to excel

- Strong record of service
- Teaching contributions consistent with one's appointment

### **Assistant Research Professor to Associate Research Professor**

For those with a terminal degree:

- Consistently strong research record with the potential to excel
- Strong record of service
- Teaching contributions consistent with one's appointment

For those without a terminal degree:

- Excellence in research
- Leadership as exemplified by research innovations, and faculty and student mentoring
- Excellent record of service to the college, university, and the field in general.
- Could include teaching contributions or other contributions if time is provided for these activities as part of their contract

### **Associate Research Professor to Research Professor**

- Excellence in research
- Leadership as exemplified by research innovations, and faculty and student mentoring
- Excellent record of service to the college, university, and the field in general.
- Could include teaching contributions or other contributions if time is provided for these activities as part of their contract
- Terminal degree (required)

01.16.13 (~kb)

02.14.13 (~kb)

04.04.13 (1~wf)

04.16.15 (FC appr'd)

08.22.17 (Letterhead Updated) (~kb)

12.11.17 HR-21 changed to AC-21

01.10.18 Job titles, promotion criteria, process, and timeline

11.16.2020 (~kb) Changed from IST\_HR-01 to IST\_AC-14