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1.0 INTRODUCTION

This document provides guidance in the preparation of the promotion dossier for the positions of Teaching Professor and full-time Lecturer in the College of Science (COS) at Northeastern. It is supplementary to “Preparation and Format of Full-Time, Nontenure-Track Faculty Promotion Dossiers” from the Office of the Provost. Promotion dossiers must adhere to the guidelines and meet the requirements provided by the Office of the Provost. This document provides additional advice, procedures, and requirements specific to COS that must be followed in addition to the requirements from the Office of the Provost.

The full-time non-tenure-track (FT NTT) positions considered in this document each have three ranks: Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. FT NTT must serve a minimum of three years in rank before seeking promotion to the next higher rank. This means that the process could start in the spring of the third year of service with the dossier being submitted for consideration of promotion in the fall of the candidate’s fourth year of service.

1.1 Criteria for Promotion

The decision to be considered for promotion shall be based on (1) the candidate’s job performance to date and (2) satisfaction of the minimum time requirements for eligibility. To receive a positive recommendation for promotion, the candidate must present evidence of superior professional achievement during the review period, particularly demonstrating excellence in teaching and engagement in the advancement of teaching. For example, TRACE evaluations should consistently be above the Program/Department’s norms and the candidate should demonstrate efforts to improve teaching. For Teaching Professors, other areas of performance are considered including, student advising, student services, professional development, and in some cases scholarship. Performance evaluations are always considered within the context of the faculty member’s assigned duties and workload distribution.

While the initial promotion recommendation is made at the Program/Department level, the promotion will become final only after it is reviewed and supported by the Dean and approved by the Provost. In addition to performance, the Provost may also consider University need and available funding in reviewing promotion recommendations. A negative decision on a promotion request shall not preclude further term appointments at the lecturer’s current level. Nor shall a negative decision preclude consideration for promotion at a subsequent date.

FT NTT faculty who are not put forward by their Chairs/Program Directors can submit an appeal to the Dean’s Office by the end of January after the candidate learns whether the Chair/Program Director is going to recommend going forward for promotion. The decision by the Dean’s Office will be considered to be final for a particular academic year. Application for an appeal does not preclude the lecturer from consideration at a future date.

1.2 Overview of the Recommended Procedures and the Timeline for the Promotion Process

January
The Dean’s Office contacts Department Chairs and Program Directors to find out if there are any FT NTT faculty that the Program/Department is planning to put forward for consideration of promotion. Chairs/Program Directors are asked to consult with those individuals who are eligible for consideration of promotion based on the number of years that they have served in that position and determine whether or not they believe that these individuals should be put forward for consideration of promotion. If the Chair/Director decides to put the candidate forward for consideration of promotion, then the Chair/Director should notify the College in writing via email within two weeks, following the College’s initial request of names from the Program/Department.

March
The Chair and the candidate should discuss whether reviewers external to the Program/Department will be asked to submit letters evaluating the candidate’s performance and qualifications. Letters are not required by the Office of the Provost or by the COS Office of the Dean, but are recommended when a reviewer familiar with the candidate can provide insight from outside the Program/Department or from outside the University.
Early May
If letters are to be solicited, the candidate should prepare a mini-dossier as described below. The Chair/Program Director should e-mail or mail copies of the mini-dossier together with an appropriately modified version of the model reviewer request letter to the selected reviewers.

Summer
The candidate should assemble their dossier following the “Preparation and Format of Full-Time, Nontenure-Track Faculty Promotion Dossiers” from the Office of the Provost.

August
The candidate submits Sections D through G and the Appendices. The Chair/Program Director and the Program/Department Review Committee determine the exact date to allow time for the preparation of their materials and reports.

September 1
The candidate’s dossier including the Chair/Program Director’s letter and reviewer letters, if requested, are submitted for consideration by the Program/Department Review Committee.

October 15
The dossier with the vote and report of the Program/Department Review Committee is submitted to the Dean. (The College of Science Tenure & Promotion committee does not review FT NTT promotion cases.)

February 15
Recommendation of the Dean is sent to the Provost’s Office.

April-May
Candidates are notified of the outcome. Promotion, if awarded, becomes active the following academic year.

2.0 PROCEDURES

2.1 Recommendation of the Department Chair or Program Director.
Prior to evaluation by the Program/Department Review Committee, the Chair/Director adds his/her letter to the candidate’s dossier. The Chair/Director should evaluate the candidate according to the criteria above taking into account the nature of the job and assignments specific to the candidate. The Chair/Director should be explicit about the sources of information that contributed to the evaluation and final recommendation. Such information may include but is not limited to TRACE evaluations, departmental teaching evaluations, peer reports of classroom visits and/or service, and letters from reviewers external to the department (if available). The Chair’s final recommendation may take into account the needs and future plans of the department. The candidate is allowed to read the Chair/Director letter and may include a response when the letter is added to the dossier.

2.2 Program/Department Review Committee
The Program/Department defines this Review Committee as described in the policies and procedures of the unit. The committee reviews and evaluates the candidate’s promotion materials (the dossier and supporting appendices), the external letters, if any, and the report of the Department Chair or Program Director in light of the candidate’s assigned responsibilities. Following these evaluations, the Program/Department Review Committee prepares a summary report with its recommendation; this report is submitted to the Dean along with the full Dossier and Supporting Materials (the Appendices). The report should summary consensus and descent viewpoints expressed by members of the committee. No individual, neither a member of the committee or the contributor of a letter, should be named in the report. Prior to the submission of the Report to the Dean, the candidate may review and respond to Program/Department Review Committee’s Report. The candidate’s written response, if any, will be added to the dossier.
2.3 External reviews

If external letters are included in the dossier they should be solicited and included according to guidelines in “Preparation and Format of Full-Time, Nontenure-Track Faculty Promotion Dossiers” from the Office of the Provost. The “Cover Memorandum” describe there should include a short biography of each reviewer and clearly describe his/her relationship to the candidate. Up to three reviewers are selected by mutual consent by the candidate and the Department Chair/Program Director. The names of potential reviewers will not be confidential but the letters themselves will not be made available to the candidate.

If external letters are requested, the candidate should prepare a mini-dossier by early summer. The mini-dossier will be given to external reviewers. Central to the mini-dossier are two documents that are also required in the final dossier: the candidate’s curriculum vitae and statements of teaching and, if appropriate, statements for service, professional development, and scholarship. The mini-dossier may also contain supplemental materials that highlight the candidate’s accomplishments. Examples of useful supplemental materials for teaching include a teaching portfolio for a course that the candidate has developed/taught, inclusion of the TRACE Course Evaluation Summary Sheet (Model B in the Provost guidelines), and representative comments from written course evaluations.

3. ROLE OF CANDIDATE IN DOSSIER PREPARATION

See “Preparation and Format of Full-Time, Nontenure-Track Faculty Promotion Dossiers” from the Office of the Provost.

4. ROLE OF DEPARTMENT/COLLEGE & EVALUATION COMMITTEES IN DOSSIER PREPARATION

See “Preparation and Format of Full-Time, Nontenure-Track Faculty Promotion Dossiers” from the Office of the Provost.