

**Program for Public Discourse
Procedures Governing the Initial Appointment of Fixed Term Faculty
May 2023**

Eligibility for Fixed Term Appointment

Note: Standard UNC-CH [policies](#) on fixed term faculty initial appointments apply to and, if necessary, supersede the procedures described here.

An applicant is eligible for a fixed term appointment in the Program for Public Discourse at the rank of teaching assistant professor on the following bases:

- The applicant possesses a doctorate or terminal master's degree or documented evidence of competency according to established University credentialing requirements.
- The appointed search committee deems the applicant qualified to fulfill the demands of the advertised position (see procedure details below).

The Program for Public Discourse (PPD) is committed to flexible and open-minded recognition of faculty teaching, research, public engagement, and institutional service, as detailed in the [2009 Report of the UNC Task Force on Future Promotion and Tenure Policies and Practices](#), and more recently in the [Final Report of the 2016 Provost's Task Force on Engaged Scholarship in Promotion and Tenure](#). PPD especially seeks to hire and support faculty who teach and produce scholarly work across interdisciplinary lines, or in subject areas broader than the typical boundaries of academic specialization; who engage audiences and interlocutors beyond UNC-CH; and whose teaching and service align with the priorities of the UNC undergraduate curriculum.

Procedure for review of and initial appointment of fixed term faculty

The PPD Faculty Director shall appoint a search committee. This committee must consist of at least three faculty members, with at least one being a faculty member of the [PPD Faculty Advisory Committee](#), a standing committee appointed by the PPD Faculty Director. To serve on a search committee, the Advisory Committee member must have an appointment in the College. The committee will also include at least one faculty member from a UNC academic unit with a disciplinary interest in the position (members of the PPD Faculty Advisory Committee may represent the interested academic unit). The other member may be tenured/tenure track or fixed term teaching track faculty, from any department, provided they teach in a related field, broadly construed. Any committee member may serve as chair. This committee is responsible for reviewing any eligible applicant's dossier, submitting a short list of finalists to the PPD Faculty Advisory Committee and submitting a report on each applicant recommended for appointment.

The search committee shall draft an advertisement for the position and publicize it according to the relevant University policies.

To be reviewed by the search committee described above, applicants must submit a dossier containing the following:

1. the applicant's current curriculum vitae;
2. the applicant's statement on teaching, public discourse, and service, and if applicable, research activities;
3. the names of three individuals (external to the PPD Faculty Advisory Committee and any departments with which the applicant is affiliated) who may serve as referees;

4. Any additional materials deemed relevant to the position as determined by the search committee.

Note: “Public discourse” includes any activity that supports a “strong culture of debate and deliberation” and engagement with diverse viewpoints through curricular and extracurricular activities involving the university community and the broader public, consistent with [PPD’s mission](#).

On the basis of applications received, the search committee will identify a long list of applicants. The committee chair will solicit letters from these applicants’ referees. Upon receipt of the letters, the chair will include them in each applicant’s dossier.

After reviewing each dossier, the program review committee will invite a short list of applicants to make a formal presentation and participate in live interviews (either in-person or online). The committee will then submit to the PPD Faculty Director a report concerning any applicant recommended for appointment as fixed term faculty. The PPD Faculty Director will make this report available to the assembled eligible PPD Faculty Advisory Committee and academic units represented on the search committee, whom the Director will consult in a manner analogous to the process whereby a department chair consults the department’s faculty on the hiring and promotion of faculty members. This consultation will result in a vote of the eligible faculty of the PPD Advisory Committee on each appointment under consideration. All committee members are eligible to vote on the initial appointment of fixed term faculty provided their rank is equivalent to or senior to that of the position under consideration.

The PPD Faculty Director may accept or reject the advice given by the eligible faculty. In either case, the candidate’s complete dossier must be forwarded to the Dean with a letter from the Director either recommending or denying the appointment. Besides reporting the vote of the faculty, the Director’s letter should highlight factors concerning teaching, service, and (if applicable) research and/or public engagement that most influenced the recommendation.

Any other academic units involved in the appointment of PPD-affiliated faculty will develop a Memorandum of Understanding with PPD that shall be provided to the applicant in advance of the appointment, and which will specify any inter-unit details of future review for renewal or promotion. The goal is to support interdisciplinary cooperation and transparency in future reviews for renewal or promotion.

The dossier for an applicant recommended to the Dean for initial appointment will contain the following:

- the Director’s letter, noting the review committee’s role, and the vote of the eligible faculty;
- the applicant’s current curriculum vitae;
- the applicant’s statement of teaching, public discourse, and service, and if applicable, statement of research;
- a minimum of three letters from referees that address the applicant’s qualifications for the advertised position.

See <https://academicpersonnel.unc.edu/policies-and-procedures/faculty-appointments/fixed-term-faculty-initial-appointments/> for a checklist of documents required for inclusion in the dossier of a fixed-term faculty member’s appointment.

Voting Information

College policy on appointment and promotion voting rights of fixed term faculty

Fixed term faculty are not eligible to vote on the tenure and promotion of faculty within the tenured or tenure-track ranks. Teaching associate professors are eligible to vote on the promotion of teaching assistant professors to the rank of teaching associate professor.

[UNC Faculty Code Definition of Voting Rights of Fixed Term Faculty](#)

The UNC Faculty Code includes fixed term faculty among the General Faculty who have voting rights at UNC, provided three conditions are met. Voting rights are reserved for fixed term faculty who hold at least a .75 FTE position, whose responsibilities include teaching or research, and whose term of appointment is for at least three years. Fixed term faculty who have been re-appointed to a position such that the combined length of the current term and the immediately preceding term of service is at least three years are also eligible to vote.

**Program for Public Discourse
Procedures Governing the Promotion of a Teaching Assistant Professor to Teaching Associate Professor
May 2023**

Eligibility for Teaching Associate Professor

Teaching Associate Professor is defined as follows:

- A 1.0 FTE appointment as teaching associate professor, with benefits, for one to five years, subject to renewal
- A doctorate or terminal master's degree or documented evidence of competency according to established University credentialing requirements
- Teaching for and service to the appointing unit, as stipulated by their policy on Promotions to Teaching Professor (most recent version)

Teaching Associate Professor has the following rights and responsibilities:

- Annual salary in the amount determined by the Dean of the College at the time of hire, as well as eligibility for annual raises subject to current guidelines and availability of funds
- Voting rights in those areas of departmental decision-making accorded fixed term faculty, consistent with a stated unit policy on faculty voting rights
- Office space
- Eligibility to apply for college travel grants and course development grants
- Eligibility for a CCI computer according to established schedules of delivery
- Responsibility for compliance with all applicable system, University and College policies

A teaching assistant professor is eligible for recommendation for promotion to teaching associate professor on the following bases:

- The candidate must have a minimum of six consecutive years' full-time (i.e. 1 FTE) service as a teaching assistant professor in any College unit, or, if the candidate is from another institution, six consecutive years of full-time (1 FTE) service as a teaching assistant professor or faculty equivalent.
- The candidate must provide demonstrable evidence of distinguished teaching and service to the appointing department, beyond that which is expected of a teaching assistant professor, in accordance with standards of distinguished teaching and service defined by the unit in which the candidate is appointed.

In the Program for Public Discourse (PPD), evidence of distinguished teaching may include: creation and teaching of new courses aligned with PPD's interdisciplinary, capacities-based mission; a university teaching award; consistent teaching evaluations in the top 10% of program faculty and/or departments with which the candidate is affiliated; regular service on undergraduate honors theses committees; high peer teaching reviews; success in writing and/or administering grants that improve teaching in a unit; administrative oversight and training of teaching assistants and/or other fixed term faculty in a unit.

In PPD, evidence of distinguished service may include: a university service award; service as departmental or program undergraduate advising coordinator; service in PPD events, such as an organizer of faculty workshops; moderator or participant in panel discussions; service on the UNC Faculty Council and/or its subcommittees; service on university committees; chairing unit committees or task forces; membership on the advisory board of a professional journal; invitations for speaking

engagements at other institutions of higher learning; and other public-facing engagement beyond traditional academic categories.

The Program for Public Discourse is committed to flexible and open-minded recognition of faculty teaching, research, public engagement, and institutional service, as detailed in the [2009 Report of the UNC Task Force on Future Promotion and Tenure Policies and Practices](#), and more recently in the [Final Report of the 2016 Provost's Task Force on Engaged Scholarship in Promotion and Tenure](#). PPD especially seeks to support faculty who teach and produce scholarly work across interdisciplinary lines, or in subject areas broader than the typical boundaries of academic specialization; who engage audiences and interlocutors beyond UNC-CH; and whose teaching and service align with the priorities of the UNC undergraduate curriculum.

Procedure for review of candidates for teaching associate professor in the Program for Public Discourse

Only a teaching associate professor who has completed a minimum of six consecutive years of full-time (1 FTE) service in the College or at another institution is eligible to be considered for promotion to teaching associate professor.

A candidate eligible for promotion to teaching associate professor in PPD will be reviewed by a unit committee appointed by the Faculty Director. This review committee must be composed of at least three faculty members, with at least one being a tenured faculty member of the PPD Faculty Advisory Committee and at least one being in the fixed term teaching track above the rank of the candidate being reviewed, from any department provided they teach in a related field, broadly construed. A teaching professor may serve as committee chair. This committee is responsible for reviewing any eligible candidate's dossier and submitting a report on each candidate under consideration.

Note: In interdisciplinary cases, the review committee will consult any Memorandum of Understanding between academic units drafted upon the candidate's initial appointment (see PPD fixed term appointment policy, described above).

To be considered by the program's review committee, eligible candidates for teaching associate professor must submit a dossier containing the following:

1. the candidate's current curriculum vitae;
2. the candidate's statement of teaching, public discourse, and service (particularly teaching and service endeavors that align with [PPD's mission](#)), and if applicable, research activities;
3. documentation of the candidate's teaching and service activities, and if applicable, research activities;
4. list of courses taught by year for the past five years;
5. evidence of distinguished teaching and service;
6. the names of two individuals (external to the PPD Faculty Advisory Committee and any departments with which the candidate is affiliated) who may serve as referees. The individuals may be from within UNC or external to UNC. *Referees from within the University must be able to observe at least one class taught by the candidate and substantiate the candidates' qualifications for the rank of teaching associate professor.* This review may count toward the required two peer teaching reviews. If part of the promotion determination is based on research

then one (or both) of the letters will need to address research in addition to teaching and service.

7. Additional materials such as student recommendations, nominations for teaching awards, grand applications, and other materials deemed relevant to the case by the review committee.

These records should cover the prior five-year period, or the period of service at UNC if less than five years.

Upon receipt of a complete dossier, the Faculty Director or the review committee chair will solicit letters from two referees external to the PPD Faculty Advisory Committee and any academic units with which the candidate is affiliated. One referee must be from a list provided by the candidate and one must be from a list developed by the committee. Upon receipt of the two letters, the chair will include them in the candidate's dossier.

Two faculty members must each observe, at least, one full class session. It is recommended that they observe class sessions in different courses or for a different section of the same course. The observation must be carried out by either tenured/tenure track faculty, a teaching associate professor, or a teaching professor. Class observations carried out as part of a personnel decision are normally carried out in the 12-month period prior to the department meeting regarding the decision; they should preferably be carried out in the same semester as the program decision. Each faculty member participating in a peer faculty teaching observation is required to write a report for each class session observed, employing the [peer teaching review template](#).

After reviewing each dossier, the program review committee will submit to the PPD Faculty Director a report concerning each candidate for promotion to teaching associate professor. The Director will make this report available to the assembled eligible PPD Faculty Advisory Committee, whom the Director will consult in a manner analogous to the process whereby a department chair consults the department's faculty on the promotion of faculty members on the tenure track. This consultation will result in a vote of the eligible faculty of the Advisory Committee, recorded by rank, on each case for promotion to teaching associate professor. All committee members are eligible to vote on the promotion of faculty, provided their rank is equivalent to or senior to that of the candidate.

The PPD Faculty Director may decide to accept or reject the advice given by the eligible faculty. In either case, the candidate's complete dossier must be forwarded to the Dean with a letter from the Director either recommending or denying promotion. Besides reporting the vote of the faculty, the Director's letter should highlight factors concerning teaching, public discourse, serve, and (if applicable) research that most influenced the recommendation.

Regardless of the Director's recommendation, the Director must communicate that decision in writing to the candidate. A teaching assistant professor whose case for promotion is denied is eligible for reconsideration three years after the decision against promotion; earlier consideration by the unit requires permission from the Senior Associate Dean.

The dossier for the candidate forwarded to the Dean will include the following:

- the Director's letter, noting the review committee's role and vote, and the vote of the eligible faculty, recorded by rank;
- the report of the unit review committee on the candidate;

- the candidate's current curriculum vitae;
- the candidate's statement of teaching, public discourse, and service activities, and if applicable, research
- student course evaluations for the past five years including summarized data;
- a minimum of two peer teaching evaluations carried out by either tenured/tenure-track faculty, a teaching associate professor, or a teaching professor
- a minimum of two letters from external referees that address the candidate's qualifications for the rank of teaching associate professor.

See <https://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/faculty-appointments/fixed-term-appointments/fixed-term-faculty-appt-to-a-higher-rank/> for a checklist of documents required for inclusion in the dossier of a fixed-term faculty member's application for promotion (appointment to a higher rank).

Voting Information

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Fixed term faculty are not eligible to vote on the tenure and promotion of faculty within the tenured or tenure-track ranks. Teaching associate professors are eligible to vote on the promotion of teaching assistant professors to the rank of teaching associate professor.

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