

Review and Promotion Policies for Instructional NTTF Department of Physics

This document provides policy for the review and promotion of Career and Adjunct NTTF in the Department of Physics whose primary responsibilities are instructional. 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 REVIEWS

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. If a career NTTF member has a promotion review, they does not need to also have a contract renewal review during the same period. However the contract renewal decision must be made independently of the promotion decision.
3. For contract renewal reviews, the faculty member may choose to 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 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.
 - c. Evidence of contributions to enhanced teaching through curriculum development, innovative teaching techniques, and/or course supervision.
 - d. The faculty member's personal statement if one is submitted.
5. Any of the following elements will 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.
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 Instructional NTTF in Physics are also expected to submit an Annual Report which is evaluated by the Physics Personnel Committee. The Annual Reports may be used to augment the aforementioned personal statements for promotion or contract renewal.
8. To comply with the May 1st contract renewal notification, career NTTF will be notified by the first week 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.
9. The review will be conducted by the department head, or a designee, based on the materials submitted.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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 designee. The department head will then forward the promotion contract renewal materials with their report and recommendation materials to the College of Arts and Sciences.

CAREER NTTF PROMOTION REVIEWS

1. Criteria for promotion to Senior Instructor I and Senior Lecturer I are based on a sustained record of excellent performance in the responsibilities of Instructor or Lecturer, as delineated in the relevant job descriptions. These might include outstanding teaching, as well as leadership in the position's other major duties. For instructional duties, 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 excellent performance in the responsibilities for Senior Instructor of Senior Lecturer, as delineated in the relevant job descriptions. These could include 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. 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.
 5. 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.
 6. 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. Candidates wishing to be considered for promotion should notify the appropriate department head in the Spring term of the academic year prior to the academic year when promotion is sought, and must provide by July 1:
 - 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 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. **Annual reports** previously submitted to the Department of Physics may be used for some of the above content, as appropriate, which should then be summarized in the personal statement.

- c. A signed and dated **waiver**. A faculty member 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. **Supervisor's letters of evaluation.**
 - e. **Teaching portfolio:** This may include representative course syllabi, examples of exams, handouts, assignments, and of student work. Final exams for all courses should be included, where relevant.
 - f. **Service portfolio:** 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 if appropriate
7. The promotion review will be conducted by the Physics Personnel Committee. The review shall be carried out by a promotion committee, consisting of the TTF and NTTF members of the Personnel Committee at the same or higher rank than that which the candidate is seeking. If there is not an NTTF colleague of appropriate rank on the Personnel Committee, one from Physics or from another unit shall be invited by the department head to serve on the promotion committee. The committee decides whether or not internal and/or external reviews (over and above supervisors' evaluations) can provide useful information 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. The committee will review the promotion case and prepare a recommendation with a voting summary by February 15. This review will be based on the department's criteria for promotion, the promotion review file, and material that has been considered in contract renewal reviews. This report will be submitted to the department for discussion and a vote. Voting members will include all TTF and all NTTF at the rank or above of the rank sought by the candidate for promotion. The department or head will then prepare an independent report on the merits of the promotion case, with their recommendation.
 8. 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 March 20.
 9. **Reapplication for Promotion.** An unsuccessful candidate for promotion may continue employment at the current rank as long as eligible to do so under the CBA and university policy. NTTF who are denied promotion may reapply for promotion after having been employed by the university for an additional three years at an average of 0.3 FTE or greater, accrued at no greater than three terms per academic year.

10. 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.
11. 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.