

# **EXECUTIVE COMMITTEE APPROVED POLICY**

## **Section III.6**

### **College of Liberal Arts and Sciences**

#### **Policy for Appointment or Promotion for Specialized Faculty**

*Approved by LAS Executive Committee: March 3, 2016*

*Updated April 5, 2018*

This document provides an overview of the criteria needed to appoint or promote Specialized Faculty and a timeline for requests. It is meant as a companion to Provost Communications [25](#) and [26](#). The following are frequently used titles in the college.

### **Instructor/Lecturer Series**

All levels within the Instructor/Lecturer series should include the following:

- Engaged in providing classroom instruction
- May provide ancillary service or administrative duties
- Average LAS teaching load: 3:3

#### **Instructor**

Appointee's highest degree is a Master's

#### **Lecturer**

Appointee's highest degree is the terminal degree in the relevant field (example- PhD or MFA)

#### **Senior Instructor/Lecturer**

- Sustained record of teaching excellence [ Teaching awards, ICES scores]
- Significant contributions to the department's teaching mission, either through program/curriculum development, administrative service, or continued professional development

Timeline for promotion: To be eligible for consideration for a promotion, the College requires a minimum of 3 years in the current position as an Instructor/Lecturer. Exceptions will only be made in extraordinary cases. The senior modifier should NOT be used simply because a person has been in a title for a certain amount of time, although length of service and contribution to the department should be a factor that is evaluated. Appointment to a senior level appointment must be supported by a candidate-prepared dossier that demonstrates that the individual meets the department, school and college criteria. Per Communication 25, "Promotion to a senior-level appointment should ordinarily be accompanied by a uniform promotional increase in base salary, as set and funded by the department." Promotional documents due in LAS June 15<sup>th</sup> (when deadline falls on a weekend or campus holiday, nominations will be due the next business day) for proposed Aug 16<sup>th</sup> implementation. Mid-year promotions will be reviewed only under extraordinary circumstances, such as retention.

### **Teaching Professorial Series**

All levels within the teaching professorial series should include the following:

- Making an instructional and curricular impact both within the department and the field
- Extraordinary record of teaching, classroom innovation, student interactions

- Average LAS teaching load: varies by department, but must be more than that for tenure-stream faculty
- Scholarly publications, invited talks, or other related activities involving the candidate's discipline

#### **Teaching Assistant Professor**

Demonstrated instructional contributions to the college, campus, and broader discipline, or, if this is to be the person's first appointment on campus, the ability to make such a contribution.

#### **Teaching Associate Professor**

Must have made several significant scholarly and educational contributions since initial appointment as Teaching Assistant Professor such as:

- Supervision of Graduate Student's Teaching
- Supervision of Undergraduate Students
- Development of course materials used by other instructors
- Professional and/or scholarly activity related to discipline and/or pedagogy
- Leadership of significant curricular change
- Development of new courses
- Departmental and campus service
- Improving teaching through innovations using technology or new pedagogical techniques.

#### **Teaching Professor**

Must have made several significant scholarly and educational contributions since promotion to Teaching Associate Professor such as:

- Fulfilled promise of quality teaching and pedagogy, including making advancements in teaching and learning in the discipline that led to innovative strategies and marked course improvement
- Making broader and sustained contributions to scholarship, often by sharing creative and scholarly work at conferences and in publications
- Broader pedagogical contributions such as authoring textbooks that are published by reputable publishers
- Securing competitive grants to develop curriculum or pedagogy
- Successful mentoring of instructors, lecturers

**Timeline for promotion:** To be eligible for consideration for a promotion, the College requires a minimum of 5 years in the current position. Exceptions will only be made in extraordinary cases. Per Communication 26, "Letters from at least three scholars or professional specialists outside the University are required for each nominee." Review Provost Communication 26 for information on the required dossier for Teaching Associate Professors and Teaching Full Professors. Per Communication 25, "Promotion to teaching associate professor or teaching professor should ordinarily be accompanied by a uniform promotional increase in base salary, as set and funded by the department." Promotional documents due in LAS Feb 15<sup>th</sup> (when deadline falls on a weekend or campus holiday, nominations will be due the next business day) for proposed Aug 16<sup>th</sup> implementation. Mid-year promotions will be reviewed only under extraordinary circumstances, such as retention.

### **Research Professorial Series**

All levels within the research professorial series should include the following:

- Engagement in the research mission of an academic unit

- Capability of developing funding requests and securing funding for research program

#### **Research Assistant Professor**

Demonstrated engagement in the research activities of the department or, if this is to be the person's first appointment on campus, the ability to make such a contribution.

#### **Research Associate Professor**

Must have made several significant scholarly contributions since initial appointment as Research Assistant Professor such as:

- Independent publications
- Independent written and funded grant proposals
- Invited talks
- National leadership activities
- Departmental and campus service
- Significant responsibility for direction of research activities

#### **Research Professor**

Must have made several significant scholarly contributions since promotion to Research Associate Professor:

- Fulfilled promise of quality research, including making discoveries that lead to grant funding and publications in leading peer-reviewed journals or publications
- *May* also be contributing to the teaching and mentoring students, but this is not a campus-level requirement of the title
- *May* also be involved in department, college or university service

Timeline for promotion: To be eligible for consideration for a promotion, the College requires a minimum of 5 years in the current position. Exceptions will be made only in extraordinary cases. Per Communication 26, "Letters from at least three scholars or professional specialists outside the University are required for each nominee." Review Provost Communication 26 for information on the required dossier for Research Associate Professors and Research Full Professors. Per Communication 25, "Promotion to research associate and full professor titles should ordinarily be accompanied by a uniform promotional increase in base salary, as set and funded by the department (including soft-funds if appropriate)." Promotional documents due in LAS Feb 15<sup>th</sup> (when deadline falls on a weekend or campus holiday, nominations will be due the next business day) for proposed Aug 16<sup>th</sup> implementation. Mid-year promotions will be reviewed only under extraordinary circumstances, such as retention.

## **Clinical Professorial Series**

All levels within the clinical professorial series should include the following:

- Providing instruction based on practical expertise, both in and out of the classroom
- Contributing to University's public engagement mission
- Average LAS teaching load: varies by department, but must be more than that of tenure-stream faculty

#### **Clinical Assistant Professor**

Demonstrated instructional contributions to the college, campus, and broader discipline, or, if this is to be the person's first appointment on campus, the ability to make such a contribution.

#### **Clinical Associate Professor**

- Must have made several significant scholarly and educational contributions since initial appointment as Clinical Assistant Professor
- Significant level of impact and maturity of the individual's record of teaching, classroom innovation, student interactions, and scholarly accomplishments

#### **Clinical Professor**

- Fulfilled promise of contributions of appropriate magnitude and quality in teaching, classroom innovation, and student interactions since promotion to Clinical Associate Professor
- Demonstrated ability to sustain contributions to the field since promotion to Clinical Associate Professor

Timeline for promotion: To be eligible for consideration for a promotion, the College requires a minimum of 5 years in the current position. Exceptions will be made only in extraordinary cases. Per Communication 26, "Letters from at least three scholars or professional specialists outside the University are required for each nominee." Review Provost Communication 26 for information on the required dossier for Clinical Associate Professors and Clinical Full Professors. Per Communication 25: "Promotion to Clinical Associate and Clinical Full Professor should ordinarily be accompanied by a uniform promotional increase in base salary, as set and funded by the department." Promotional documents due in LAS Feb 15<sup>th</sup> (when deadline falls on a weekend or campus holiday, nominations will be due the next business day) for proposed Aug 16<sup>th</sup> implementation. Mid-year promotions will be reviewed only under extraordinary circumstances, such as retention.

### **College Promotion Review Process**

Promotional dossiers will be reviewed by a subcommittee of the LAS Executive Committee with two Specialized Full Faculty of the same title (teaching/research/clinical) as the proposed promoted individual, if available.

### **Guidelines and Procedures for Denial of Promotion of Specialized Faculty**

Appeal of promotion is available in accordance with Provost Communication #10.

### **College Level Process for Initial Appointments at Associate/Full Specialized Faculty Professor Level**

Units may wish to offer initial appointments at the Associate/Full Teaching/Research/Clinical Professorial level. In these cases, an expedited process can be followed to evaluate the individual's credentials and qualifications for the position. The following documents are required:

- Full CV; teaching and/or research statements and publications (as appropriate) are optional, but suggested.
- Review by external scholars is required. Two reviewers must be chosen by the department; one of the reference letters received via the search may be used as the third external review letter.
- Letter from department outlining how the candidate meets the criteria for appointment at the requested level. Specifically discuss how they meet the components of the position as stated in the department policy.

Department sends the request to review (sample is in Provost Com 26) to the external evaluators, along with the candidate's full CV (and optional items as appropriate) and departmental specialized faculty

policy. Upon receipt of the external assessments, the executive officer will write the department's case for the candidate. The full dossier is sent to the College office for review. At least two Associate Deans and the LAS Senior Associate Director of Human Resources will review the dossier. If possible, a Specialized Faculty member of higher rank in the same title (teaching/research/clinical) as the proposed hire will review the dossier as well.