



## **Department of Biology**

### **Non-Tenure Track Faculty Promotion Procedures**

#### **Purpose**

The purpose of this document is to provide rules and procedures regarding applications for promotion of non-tenure track faculty within the Department of Biology in the College of Sciences and Mathematics.

Promotion reflects a sustained record of excellent teaching, meaningful contributions and commitment to student success, and evidence of ongoing professional growth and service to the department. Promotion also requires demonstration of a commitment to collegiality and professionalism. Promotion is merit-based; it is not automatic with years of service.

#### **Persons Affected**

This procedure affects all full-time faculty members in non-tenure-track positions.

#### **Policy**

This document augments the College of Sciences and Mathematics Non-Tenure Track Faculty Promotion Procedures by outlining the departmental standards in the areas of teaching effectiveness and professional growth and service to the department.

#### **A. Teaching Effectiveness**

A successful candidate may show evidence to demonstrate their teaching effectiveness as defined in the CoSM HOP NTT Promotion Procedures II.A.1-8 assessed via the CoSM NTT Faculty Promotion Rubric.

#### **B. Professional Growth and Service to the Department**

A successful candidate may show evidence to demonstrate their professional growth and service to the department as defined in the CoSM HOP NTT Promotion Procedures II.B.1-8 assessed via the CoSM NTT Faculty Promotion Rubric.

#### **Related Statutes or Regulations, Rules, Policies, or Standards**

[CoSM Collegiality & Professionalism Review Process](#)  
[Academic Affairs Promotion of Non-Tenure Track Faculty](#)  
[HOP 02-302 Academic Appointments and Titles](#)  
[HOP 02-304 Academic Promotion of Full-Time Faculty](#)



[CoSM Non-Tenure Track Faculty Promotion Rubrics](#)

**FORMS**

Non-Tenure Track Promotion - CoSM Department Committee Summary Form  
Non-Tenure Track Promotion - CoSM Committee Recommendation Letter Template

**Revision History**

February, 2026

January, 2026 (original)