

CAM
Teaching Professor Track
Appointment and Promotion
Criteria

Introduction

The Teaching Professor Track in the College of Arts & Media is intended for non-tenure track faculty who participate in a broad range of teaching, leadership & service, and research/creative work activities. Teaching Professor Track appointees will have rank comparable to tenure-track faculty except that in referring to them in official documents the designation Teaching Track will be placed after the academic rank (e.g., Assistant Teaching Professor). These ranks are not tenure-track and emphasize professional practice knowledge/skills and scholarly practice rather than scholarly research.

The typical load of the faculty is 80% teaching, 10% professional and academic practice¹ and 10% leadership and service². This balance is a reflection of the teaching focus of the Teaching Track rank. As such, the Teaching track faculty's focus of their professional productivity will be in service to their teaching and to the scholarship of teaching and pedagogy. Professional and/or research activity for the Teaching Track faculty should be clearly tied to the classroom experience.

A Teaching Professor Track appointment is an "at will" appointment that is not a tenure-track appointment. Once faculty achieves the academic rank of Senior Instructor, they may be promoted into the Teaching Track after completing requisite approval process as defined below. Searches may also be conducted for new hires directly into the Teaching Track.

A request for promotion to Teaching Track can come from any current member of the department faculty. The promotion request will then be reviewed by the Chair who will also provide a written recommendation to the Dean of the College. The candidate must compile an application packet (outlined below under Appointment and Evaluation of Teaching Professor Track Faculty), which the Chair will forward to the CAM Dean. For the initial hiring of Teaching Track, CAM will follow and utilize University policies and procedures.

The Dean will make the final decision as to whether the individual should be recommended to the Provost for a Teaching Track appointment or reappointment. The Dean will utilize the recommendations of the Director or Department Chair of the primary unit, and the best interests of the faculty and the college in approving appointments or reappointments. The Dean will annually consult with the CAM Executive Committee regarding the percentage of faculty to be hired into the Teaching Professor Track in each primary unit in any given year.

1 We define academic practice as professional activities that directly contribute to the generation and dissemination of knowledge. This includes teaching and learning, research, and supervising and managing research; and managing academic departments.

2 Reallocation of teaching load in support of professional service may be negotiated with the chair or program director, in consultation with the Dean.

Criteria for Appointment and Reappointment of Teaching Professor Track Faculty Members in CAM

The specific expectations and criteria for the evaluation of teaching, professional activities/academic practice, and leadership & service will be determined by the primary unit of CAM and must be approved by the primary unit Director or Department Chair, the Dean and the Provost. Additional Program Coordination and/or Administrative Duties may also be factored into the load (e.g., assuming the role of Director or Area Head), which could result in course release. A typical appointment may consist of 80% teaching, (i.e., a six course 18 SCH annual load); 10% professional and academic practice; 10% leadership & service. Primary units and Chairs can request changes from this typical appointment. Such requests require approval by the Dean. Also, any changes from the initial appointment (e.g., 80/10/10) to the time/ effort in the teaching, professional and academic practice, and service activities require approval by the Dean in consultation with the faculty member.

Faculty Titles and Ranks in the Teaching Professor Track

The primary responsibility of faculty with Teaching Professor Track appointment is teaching. Appointments include professional and academic practice, and service responsibilities, but these activities must be in support of teaching and student development. Appointments of Teaching Track faculty are restricted to those who have achieved distinction in their chosen field of practice and who bring to the University unique practical experiences and talents that will benefit our students. Appointees shall hold the terminal degree in the field or give evidence of equivalent capabilities by virtue of experience.

The suffix **Teaching** identifies appointments that primarily focused on instruction and application of applied knowledge. The duties, terms of appointment, and salaries of such persons are specified in the letter of appointment. In general, the applicable rank and any subsequent promotions should be determined by the relevant academic achievements, professional accomplishments, and demonstrated effectiveness (including but not limited to student reviews, peer reviews and FCQs) of the appointee. A variety of titles are used to designate such positions including:

- Assistant Teaching Professor Track
- Associate Teaching Professor Track
- Professor Teaching Professor Track

Assistant Professor, Teaching Professor Track

An **assistant professor** has been awarded a terminal degree appropriate to the discipline or participated in equivalent professional practice of not less than 6 years, exhibits commitment to teaching and scholarly or professional work of high caliber, and participates in University affairs at least at the department level. In addition, candidates for this rank must provide evidence of ability to assume high-quality independent teaching and the potential for professional

development through professional activities and/or academic practice tied to their teaching and classroom activity. The ability to take on administrative roles is also taken into consideration.

Associate Professor, Teaching Professor Track

An **associate professor** meets the requirements for appointment as an assistant professor, has a regional and/or national reputation as a scholar or professional, shows a high degree of teaching proficiency and commitment, and demonstrates public, professional, or University service beyond the department. In addition to the qualifications of an assistant professor in the teaching professor track, an associate professor in the teaching professor track has completed a minimum of four years in the Assistant Professor Teaching Professor Track position with demonstrated clear and successful student learning and creativity through exemplary teaching and instructional innovation, service and administrative roles, and professional attainment. They have demonstrated and substantiated professional development through professional activity and academic practice that is tied to their teaching and classroom activity.

Professor, Teaching Professor Track

A **professor** meets the requirements for appointment as an associate professor and has a distinguished record of accomplishment that leads at least to a national reputation in his or her field. In addition to the qualifications of an associate professor, a teaching track professor is expected to have completed a minimum of six years as an Associate Teaching Track Professor and has demonstrated excellence in student learning and creativity, teaching innovation, service and administrative roles and professional attainment. Faculty must demonstrate a record of excellence and/or leadership in teaching and service, and significant national and/or international accomplishments and/or professional development through professional activity and academic practice that is tied to their teaching and classroom activity.

Appointment and Evaluation of Teaching Professor Track Faculty

All Teaching Track appointments are at-will. Appointments to Teaching Track rank may be renewed or terminated at the discretion of the Dean for various reasons, including but not limited to unsatisfactory performance and the needs of the Department and CAM.

All Teaching Track faculty will be evaluated annually in the spring by the Chair. The evaluation will include FCQs, syllabi, student artifacts that meet course outcomes, any co-curricular development, record of professional activity and academic practice, record of leadership & service, and progress in fulfilling the appointment criteria.

Initial Appointment to Teaching Track

In the process of initial nomination for the Teaching Track, the candidate will provide an application packet

that includes a current curriculum vitae and materials relevant to the appointment. Examples of materials include a personal statement, evidence of currency in the relevant discipline, student evaluations, faculty interview data, evidence of scholarship, excellence in teaching and a demonstrated commitment to curricular design, program development and oversight, professional expertise that demonstrates connections to creative industries, and an ability to link faculty and students with alumni and with professional contacts in his/her area of emphasis. External letters of support are optional. The candidate will be reviewed by voting members of the department, who will make a written recommendation to the Department Chair. The Department Chair will review the application packet, the faculty review and vote, and make a written recommendation for rank to be forwarded to the CAM Dean. The Dean will forward all of those materials with a recommendation to the Provost who will make the final decision regarding appointment.

Reappointment within the Teaching Track

Reappointment reviews will take place annually as part of the annual departmental review process. The Dean will then forward a recommendation to the Provost who will make the final decision with regard to reappointment.

Rights and Benefits

Faculty in the teaching track will be eligible to participate in University benefits programs consistent with other instructional faculty appointments including health/life insurance programs, retirement benefits (excluding the University Supplemental Annuity Program), and faculty governance as permitted by department, college and university policy. Teaching track positions can be recommended for conversion to a Tenure line position.

Periodic Review

The appropriate CAM committee will review this policy periodically to assess its effectiveness in light of the College's mission and needs.

Promotion Criteria

Teaching track candidates seeking promotion shall prepare and submit a dossier that reflects the values of the College of Arts and Media primary unit criteria. The dossier includes the candidate's current CV which should summarize all activities in instruction, professional and academic practice, and service for the minimum prescribed period between the various ranks for the teaching track appointment. Activities reported in the dossier can only reside in one of the three areas reviewed. Candidates shall present their dossier for promotion to the CAM RTP committee. This committee shall be convened as needed and shall consist of tenured and if available teaching professor track faculty at or above the rank being sought by the candidate(s) appointed from the three primary

units of CAM. The committee may consist of Department Chairs, those designated by the Department Chairs or both. This committee will review the candidate's promotion record using the Teaching Professor Track appointment and promotion criteria to determine the candidate's viability for promotion. This committee will collectively write a letter either in support of or not in support of promotion. The letter shall clearly state: a) a rationale for or against promotion, b) ranking of the three areas of evaluation; teaching, professional and academic practice, and leadership & service.

The qualifications of a candidate for promotion will be determined on the basis of the Promotion Record consisting of the following materials:

1. the "Recommendation for Faculty Promotion" cover sheet;
2. the collegiate Dean's letter making a recommendation to the Provost;
3. the recommendation and vote (and report, if any) of the Collegiate Committee on Faculty Promotion and Tenure;
4. the Departmental Chair's or Director's letter making a recommendation to the Dean;
5. the recommendation, vote, and report of the Departmental Primary Unit;
6. any letters submitted by the candidate at specified stages of the process to correct errors in the internal peer evaluations of the candidate's teaching, professional productivity, and service or in the Departmental Consulting Group's report; or to respond to a letter or report of the Departmental Chair, the Dean, or the Collegiate Committee on Faculty Promotion and Tenure;
7. the candidate's CV in the college's standard format which documents the candidate's educational and professional history;
8. a section on the candidate's teaching, including
 - a. the candidate's personal statement on teaching,
 - b. documentation of peer evaluation of the candidate's teaching, and
 - c. other materials related to the candidate's teaching;
9. a section on the candidate's professional and academic practice, including
 - a. the candidate's personal statement on professional and academic practice,
 - b. documentation of internal and external peer evaluation of the candidate's professional and academic practice, and
 - c. other materials related to the candidate's professional and academic practice;
10. a section on the candidate's leadership & service, including
 - a. the candidate's personal statement on leadership & service,
 - b. documentation of internal and external peer evaluation of the candidate's service, and
 - c. other materials related to the candidate's service;
11. supplementary material to be added to the Promotion Record as expressly provided in these procedures or departmental procedures, entered in the appropriate section of the Record. Materials added to the original dossier or materials in the original dossier that are amended

should be labeled as such, including the date when added or amended and with amendments clearly marked.

Criteria for Appointment, Reappointment, and Promotion of Teaching Faculty

Departments may establish criteria for rank that are consistent with University criteria and with the following criteria of the College of Arts and Media:

Assistant Teaching Professor Track. Faculty members **appointed** to the rank of assistant teaching professor are ordinarily expected:

1. to hold the doctorate or terminal master's degree in the discipline or to have professional experience commensurate with the terminal degree in the discipline;
2. to show promise of excellence in teaching and in professional practice and/or direction (as appropriate to the position description); and
3. to show promise of excellence in professional activity and academic practice and service.

Faculty members **reappointed** to the rank of assistant teaching professor are expected to meet criteria 1, 2, and 3 above. They are also expected to have met the following expectations:

4. to have an established record of success in teaching;
5. to have demonstrated success in professional and academic practice (see below, "Evidence of Professional and Academic Practice and Service"); and
6. to have demonstrated contributions in departmental and professional service.

Associate Teaching Professors Track. Faculty promoted, appointed, or reappointed to the rank of associate teaching professor are ordinarily expected:

1. to hold the doctorate or terminal master's degree in the discipline;
2. to have an established record of sustained success in professional and academic practice;
3. to have an established record of sustained success in teaching and
4. to have an established record of success in professional and academic practice (see below, "Evidence of Professional activities and Academic Practice and Service ") and (where appropriate to the position description) direction of professional and academic activities in ways that contribute to and sustain departmental professional, academic and/or research programs; and
5. to have an established record of effective participation in departmental service (including but not limited to teaching service) and in service to state, regional, and/or national professional organizations and, where specified by the department, in professional service in the community.

Teaching Professors. Faculty promoted, appointed, or reappointed to the rank of teaching professor are ordinarily expected:

CAM Teaching Professor Track Rank Criteria—updated and approved by CAM Faculty vote:
February 13, 2018 Provost and Executive Vice Chancellor for Academic and Student Affairs
approval: June 29, 2018 Issued: July 1, 2018

1. to hold the doctorate or terminal master's degree of the discipline;
2. to have an established record of sustained success in professional activities and academic practice;
3. to have an established record of sustained success and excellence in teaching and/or in supervision at the undergraduate and/or the graduate levels and/or in academic direction (as appropriate to the position description);
4. to have achieved unmistakable recognition for professional contributions (see below, "Evidence of Professional activities and Academic Practice and Service") and (where appropriate to the position description) direction of professional and academic activities in ways that contribute to and sustain departmental professional, academic and/or research programs; and
5. to have a substantial and sustained record of effective participation in service (including but not limited to teaching service) to the department, to the institution, and to the profession at the regional and/or national level, and, where specified by the department, a sustained record of effective professional service in the community.

Evidence of Professional Activities and Academic Practice of Teaching Faculty

University policy requires that candidates for the ranks of associate teaching professor and teaching professor demonstrate professional and academic practice. This productivity may be demonstrated in a variety of ways, such as;

- curriculum and program development;
- creation of innovative teaching methods;
- presentations at local, state, regional, and national professional meetings;
- teaching workshops offered for professional practitioners;
- professional consultation;
- direction of student productions and/or performances;
- outreach activities to service organizations and civic groups;
- publications in peer reviewed or non-peer-reviewed journals, as specified by the department, that discuss techniques/practice, methods of professional or academic practice, or standards of professional best practices;
- publication of tutorials, handbooks, textbooks, or chapters in textbooks;
- production of videos or other multi-media materials or applications on professional instruction;
- editorship or editorial review for professional journals;
- curating of exhibitions of creative content;
- any awards and/or accolades both professional and academic;
- any grant writing.

Evidence of Leadership & Service

In addition to a demonstrated excellence in teaching and in professional and academic practice, a

Teaching track candidate for promotion should have established a commitment to the University and the profession through participation in leadership & service activities. Such participation may take several different forms: service to the university; to the profession and higher education; and to the community, school systems, and governmental agencies. Leadership & service activities are expected of the faculty member, but neither shall substitute for teaching and advisement or for achievement in professional activities/research, scholarship, or artistic creativity. Activities can include:

- contributions to professional organizations through membership on committees and office-holding,
- served on department, college and/or university level committees,
- participated in the promotion of the department, college or university through outreach and/or sanctioned marketing efforts for the institution,
- advising and mentoring of students at the undergraduate or graduate level,
- served in a departmental or college level leadership position.

Departmental policies may also specify indicators of professional and academic practice and service. Unlike tenure-track faculty, teaching professor track faculty are not expected to demonstrate research productivity.

Evidence of Recognition by Peers for Teaching Faculty

University policy requires that candidates for the rank of teaching professor provide unmistakable evidence of recognition by peers. This recognition may be demonstrated in a variety of ways, such as:

- invited presentations at professional meetings and workshops,
- invitations to serve as editor or editorial board member of professional journals,
- appointment or election to leadership positions in professional organizations,
- awards and honors from professional organizations.

Departmental policies may also specify indicators of recognition by peers.