Full-time Non Tenure-Track Faculty Promotion

Deb Franko
Senior Vice Provost for Academic Affairs
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Types of FTNTT faculty

- Teaching Professors
- Clinical Professors
- Academic Specialists
- Full-time Lecturers
- Professors of the Practice
- Co-op Coordinators

- Each with different roles & responsibilities
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

Spring 2017: 42 FT NTT promotion dossiers reviewed and approved in Provost’s office (93% success rate)
Procedural Requirements

- Minimum service of three years in present rank (passed by Senate April 2016 and approved by Provost September 2016)
- Candidate makes the decision to come up; Alerts Dean’s office of intention by April 1 in AY prior to dossier submission
- Thus you submit promotion dossier on October 1 of your 4\textsuperscript{th} year
- Preparation of dossier documenting accomplishments in faculty member’s assigned responsibilities
- Review of dossier in unit and college according to their procedures and bylaws (Typically: Dept → College → Dean)
- Submission of dossier with all recommendations to Office of the Provost by February 15
Variation by college and/or unit

• Composition of promotion review committee varies by unit

• Weighting of dossier categories varies 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)
  • Co-op Coordinator dossier will include different elements

• External letters not required by the university but may be by the unit or by appointment category
  • Employer letters for co-op faculty promotion
  • Bouve requires 3 external letters for promotion to Clinical Professor
Review at the university level

- In 2016 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
- Half-day meeting is held to review dossiers with advisory committee
- SVPAA recommends FT NTT promotions to Provost
- Faculty member receives notice of promotion in late spring
The Dossier

• Components of the dossier are detailed in the Model Promotion Dossier document found on SVPAA website
• Checklist is a key document – handouts
• Review contents
What makes a strong dossier?

1. Evidence of sustained contribution in your areas of responsibility

2. 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 faculty
- 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 (e.g., NTT Faculty Senate committee)
• 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 associate dean
  - What are the strengths and weaknesses of my trajectory?
  - What are the most important things I can do to improve my trajectory?
- Review ahead of time the FT NTT Model Promotion Dossier
  - http://www.northeastern.edu/provost/resources/faculty/
- Systematize your collection of dossier-related materials
Resources

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

• CATLR workshops, one-on-one advising, grants
• College- and discipline-specific programming
• ADVANCE Office of Faculty Development offerings
• 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
QUESTIONS
and
DISCUSSION