Full-time Non Tenure-Track Faculty Promotion

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Types of FTNTT faculty

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

*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)

Spring 2018: 59 FT NTT promotion dossiers reviewed (95% 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 in spring of AY prior to dossier submission

• Thus you submit promotion dossier on October 1 of your 4th 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 Full Time 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 on May 1
The Dossier

• Components of the dossier are detailed in the Model Promotion Dossier document found under “Academic and Faculty Affairs” on the Provost website

• Checklist is a key document – handouts

• Review contents
Dossier Materials Added by Unit and College

A. **Faculty Summary Sheet (Model C in Model Tenure Dossier)** – prepared by the Dean’s Office

B. **Recommendations** – added by unit chair, departmental review committee (where applicable), college committee (where applicable), college committee, and college Dean

C. **External Reviews** – added by department review committee (if applicable)
Dossier Materials Added by Unit and College

D. Candidate’s Comprehensive Dossier Curriculum Vitae
E. Candidate’s Statements and Supporting Evidence
   Teaching Statement (4 pages)
      Trace Summary Table
      Sample syllabus
      Teaching materials
   Professional Development and Scholarship Statement (3 pages)
      1 publication
   Service Statement (1 page)
F. Performance Reviews
   Merit reviews
G. Comprehensive list of Supporting Materials
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 Scholarship

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
- Participation in and contributions to your field’s pedagogical debates
- Scholarship, publications, conference presentations
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
Interfolio

• Starting in 2018, we began utilizing a new software system for tenure review.
• This system, called *Interfolio*, is used for tenure and promotion.
• System for uploading as well as reviewing.
• Associate Deans and college key contacts can help answer questions regarding *Interfolio*.
• Accessed through *myNortheastern*.
• Training in March 2019 – Stay tuned.
Packet Requirements
Create packet sections for materials you would like to receive from a candidate. Each section can contain a due date, a description, and requirements for particular materials (e.g., CV, teaching statement, syllabi).

Candidate Documents

Candidate's Comprehensive Dossier Curriculum Vitae
For a complete description, refer to the Model Tenure Dossier: [https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf](https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf)

Teaching Statement and Supporting Evidence
There are four documents required in the Teaching Statement and Supporting Evidence section of your dossier. For a complete description, refer to the Model Tenure Dossier: [https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf](https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf)
- A statement of your teaching philosophy
- TRACE Summary Sheet (use Model D from the Model Tenure Dossier)
- Sample course syllabus
- Class materials from the same course syllabus provided

Statement on Research/Scholarship/Creative Activity
There are two documents required in the Statement on Research/Scholarship/Creative Activity section of your dossier. For a complete description, refer to the Model Tenure Dossier: [https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf](https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf)
- A statement of your research/scholarship/creative activity
- One sample publication (or equivalent evidence in your discipline) representative of your work

Statement on Service
There are two documents required in the Statement on Service section of your dossier. For a complete description, refer to the Model Tenure Dossier: [https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf](https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf)
- A statement of your service
Performance Reviews

Include all previous performance reviews (annual reviews, merit reviews and the mid-course review). There is no page limit in this section. For a complete description refer to the Model Tenure Dossier https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf

Comprehensive List of Contents for Appendices A, B, and C

This section provides readers of your dossier with a full table of contents for all the supporting materials included in your appendices. Please organize and list your supplemental materials in a way that will enable readers of your dossier to locate supplemental items efficiently. For a complete description of the Tenure Dossier, refer to the Model tenure Dossier https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf

Appendix A - Teaching: Supporting Materials

Appendix A- Teaching Supporting Materials are required and there are no page limits. Include all additional evidence and supporting materials you wish to present regarding your accomplishments in teaching. Full reports of TRACE evaluations must be included for all sections of all courses taught. A single PDF can be uploaded which includes all documents. For complete description of the Comprehensive list of Supporting Materials and Appendices refer to the Model Tenure Dossier https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf

Appendix B - Research/Scholarship/Creative Activity: Supporting Materials

Appendix B - Research/Scholarship/Creative Activity Supporting Materials are required and there are no page limits. Publications, creative works, final reports for grants, grant summaries, and other evidence of research, scholarship and creative activity should be included in this section. A single PDF can be uploaded which includes all documents. For complete description of the Comprehensive list of Supporting Materials and Appendices refer to the Model Tenure Dossier https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf

Appendix C - Service and Professional Development Activities: Supporting Materials

Appendix C- Service Supporting Materials are required and there are no page limits. Materials that support substantive internal and external service activities should be included here. A single PDF can be uploaded which includes all documents. For complete description of the Comprehensive list of Supporting Materials and Appendices refer to the Model Tenure Dossier https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf
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
  • [https://provost.northeastern.edu/app/uploads/Promotion-Dossier-Preparation-Guidelines.pdf](https://provost.northeastern.edu/app/uploads/Promotion-Dossier-Preparation-Guidelines.pdf)
• 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