Institutional background

Spring 2010: 6 FT NTT promotion dossiers reviewed and approved in Provost’s office (100% success rate)

Spring 2013: Faculty Handbook modules established ranks and promotions for FT Lecturers and Professor of the Practice titles

Spring 2015: “Teaching Professor” title series implemented, built upon existing Academic Specialist ranks in Handbook

• Proposed “Teaching Professor” Handbook module from Provost’s office to Senate Agenda Committee in November 2015

Spring 2016: 40 FT NTT promotion dossiers reviewed and approved in Provost’s office (100% success rate)
Procedural Requirements

- Minimum service of three years in present rank
- Candidate makes the decision to come up
- Preparation of dossier documenting accomplishments in faculty member’s assigned responsibilities
- Review of dossier in unit and college according to their procedures and bylaws
- Submission of dossier with all recommendations to Office of the Provost by **February 15**
Variation by college and/or unit

• May require longer minimum service in rank
• Composition of promotion review committee varies by unit
• Weighting of dossier categories varies by individual candidate as well as by unit and appointment category
  • Research Professors, e.g., by contrast with Lecturers
  • Service assignments vary, especially for Teaching/Clinical Professors
  • Accreditation and/or clinical requirements relevant to some colleges (BCHS, DMSB)
• External letters not required by the university but may be by the unit or by appointment category
  • Employer letters for co-op faculty promotion, e.g.
Review at the university level

- Last year discussed with the Faculty Senate FT NTT committee, and this year implemented, an advisory committee to the Provost on FT NTT promotions
- Includes associate deans of faculty affairs in the colleges, Vice Provosts, senior FT NTT faculty members
  - Gail Begley, COS
  - Michael Gonyeau, BCHS
  - Mary Mello, CSSH
  - Cordula Robinson, CPS
- VPAA recommends FT NTT promotions to Provost for final review and approval
What makes a strong dossier?

Evidence of sustained contribution in your areas of responsibility

Evidence of professional development and growth in your areas of responsibility
Evidence of Sustained Contribution in Teaching and Learning

- Course materials that are current, appropriate to your field, and focused on student learning outcomes
- Course design and assignments at an appropriate level of student engagement and challenge
- Sample rubrics, examples of feedback to students
- Student and peer evaluations testifying to consistently responsible, responsive and challenging instruction
- Other evidence of student outcomes (awards, publications, graduate school admission, etc)
Evidence of Professional Development and Growth in Teaching

might include, in addition to established strong classroom performance . . .

- Engagement with CATLR workshops and grants
- Wider range of courses developed and taught
- Curricular and pedagogical improvement and innovation
- Mentoring of junior teachers
- Participation in and contributions to your field’s pedagogical debates
Evidence of Contribution and Growth in Service

Especially at “full” rank, may include, in addition to reliable citizenship . . .

• Wider program, college and/or university leadership roles with demonstrable outcomes
• Visible professional service premised on your teaching and/or professional experience and innovation
• Responsibility for programmatic improvement as well as continuity
• Development of junior colleagues
How do I prepare for promotion?

Launch conversations and planning ahead of the year in which you hope to come up

- Seek specific, targeted advice from your chair and your dean
  - What are the strengths and weaknesses of my trajectory from the standpoint of promotion?
  - What are the most important things I can do to improve my trajectory?
- Attend college and university workshops on process
- Review FT NTT Model Promotion Dossier
  - [http://www.northeastern.edu/provost/resources/faculty/](http://www.northeastern.edu/provost/resources/faculty/)
- Systematize your collection of dossier-related materials
Resources

With counsel of your chair and dean, draw on resources to strengthen your trajectory

• CATLR workshops, one-on-one advising, grants
• College- and discipline-specific programming
• Full-time Faculty Development funding to support, e.g.,
  • Advanced professional training (simulation, etc.)
  • Conference travel
  • Training in new software to be used in classroom
  • Research in teaching and learning
Panelists

Dennis Shaughnessy, Senior Academic Specialist in Entrepreneurship and Innovation, DMSB

Susan Freeman, Director of and Teaching Professor in the First Year Engineering Program, COE

Bret Keeling, Senior Lecturer in English, CSSH

Leslie Day, Associate Clinical Professor and Associate Chair of Physical Therapy, Movement & Rehabilitation Science, BCHS

Adam Woolley, Associate Clinical Professor of Pharmacy and Health Systems Science, BCHS