

# College of Arts and Sciences

## Fixed Term Teaching Track Faculty Reviews

### **Policies and procedures on promotion of eligible teaching assistant professors to teaching associate professor are predicated on the following criteria:**

Teaching Associate Professor is defined as follows:

- A 1.0 FTE appointment as teaching assistant 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:

- A salary increase in the amount as determined by the Dean of the College
- Continued 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

### **Procedures governing the promotion of a teaching assistant professor to teaching associate professor in College of Arts and Sciences departments and curricula.**

- The candidate must have a minimum of six consecutive years' full-time (i.e., 1 FTE) service as a teaching assistant professor in the same College department, 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 rank.
- 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 College, evidence of distinguished teaching may include: a university teaching award, consistently strong teaching evaluations, regular service on undergraduate honors theses committees, exceptionally 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 the College, evidence of distinguished service may include: a university service award, service as departmental undergraduate advising coordinator, service on the UNC Faculty Council and/or its subcommittees, service on university committees (such as Teaching Award Committee, Staff Award Committee, university search 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, service through Carolina Speakers Bureau.

**Procedure for unit review of candidates for teaching associate professor**

Only a teaching assistant professor who has completed a minimum of six consecutive years of full-time (1 FTE) service in the Department is eligible to be considered for promotion to teaching associate professor. Teaching assistant professors who meet this minimum eligibility requirement must be provided a copy of these guidelines and should be notified in writing at least three months prior to the scheduled department review.

A candidate eligible for promotion to teaching associate professor will be reviewed by a unit committee appointed by the Chair. *[If the department prefers this to be a standing committee of the department, please stipulate accordingly.]* This review committee must be composed of at least three faculty members, with at least one being a tenured faculty member and at least one being in the fixed term teaching track above the rank of the candidate being reviewed. The other member(s) may be tenured/tenure track or fixed term teaching track faculty above rank of candidate being reviewed. A teaching professor may serve as committee chair. If the department faculty contains no teaching associate professors or teaching professors, a teaching associate professor or teaching professor from another department should be included on the review committee, with the approval of the Dean's Office. This committee is responsible for reviewing any eligible candidate's dossier and submitting a report on each candidate under consideration.

To be reviewed by the department'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 and service, and if applicable, a statement of research
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 candidate's base department 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 candidate's 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 this in addition to teaching and service.
7. Additional materials such as student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case.

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 Chair or the review committee chair will solicit letters from two referees external to the candidate's base department, one from a list provided by the candidate and one from a list developed by the Chair or committee, as to the candidate's qualifications for promotion to the rank of teaching associate professor. Upon receipt of the two letters, the Chair will include them in the candidate's dossier.

At least two faculty members must each observe at least one full class session. It is recommended 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, 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 department 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 unit review committee will submit to the Chair a written report concerning each candidate for promotion to teaching associate professor. The Chair will make this report available to the assembled eligible faculty of the department, whom the Chair will consult in a manner analogous to the process whereby the unit Chair consults the unit's faculty on the promotion of faculty members on the tenure track. For cases involving promotion to teaching associate professor, this consultation must include the tenured faculty and teaching associate professor/teaching professors in the department. The consultation process will result in a vote of the eligible faculty of the department, recorded by rank, on each case for promotion to teaching associate professor.

The Chair of the department 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 Chair either recommending or denying promotion. Besides reporting the vote of the faculty, the Chair's letter should highlight factors concerning teaching and service, and if applicable, research that most influenced the recommendation. Regardless of the Chair's recommendation, the Chair must communicate that decision in writing to the candidate.

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

- the chair'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 and service, and if applicable, statement of research;
- documentation of the candidate's teaching 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, teaching associate professor or teaching professor;

- a minimum of two letters from referees (external to the candidate's base department) that address the candidate's qualifications for the rank of teaching associate professor;
- additional materials, [*please specify*] required by the department.

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.

**Policies and procedures on promotion of eligible teaching associate professors to teaching professor are predicated on the following criteria:**

Teaching 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 Professor has the following rights and responsibilities:

- A salary increase in the amount as determined by the Dean of the College
- Continued 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
- Eligibility to apply for college travel grants and course development grants
- Upon appointment to Teaching Professor, a one-time \$5,000 professional development fund will automatically be granted, to be expended within five years
- Upon appointment to Teaching Professor and based on a written project proposed by the Teaching Professor and approved by her or his unit chair, a one course release and/or a reduction in administrative responsibilities for one semester. A copy of the proposal and the chair's approval must be placed in the faculty member's personnel file
- Office
- Eligibility for a CCI computer according to established schedules of delivery

**Procedures governing the promotion of a teaching associate professor to teaching professor in College of Arts and Sciences departments and curricula.**

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

In the College, evidence of distinguished teaching may include: a university teaching award, consistently strong teaching, outstanding peer teaching reviews, leadership roles on unit committees concerned with teaching, 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 the College, evidence of distinguished service may include: a university service award; leadership on committees and task forces at the unit, College, or University levels (such as educational policy, teaching award, staff award, or search committees); service as unit undergraduate advising coordinator or director of undergraduate studies; outstanding service on the UNC Faculty Council and/or its subcommittees; leadership in national or regional professional organizations; membership on the advisory board of a professional journal; invitations for speaking engagements at other institutions of higher learning; professional consulting.

#### **Procedure for unit review of candidates for teaching professor**

Only a teaching associate professor who has completed a minimum of six consecutive years of full-time (1 FTE) service in a single unit, or, if the candidate hired at rank of teaching associate professor is from another institution, six consecutive years of full-time (1 FTE) service as a teaching associate professor or faculty equivalent is eligible to be considered for promotion to teaching professor.

A candidate eligible for promotion to teaching professor will be reviewed by a unit committee appointed by the Chair. *[If the department prefers this to be a standing committee of the department, please stipulate accordingly.]* This review committee must be composed of at least three faculty members, with at least one being a tenured faculty member and at least one being in the fixed term teaching track above the rank of the candidate being reviewed. The other member(s) may be tenured/tenure track or fixed term teaching track faculty above rank of candidate being reviewed. A teaching professor may serve as committee chair. If the departmental faculty contains no teaching professors, a teaching professor from another department may be included on a review committee, with the approval of the Dean's office. This committee is responsible for reviewing any eligible candidate's dossier and submitting a report on each candidate under consideration.

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

1. the candidate's current curriculum vitae;

2. the candidate's statement of teaching and service, and if applicable, a statement of research
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 candidate's base department 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 candidate's 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 this in addition to teaching and service.
7. Additional materials such as student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case.

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 Chair or the review committee chair will solicit letters from two referees external to the candidate's base department, one from a list provided by the candidate and one from a list developed by the Chair or committee, as to the candidate's qualifications for promotion to the rank of teaching professor. Upon receipt of the two letters, the Chair will include them in the candidate's dossier.

At least two faculty members must each observe at least one full class session. It is recommended 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 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 department 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 unit review committee will submit to the Chair a written report concerning each candidate for promotion to teaching professor. The Chair will make this report available to the assembled eligible faculty of the department, whom the Chair will consult in a manner analogous to the process whereby the unit Chair consults the unit's faculty on the promotion of faculty members on the tenure track. For cases involving promotion to teaching professor, this consultation must include the tenured faculty and any teaching professors in the department. The consultation process will result in a vote of the eligible faculty of the department, recorded by rank, on each case for promotion to teaching professor.

The Chair of the department 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 Chair either recommending or denying promotion. Besides reporting the vote of

the faculty, the Chair's letter should highlight factors concerning teaching and service, and if applicable, research that most influenced the recommendation. Regardless of the Chair's recommendation, the Chair must communicate that decision in writing to the candidate.

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

- the chair'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 and service, and if applicable, statement of research;
- documentation of the candidate's teaching 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 or teaching professor;
- a minimum of two letters from referees (external to the candidate's base department) that address the candidate's qualifications for the rank of teaching professor;
- additional materials, [*please specify*] required by the department.

A teaching associate 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.

See Standard Order Table for Fixed-term Salaried Permanent Appointments

<https://academicpersonnel.unc.edu/files/2016/12/Permanent-Salaried-Fixed-Term.pdf>

**Revised October 28, 2021**