

Example text (from Honors College):

## **NTE Promotions Policy**

### **a. Annual Evaluations**

Annual post-evaluation discussions with the Associate Dean (acting as Department Head) should include discussion of faculty members' progress toward promotion, however, annual evaluations and ratings will not be included in promotions decisions.

### **b. Promotion Clock**

There will be no promotion clock, per se. Members of the Honors Interdisciplinary Faculty may choose to stay in rank and may continue to gain three-year appointments if they are performing their teaching and service duties satisfactorily (earning an overall rating of "3" or better). An Assistant Professor, NTE, may put herself forward for promotion after four years in rank. An Associate Professor, NTE, may put herself forward for promotion to Professor, NTE, after six years in rank.

### **c. Standing Advisory Committee on Faculty Status**

Dossiers for the promotion of NTE faculty will first be reviewed by the College's Standing Advisory Committee on Faculty Status. This committee will be comprised of the Honors College P&E Committee with the addition of two (2) faculty members from other units who hold a rank superior to the rank of the faculty being considered for promotion (UHAP 3.3.03a). The Associate Dean (acting as Department Head) will identify and appoint these two faculty members to the committee.

In the case that a candidate for promotion is a member of the P&E Committee, the candidate will recuse herself from serving on the Standing Advisory Committee on Faculty Status during the review process of her dossier. The candidate will be replaced on the Committee by another member of the Honors Interdisciplinary Faculty, and that faculty member will be senior to the candidate whenever possible.

### **d. Levels of Review**

Dossiers for the promotion of NTE faculty will be reviewed as follows:

1. by the Standing Advisory Committee on Faculty Status
2. by the Associate Dean (acting as Department Head)
3. by the Dean of the Honors College
4. By the Provost

\* NTE dossiers are not reviewed by the University Standing Advisory Committee on Faculty Status

### **e. Promotion Schedule**

Consideration for NTE promotion is a ten-month process. If an Assistant or Associate Professor wishes to be considered for promotion, she must notify the Associate Dean (acting as Department Head) in writing by July 1st of the year prior to her eligibility for promotion (or in any subsequent year).

By September 14 – the candidate must complete the promotion dossier and deliver it to the Associate Dean.

September 15 to October 31 – The Standing Advisory Committee on Faculty Status will review the dossier and write a letter that will advance with the dossier.

November 1 to November 30 – The Associate Dean (acting as Department Head) will review the dossier and write a letter that will advance with the dossier.

December 1 to January 14 – The Dean of the College will review the dossier and write a letter that will advance with the dossier.

January 15 – Dossiers due in the Office of the Provost

April 30 – Provost's letter of decision sent to candidates

#### **f. Appeals**

The Provost decides if a NTE faculty member is promoted. Faculty who are denied promotion are, upon request, entitled to a statement for the reasons for that action. (UHAP 3.3.02d) and may have access to his or her dossier at a time and place designated by the Office of the Provost. (UHAP 3.3.02e) However, the Provost's decision on the promotion of a nontenure-eligible faculty member is not subject to further review or appeal. (UHAP3.3.03c)

#### **g. NTE Promotion Dossiers**

Dossiers for the promotion of NTE faculty will be prepared following the University's guidelines and instructions for the promotion of tenure-track faculty except that sections 9 (Membership in Graduate Interdisciplinary Programs) and 10 (Letters from Outside Evaluators and Collaborators) are not required for NTE faculty dossiers.

To clarify the weight that should be given to various sections of the dossier, reviewers are provided the FTE and workload blocks of each candidate and are made aware that Honors NTE faculty are hired for and evaluated on their teaching and service contributions. Contributions in excess of the assigned teaching and service responsibilities for each candidate may be considered.

Dossiers will include nine (9) sections: Summary Data Sheet, Summary of Candidate's Workload Assignment, College Promotion Criteria, Curriculum Vitae, Candidate Statement, Teaching Portfolio, Evaluation of Teaching and Advising, Service and Outreach Portfolio, and Recommendations for Promotion.