

Promotion Guidelines for Non-Tenure Track Faculty
College of Liberal Arts
Revised May 22, 2023

The Handbook of Operating Procedures (HoOP), 4.4.9 Initial Appointment and Promotion for Non-Tenure Track Faculty (NTT) provides definitions and criteria for the appointment and promotion of NTT faculty members. A key criterion for promotion is that candidates make impactful contributions to their field of expertise, beyond their basic duties, as defined by their title and job duties. Department Chairs and Program Directors mentor NTT colleagues about how to build a strong case for promotion. Departments and programs may create additional guidelines and requirements that do not contradict the HoOP; any additional guidelines and requirements must be approved by Dean of the College of Liberal Arts and the Provost.

Sections 4.4.9.1, 4.4.9.2, and 4.4.9.3 cover NTT faculty appointment and promotion for faculty holding the titles of Faculty of Instruction, Research Faculty, Clinical Faculty, Faculty of Practice, and Lecturers. During the early part of the spring semester, faculty with these titles who have been in their position for five years, or who have equivalent experience, and are interested in going up for promotion should meet with their respective Chair or Program Director to consult about this possibility;

OR

Chairs and Program Directors who believe faculty with these titles who have been in their position for five years, or have equivalent experience, in consideration of the HoOP promotion criteria, by making impactful contributions to their unit, and beyond their unit as relevant, inform such faculty of the possibility of going up for promotion. Impacts beyond one's unit could include scholarship/creative activities, community education, pedagogical workshops, professional association service, editorial work, community service learning, leadership in Senate committees, service to the College, etc.

In situations where a faculty member obtains a terminal degree in their field, it may be possible to convert the title from Lecturer or Faculty of Practice to an appropriate level of Faculty of Instruction, based upon evaluation of the candidate's curriculum vitae, followed by a review and recommendation of the Department Chair or Program Director, and an assessment by the Dean who writes a letter of justification to the Provost.

Department Chairs and Program Directors must provide holistic mentoring to NTT colleagues on future promotion. Faculty who are eligible for-promotion based on the criteria in this document and the HoOP, and who have completed three years in their position at UTEP, may request a review by the Department Chair or Program Director. This preliminary review will be used to assess progress towards promotion and provide advice. The preliminary review will be shared with the Associate Dean for Faculty for additional feedback. Candidates with instructional duties will provide a review portfolio that includes a self-assessment of instructional goals connected to their teaching philosophy, and teaching outcomes. There are programs and resources available through the Center for Faculty Leadership and Development (CFLD) and the UTEP Academy of Distinguished Teachers.

Chairs, Program Directors, and candidates should familiarize themselves with the criteria for Initial Appointment and Promotion for Non-Tenure Track Faculty (NTT), HoOP, 4.4.9.

NTT faculty going up for promotion and their respective Chairs or Program Directors will inform the Associate Dean for Faculty **by April 15**; the Associate Dean for Faculty will schedule a meeting to go over expectations and procedures.

The Associate Dean for Faculty will set up a One Drive folder for the candidate, available **by June 30th**. Department or programs should solicit external letters of recommendation for Faculty of Practice by June 30th. The candidate will collate and upload materials for the promotion process on One Drive over the summer. The Associate Dean for Faculty will remove access from the candidate **on August 31st** and give access to the One Drive folder to the Department Chair or Program Director, who will then share it with the departmental or programmatic evaluation committee **by September 1**. The department chair or program director should upload any external letters after access to One Drive has been removed from the candidate and prior to review by the departmental or program evaluation committee.

The department or program evaluation committee will review the materials and write a letter of evaluation; the Department Chair or Program director will do the same. The department or program review committee should include NTT peers of the appropriate rank, if available. The letters are due **October 1**. Once the department or program evaluation committee and the Department Chair or Program Director have completed their respective letters, the Associate Dean for Faculty will remove their access to the One Drive folder. During the months of November and December, the Dean will read the materials and write a letter of evaluation. This will be due to the Provost **by January 15**.

Portfolio

What is the promotion portfolio?

- Your opportunity to describe your accomplishments at UTEP being mindful to address the criteria for promotion in 4.4.9 of the UTEP Handbook of Operating Procedures, under Chapter 4: Academic Policies and Faculty Personnel Matters.
- Your opportunity to advocate for yourself.
- Your perspective on and interpretation of your teaching, service, and (if applicable) scholarship/creative activities.

Overview of Content and Structure of Applicant Portfolio

- General Documents (CV, a general summary statement, PAR evaluations, syllabi)
- Summary statements providing overviews of your accomplishments and evidence of contributions to UTEP, and especially those contributions that have disciplinary impact, and impacts beyond one's unit.
- Evidence of excellence in teaching
- Evidence of leadership and service, including to one's discipline, department or program, community engagement involving students, and UTEP
- Evidence of research/scholarship/creative activities (as relevant to faculty role or activities)
- All statements should be self-reflective and attend to the UTEP mission

Promotion File Structure

Items in **bold** are set format items and **are required**. Items not in bold are optional. There is some room for personalization regarding your professional activities. You should organize your subfolders in a way

that makes your body of work clear and accessible for reviewers; create additional subfolders as necessary.

Folder 1. Primary documents.

- **Candidate statement that covers main contributions, especially those that have disciplinary impact (1 page)**
- **Curriculum vitae**
- **Yearly PAR evaluations**
- External Recommendations (if required)

Folder 2. Evidence of Teaching Excellence

***Subfolder 1* Curriculum contributions and syllabi.**

- **Summary statement of teaching excellence and philosophy that includes a self-evaluation of instructional goals, teaching outcomes and student success, as well as teaching accomplishments and contributions (2 pages)**
- **A subfolder that includes the most recent syllabus for each course. One may include previous syllabi if one wants to show evolution of a course.**
- Evidence of contributions to the curriculum
- Evidence of course improvement
- Assessment of learning outcomes
- CEL courses or engagement of students in community service

***Subfolder 2* Course Evaluations & Feedback**

- **Overall student evaluations (raw data in a subfolder and an overview document that tracks performance by course over time, and overall course and instructor averages over time) merge all teaching evaluations into one organized document)**
- **(1-2) Peer teaching observation(s)**
- Honors and awards

***Subfolder 3* Student supervision and mentoring**

- Works co-authored w/students
- Artistic performances or presentations with students
- Other student performances & presentations supervised
- Student success metrics and examples
- Theses and Dissertations supervised/chaired
- Theses and Dissertations Committee Service
- Career & professional achievements of supervised students

***Subfolder 4* Evidence of Professional Development**

- Document including workshops and programs completed/attended
- Other evidence of Professional Development

Folder 3. Leadership and Service

- Statement on leadership and/or service contributions (2 pages)
- Description of Leadership and Positions
- Departmental or program Committees
- Disciplinary and department contributions

- Other disciplinary and departmental contributions
- College and University Committees
- Other College and University Contributions
- Contributions to the community

Folder 4. Scholarship and Creative activities (as applicable)

- Summary statement of research, scholarship or creative arts program and philosophy. (1-2 pages)

Subfolder 1

Evidence of Publications and creative activities

- Copies of Peer-reviewed books, articles, and chapters, including Evidence of peer-review, when relevant (specify whether double-blind, single-blind, or other)
- Presentation of creative activities, such as artwork/recordings, performances, concerts, etc.

Subfolder 2

Other scholarly and creative work.

- Materials in press; under contract; under review; grant proposals; white papers

Folder 5. Departmental and Program recommendations (remove applicant access prior to review by evaluation committees and chairs/program directors)

- **A department or program evaluation committee memo reporting the votes on the candidate, and providing an objective evaluation of the candidate's strengths and weaknesses, especially concerning disciplinary contributions beyond teaching excellence**
- **Chair's or Program Director's evaluation memo, providing an objective evaluation of the candidate's strengths and weaknesses, especially concerning disciplinary contributions beyond teaching excellence (or research for research faculty) as required by the relevant HoOP sections.**

Folder 6. College recommendation

- **Dean's evaluation**

Reminders, tips, and other points related to statements and evidence provided

- Ballots should be sent to Ms. Edith Yanez, Dean's Office, College of Liberal Arts
- Department or Program Evaluation Committee members should sign the letter/memo
- The teaching summary statement should include a holistic overview of teaching activities and examples of excellence. Any elements of a teaching philosophy should involve self-reflection on progress and accomplishment of goals, including student success.
 - New course development.
 - Instructional innovations and assessments.
 - Courses taught and how your teaching influences student outcomes.

- How your teaching and mentoring fosters student achievement.
- All syllabi and student evaluations and peer evaluations, along with some sample exams, assignments, materials, evaluations, etc.
- What is your teaching philosophy?
 - How does it influence your teaching and connect to learning outcomes/student success?
 - Can you provide examples?
 - How have you refined your teaching strategies in response to student feedback?

Things people forget

- Student accomplishments and mentoring: grants and scholarships; CEL course designation; RSRC 4033 course and COURI program mentoring; conference presentations.
- Teaching scheduled in response to student and to departmental needs can be highlighted because it shows good citizenship.

Leadership and Service

- Departmental, university, professional, and community level. Did you contribute leadership and/or service to your discipline or unit beyond your typical duties?

Additional Requirements and Reminders on Providing Materials for Your Application

Back up the files and file structure by providing the Associate Dean for Faculty with a copy of all your application materials, organized into folders as listed above, so the backup mirrors the copies of the OneDrive materials.

Format

- Use PDF files when possible.
- If you include any links, make sure they work.
- Don't make the titles of One Drive files too long.

If you have any questions, concerns or need clarifications, please contact Associate Dean for Faculty through email, phone call, or in person at any stage of the process.