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**College of Education Expectations
for Promotion for Non-Tenure Track Faculty**

University of North Texas College of Education

June, 2018

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2 The College of Education's mission is to prepare professionals and scholars who
3 contribute to the advancement of education, health, and human development. To
4 accomplish the College's overarching vision, a highly dedicated faculty that is
5 robust, professional, and unified is required. A critical first step toward attaining
6 the College of Education's vision is a general understanding by the faculty of its
7 expectations for performance. This document reflects overall agreement with
8 University of North Texas policies in general and the Non –Tenure Track
9 Reappointment and Promotion Policy (06.005) specifically.

10
11 Lecturers and clinical faculty play an important role in the college, and they are
12 highly valued for their contributions to students and to the college community.
13 Promotion through the lecturer and clinical lines provides a career path and an
14 opportunity for recognition for these contributions and for growth and seniority in
15 the position.

16 17 **Ranks and timelines**

18 New faculty members on these lines without experience in higher education are
19 appointed at the entry level of **Lecturer** or **Clinical Assistant Professor**.
20 Specific ranks are determined by department chairs in consultation with the
21 dean.

22 23 **Lecture Line**

24 Promotion from Lecturer to **Senior Lecturer** may occur after no fewer
25 than three consecutive years in the rank of lecturer or have equivalent
26 prior teaching experience.

27
28 Promotion from Senior Lecturer to **Principle Lecturer** may occur after no
29 fewer than three years at the rank of Senior Lecturer and five consecutive
30 years of college-level teaching experience.

31 32 **Clinical Line**

33 Promotion from Clinical Assistant Professor to **Clinical Associate**
34 **Professor** may occur after no fewer than five consecutive years in the
35 rank of clinical assistant professor or have equivalent prior relevant
36 experience.

37
38 Promotion from Clinical Associate Professor to **Clinical Professor** may
39 occur after no fewer than three years in rank as Clinical Associate
40 Professor and no fewer than five consecutive years in college-level clinical
41 assignments or equivalent prior relevant experience.

42 43 **Criteria**

44 All candidates for promotion must be able to show evidence of excellence in
45 every year in rank of appointment.

46

1 Promotion requires evidence of sustained excellence in the areas of 1.) **teaching**
2 (required); and 2.) either **research** or **service**. Candidates, with approval of the
3 chair, choose the two areas that comprise their workload, and their record of
4 performance in those two areas provides the basis of the argument for
5 promotion.

6 7 Teaching 8

9 The case for quality of teaching must be made with evidence organized in a
10 teaching portfolio. The portfolio must show evidence of excellence in every year
11 in rank as well as continuous thoughtful revision and improvement of teaching.
12 The portfolio may contain a range of possible documentation of excellence, but it
13 must include these required elements:

- 14
15 1. *Comprehensive syllabi for each course taught.* Characteristics of
16 comprehensive syllabi are outlined in UNT Policy 06.049.
17
- 18 2. *Formal teaching observation reports.* Observations should be conducted
19 by full time faculty who have been instructor of record for the observed
20 course or a similar course. A faculty member conducting the observation
21 can be another lecturer of equal or higher rank, a tenure-track faculty
22 member, or a tenured faculty member. One observation per long semester
23 is required, beginning Spring, 2019. The *UNT Classroom Observation of*
24 *Teaching Effectiveness* or a teaching observation protocol specified by the
25 department is required.
26
- 27 3. *Student Evaluations.* Results of a UNT-approved evaluation measure,
28 including student comments, must be provided for each course taught
29 during the period being considered for the review. Student evaluation
30 scores should be organized in tabular form and a written narrative for
31 interpreting the scores should be provided by the candidate. Consistently
32 high scores are expected for a candidate to be considered for promotion.
33
- 34 4. *Documentation of course improvement.* Describe as efficiently as possible
35 the rationale for the course change and evidence of the consequences of
36 the change. The following questions should be addressed: (1) How did
37 this change affect student learning (with evidence)? (2) How will this
38 change improve student retention?
39
- 40 5. *Other evidence of teaching excellence.* The candidate should research
41 ways of documenting quality in a teaching portfolio and should present
42 their teaching in a truthful way that demonstrates the quality of their work.
43
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1 **Service**

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3 For service to be the second area of outstanding performance reviewed for
4 promotion, the candidate must have been assigned a service load of at least
5 20% for the period under review. The record must provide credible evidence that
6 the service requirements reasonably require sustained week-by-week
7 engagement for a full day per week (20%). The candidate's vita must list all
8 service obligations. An accompanying document, in the supplemental dossier, of
9 no more than 750 words should explain the service contribution in terms of both
10 time and importance. In general, service activities include, but are not limited to:
11 (1) duties related to program leadership; (2) service on program, department,
12 college, or university committees with an emphasis on service to the program
13 and department; and (3) recruitment/retention/support of students.

14
15 **Research**

16
17 Candidates for promotion do not have to have research records considered as
18 part of their promotion consideration (if their two areas are teaching and service).
19 If research is the second area of outstanding performance reviewed for
20 promotion, the candidate must have been assigned to a research load of at least
21 20% for the period under review. The record must provide credible evidence that
22 the service requirements reasonably require sustained week-by-week
23 engagement for a full day per week (20%). The candidate's vita must list all
24 research contributions, and an accompanying document of no more than 750
25 words should explain the research contribution in terms of both time and
26 importance. The expectation for productivity in research is a record that reflects
27 the equivalent of one major accomplishment per year. Research activities may
28 include, but are not limited to: (1) writing, submission, awarding, and
29 administration of external funding; (2) serving as part of a research team that
30 results in publication; (3) publication of research articles, theoretical articles, and
31 research-to-practice articles; and (4) presenting at professional conferences.
32 Major accomplishments would include a significant publication (single authored
33 or co-authored) in a respected or high-circulation journal; a successful grant
34 application; or presentations at more than one professional conference.

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37 **Review Process**

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39 The process for the promotion of non-tenure track faculty apply to all
40 non-tenure track faculty and all academic units. Candidate are expected to
41 provide evidence of professional accomplishments through the organization of an
42 official dossier, as well as a supplemental dossier. Assembly of dossiers is the
43 major responsibility of the faculty member and should include evidence of
44 progression in key areas. Through the materials the candidate should provide
45 evidence of any accomplishments highlighted in the vita or faculty essay. UNT
46 Policy 06.005 (p. 4) outlines what should be included in the official dossier. The

1 official dossier is reviewed by all levels of review within the College (departmental
2 committee, department chair, college review committee and dean as well as the
3 provost. The dossier for promotion must contain:

- 4
- 5 1. University Information Form
- 6
- 7 2. Complete, current Curriculum Vita
- 8
- 9 3. Self-evaluation, personal narrative (maximum 750 words)
- 10
- 11 4. Unit promotion criteria (Section III, Paragraph A-D)
- 12 5. Cumulative results of annual evaluations and evidence of mentoring and
13 support (provided by the chair)
- 14
- 15 6. Summary evaluation of teaching effectiveness, including statistical
16 summaries of student evaluation of teaching, interpretative comment on
17 statistical summaries, and other evidence of student learning (provided
18 by the chair)
- 19
- 20 7. Recommendation of unit review committee
- 21
- 22 8. Recommendation of chair
- 23
- 24 9. Recommendation of college review committee
- 25
- 26 10. Recommendation of dean
- 27
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29 Units or colleges may require supplemental materials be included in the dossier,
30 when the faculty member is notified of the additional materials at the time of initial
31 appointment. The supplemental dossier in the College will include supporting
32 materials and is provided for all levels of review within the College. The
33 supplemental dossier should include:

- 34
- 35 1. *Candidate's Annual Reviews*. Copies of each annual review beginning
36 with most current. Include annual and merit reviews unless the same
37 document;
- 38
- 39 2. *Evidence of Teaching Evaluations*. Candidate should provide evidence
40 of teaching effectiveness (can be teaching portfolio if required by
41 department) which showcases their work in the area of teaching and
42 instruction. This will include comprehensive syllabi for each course
43 taught; formal teaching observation reports; student evaluations;
44 documentation of course improvement and other evidence of teaching
45 excellence. Such evidence may include: copies of teaching/learning
46 philosophies, examples of teaching tools developed or used, student

1 comments from SPOT evaluations, Thank a Teacher notifications and
2 any teaching award. Where departments have developed a portfolio
3 requirement, candidates may include the departmental portfolio;
4

5 3. *Evidence of Service and Leadership*. Candidates should prepare a 750
6 word explanation of their service contribution in terms of both time and
7 importance. Additional items that may be include as evidence include
8 letters from professional organizations, award nominations and other
9 documentation.

10
11 4. *Evidence of Scholarship* (if appropriate). This should include digital
12 copies of all published works as well as work submitted. For works in
13 press include correspondence between author and publisher related to
14 publication schedule, manuscripts, and chapters sent out for review.
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