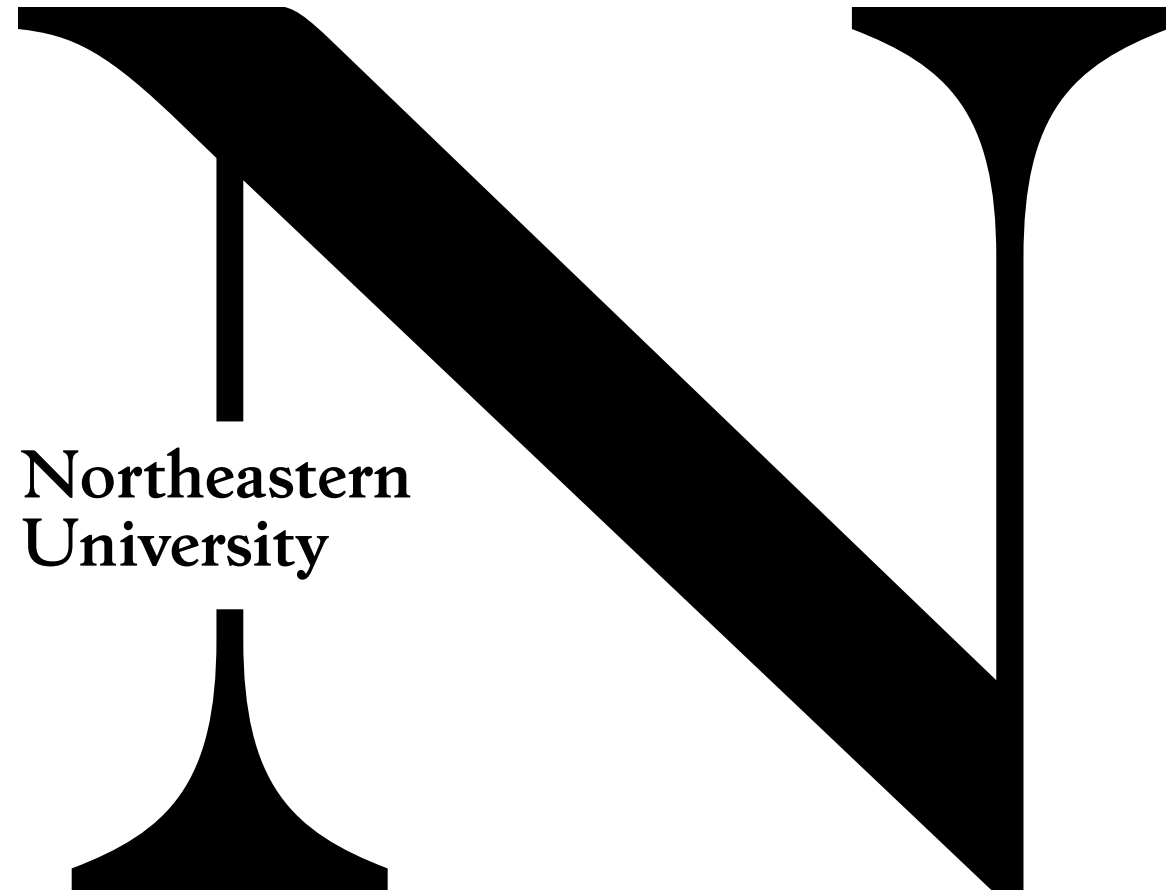


# Full-Time Non-Tenure Track Faculty Promotion

Deb Franko

Senior Vice Provost for Academic Affairs

February 22, 2024



Northeastern  
University

# Types of FT NTT Faculty

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- Teaching Professors
- Clinical Professors
- Academic Specialists
- Full-time Lecturers
- Professors of the Practice
- Co-op Coordinators
- Research Professors
- *Each with different roles & responsibilities*



# Procedural Requirements

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- **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
- Then you submit promotion dossier on October 1 of your 4<sup>th</sup> 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

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- 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
  - Bouvé requires 3 external letters for promotion to Clinical Professor



# Review at the university level

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- In 2016 implemented an advisory committee to the Provost on FT NTT promotions
- Includes associate deans of faculty affairs in the colleges, and Vice Provosts
- 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

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- Components of the dossier are detailed in the Model Promotion Dossier document found under “Academic and Faculty Affairs” on the Provost website:  
<https://provost.northeastern.edu/academics/academic-faculty-affairs/>
- Model Promotion Dossier for FT NTT Faculty (Updated 2023)
  - [https://provost.northeastern.edu/app/uploads/FTNTT-Model-Promotion-Dossier\\_07.01.23.pdf](https://provost.northeastern.edu/app/uploads/FTNTT-Model-Promotion-Dossier_07.01.23.pdf)
- Model Promotion Dossier for Co-op Faculty (Updated 2023)
  - <https://provost.northeastern.edu/app/uploads/Co-op-Faculty-Model-Promotion-Dossier-07.01.23.pdf>
- Model Promotion Dossier for Research Faculty (Updated 2023)
  - [https://provost.northeastern.edu/app/uploads/Research-Faculty-Model-Promotion-Dossier\\_07.01.23.pdf](https://provost.northeastern.edu/app/uploads/Research-Faculty-Model-Promotion-Dossier_07.01.23.pdf)
- Checklist is a key document
- Review contents



# Dossier Materials Added by Unit and College

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- A. Faculty Summary Sheet (Model C in Model Promotion Dossier)** – prepared by the Dean's Office
- B. Recommendations** – added by unit chair, departmental review committee (where applicable), college committee (where applicable), and college Dean
- C. External Reviews** – added by department review committee (if applicable)

# Candidate Dossier Materials

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**D. Candidate's Comprehensive Dossier Curriculum Vitae**

**E. Candidate's Statements and Supporting Evidence**

- Teaching Statement (5 pages) and Teaching Evaluation Summary Table
- Professional Development and Scholarship/Creative Activity Statement (2 pages)
- Service Statement (1 page)

**F. Annual Performance Reviews**

**G. Comprehensive List of Supporting Materials in Appendices A,B,C**





# Appendices

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- Appendix A: Teaching Supporting Documents
  - Full reports of TRACE evaluations
  - Sample syllabus
  - Teaching materials
- Appendix B: Professional Development and Scholarship/Creative Activity
  - Evidence of professional development
  - All publications
  - Supporting Materials
- Appendix C: Service Activities
  - Service supplemental materials
- NOTE: NO PAGE LIMIT ON APPENDICES (but be reasonable)



# What makes a strong dossier?

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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

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- 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

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***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

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***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

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- Starting in 2019, we began utilizing a new software system for promotion 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 *Employee Hub*.



# Interfolio Candidate Experience

## 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).

[+ Add Section](#)

▼ **Candidate Documents** [+ Add Requirement](#) [✎](#)

**Documents**

**Candidate's Comprehensive Dossier Curriculum Vitae** 1 required [✎](#)

For a complete description, refer to the Model Tenure Dossier <https://provost.northeastern.edu/app/uploads/ModelTenureDossier.pdf>

**Teaching Statement and Supporting Evidence** 4 required [✎](#)

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>

- 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** 2 required [✎](#)

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>

- A statement of your research/scholarship/creative activity
- One sample publication (or equivalent evidence in your discipline) representative of your work

**Statement on Service** 2 required [✎](#)

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>


- A statement of your service

### Creating a Template


- 1 Template Information
- 2 **Candidate Requirements**
- 3 Internal Case Sections
- 4 Case Review Steps
- 5 Template Summary




# Interfolio Candidate Experience

**Performance Reviews** 6+ required 


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** 1 required 


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** 1 required 

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** 1 required 

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** 1 required 

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>

**Creating a Template**

- 1 Template Information
- 2 Candidate Requirements**
- 3 Internal Case Sections
- 4 Case Review Steps
- 5 Template Summary





# How do I prepare for promotion?

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## *Launch conversations and plan ahead*

- 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/FTNTT-Model-Promotion-Dossier\\_07.01.23.pdf](https://provost.northeastern.edu/app/uploads/FTNTT-Model-Promotion-Dossier_07.01.23.pdf)
- Systematize your collection of dossier-related materials



# Resources

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*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
- [Office of the Provost Faculty Resources](#)



# Questions and Discussion

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Please complete the survey linked in  
the chat or scan the QR code.  
Thank you!

