



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 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 a 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

To facilitate the process of evaluating non-tenure track candidates for promotion in the College of Sciences and Mathematics (CoSM), the following procedures will be followed. The procedures cover the membership and charges to the committees that review candidates and the structure of candidates' digital portfolios. Deadlines for action by the departments, committees, and college will be governed by HOP [02-304](#) Academic Promotion of Full-Time Faculty. Position titles are governed by HOP [02-302](#). Promotional salary increases by title and minimum expectations adhere to [Academic Affairs - Promotion of Full-Time Non-Tenure Track Faculty](#).

The promotion review process allows for the review of candidates' portfolio by all full-time non-tenure track faculty members in the academic unit holding rank higher than the candidate, the academic unit head or direct supervisor, appointed non-tenure faculty (one from each department) at the college level, and the dean.

For purposes of this procedure, faculty titles shall be organized into four rank levels. The rank levels establish the relative order of faculty rank, with Level 1 representing the lowest rank and Level 4 representing the highest rank. Titles within the same level are considered equivalent in rank.

1. Level 1

- a. Lecturer I
- b. Clinical Instructor

2. Level 2

- a. Lecturer II
- b. Clinical Assistant Professor
- c. Assistant Professor in Practice

3. Level 3

- a. Lecturer III
- b. Clinical Associate Professor



- c. Associate Professor in Practice
- 4. Level 4 – Highest Rank**
 - a. Senior Lecturer
 - b. Clinical Professor
 - c. Professor in Practice

I. Review Committees

The Unit Committee on Non-Tenure Track Promotion is a *unit*-level committee responsible for the review and evaluation of portfolios submitted for consideration of promotion of unit non-tenure track faculty. The unit committee members will include non-tenure track faculty in the academic unit holding rank higher than the candidate. The responsibility of this committee is to ensure that each candidate follows college and university policy and procedures, and meets unit criteria for advancement. After reviewing a candidate's portfolio, the committee will make a recommendation to the candidate's *supervisor* regarding the suitability of the candidate for promotion.

In academic units with two or fewer full-time faculty holding rank higher than the candidate, the candidate and their supervisor will submit separately to the dean of the college a list of three names of full-time non-tenure track faculty members from other academic units in the university holding rank higher than the candidate. The dean will appoint members from these lists until there are at least three members of the academic unit promotion committee.

The College Committee on Non-Tenure Track Promotion is a *college*-level committee responsible for the review and evaluation of portfolios submitted for consideration of promotion of non-tenure track faculty. The members of the committee are appointed non-tenure faculty from each unit in the college holding rank higher than the candidate. The charge of this committee is to ensure that each candidate follows college and university policy and procedures and meets unit criteria for advancement. After reviewing a candidate's portfolio, the committee will make a recommendation to the candidate's *dean* regarding the suitability of the candidate for promotion.

Each committee, through its selected chair, will prepare a recommendation memo that presents the committee's decision and the supporting rationale, evaluates the candidate's professionalism and collegiality, and includes a summary report documenting each committee member's vote. If the committee's recommendation is not unanimous, the memo must clearly reflect both the majority and minority opinions. Each committee member must sign the recommendation memo to acknowledge that the document accurately represents the committee's conclusions, regardless of individual agreement with the final recommendation. Each committee is to submit its memo regarding promotion using the form titled *Non-Tenure Track Promotion - COSM Unit Committee Memo Form*.



II. Criteria for Evaluation

All faculty are expected to minimally demonstrate satisfactory performance in all applicable categories of (A) teaching effectiveness and clearly demonstrate commitment to (B) professional growth and service to the department. Promotion of non-tenure track faculty requires candidates to demonstrate excellence within both of these areas.

A. Teaching Effectiveness

Candidates must demonstrate consistent excellence in teaching and student engagement in at least four of the following categories that include annual administrative evaluations and student evaluations.

1. **Annual Administrative Evaluations:** For the review period, all annual administrative evaluations must show an overall rating of at least satisfactory or meets expectations. Any specific areas of concern in the evaluations must be resolved.
2. **Student Evaluations:** Effective use of data from evaluations over multiple terms to inform pedagogy, with qualitative feedback highlighting impactful teaching methods.
3. **Peer Review:** Observations or evaluations by colleagues noting instructional clarity, engagement, and innovative practices.
4. **Innovative Teaching Strategies:** Implementation of inclusive, active learning techniques, mixed media, or digital tools to enhance learning outcomes.
5. **Curriculum Development:** Creation or revision of courses, modules, or laboratories that improve alignment with current disciplinary standards and student needs.
6. **Assessment and Feedback:** Development of effective course assessment tools that measure student learning accurately and provide actionable feedback.
7. **Mentoring and Advising:** Development or supervision of student (high school, undergraduate, or graduate) research, projects, field trips, or career advising fostering student success.
8. **Professional Recognitions in Teaching:** Achievement of teaching awards or comparable recognitions.
9. **Other evidence as defined by the department, in consultation with the Dean.**



B. Professional Growth and Service to the Department

Candidates must show ongoing commitment to their professional evolution as educators and scholars. Significant contributions in at least two of the following areas are expected. Evidence may include but is not limited to:

1. **Workshops and Seminars:** Regular participation in pedagogical, disciplinary, or interdisciplinary professional development activities.
2. **Scholarly Contributions:** Engagement in research or scholarship related to teaching, learning, or disciplinary content, including presentations, publications, or posters, etc.
3. **Certifications and Training:** Earning and maintaining credentials related to instructional innovation, online teaching, or discipline-specific techniques.
4. **Community of Practice:** Active involvement in teaching and learning communities, engagement in collaborative curriculum or pedagogical projects, and continuous training to improve pedagogical skills and content delivery.
5. **Mentorship:** Providing structured or informal guidance and support to new lecturers, teaching assistants, or peer educators. This may include peer-to-peer mentoring, instructional coaching, sharing best practices, classroom observation with feedback (where appropriate), or onboarding support. This category does not imply supervisory authority or formal performance evaluation unless explicitly assigned.
6. **Committee and Program Support:** Active participation in curriculum development, assessment, strategic planning, or other comparable committees. May include assisting in program accreditation efforts, advising student organizations, or developing new academic support resources.
7. **Student Engagement:** Organizing or supporting recruitment, retention, or outreach initiatives.
8. **Community Outreach:** Initiatives connecting the department or discipline with local or broader communities, enhancing field visibility.
9. **Other evidence as defined by the department, in consultation with the Dean.**

III. Candidate's Portfolio

Candidates are required to submit a portfolio that is a set of verifiable materials demonstrating evidence of a candidate's credentials and suitability for promotion.



The portfolio must contain a succinct, relevant, substantive and cumulative record of a candidate's performance for the evaluation period that demonstrates how the candidate meets or exceeds the established standards in teaching and professional growth/service.

Each of these critical areas is to be evaluated and rated separately and must include criteria addressing collegiality and professionalism. The rating system for each critical area and the overall evaluation will include two levels—satisfactory and unsatisfactory.

Portfolio materials are to be submitted through the university's online portal and must comply with all format and size limitations given in these procedures. All files shall be in PDF format, unless specified otherwise. Candidates should avoid scanning printed copies of digital documents. Manual scans should be completely avoided, unless the candidate does not have a digital copy to render a PDF. Candidates are to use appropriate software to merge PDFs.

Candidates must include the following information as well as any additional materials required by their unit.

- **Unit Criteria:** A copy of the unit criteria governing promotion of non-tenure track faculty.
- **College Procedures:** A copy of the CoSM Non-Tenure Track Promotion Procedures.
- **Initial Appointment Letter:** A copy of the initial appointment letter signed at the time of hire.
- **Curriculum Vitae:** This document covers the candidate's entire career, rather than just the review period.
- **Annual Performance Reports (FARs):** Include a single Faculty Activity Report that covers the period since the last comprehensive evaluation, not exceeding more than the five most recent years.
- **Administrative Evaluations:** Include all administrative evaluations since the last comprehensive evaluation, not exceeding more than the five most recent years and submit as single PDF with evaluations in descending order by year. All evaluations should include appropriate signatures.
- **Introductory Narrative for Promotion:** The candidate's introductory narrative begins with a brief overview highlighting accomplishments of the candidate during the review period and up to five most years. The introductory narrative is limited to a maximum of four pages in 12 pt. Times New Roman font or an equivalent size in



similar font (See Section III Part 1), and pages must have margins of at least one inch.

- **Critical Area Effectiveness Narratives for Promotion:** The candidate shall include *two* additional narratives that specifically address the unit criteria in each of the two critical areas: (A) Teaching Effectiveness and (B) Professional Growth and Service to the Department. The narrative for Teaching Effectiveness will be uploaded to the Teaching Effectiveness Narrative in the digital system. The narrative for Professional Growth and Service to the Department will be uploaded to Service Narrative in the digital system. Candidates are not required to submit a third narrative for Research, Scholarship, and/or Creative Activities, unless directed otherwise.

Within each of these two critical areas, the candidate's narrative must address collegiality specific to the area. The candidate must comply with all specified format and size limitations for the College of Sciences and Mathematics to clearly summarize the evidence and make their case for promotion. The narratives for the two critical areas are limited to a maximum of four pages in 12 pt. Times New Roman font or an equivalent size in similar font (see Section IV Parts 2-4), and pages must have margins of at least one inch.

- **Exceptions Document:** Include any documentation supporting changes to the application date, negotiated years of service, or other relevant employment adjustments related to promotion.
- **Course Evaluations:** Within the critical area of teaching, the candidate will submit student evaluations as required by relevant university policies. These evaluations will be submitted as a single pdf document.
- **Course Evaluations Summary:** A single pdf document that answers how the candidate uses course evaluations to inform and improve the quality and content of their teaching. The candidate reflection is limited to a maximum of one page.
- **Critical Area Documentation:** This file is a collection of artifacts that validates claims in the Narrative Justification for promotion and should include documentation of teaching effectiveness and professional growth and service to the department. These artifacts must be cross-referenced to the narrative; that is, there should be no artifact included as documentation that is not specifically and individually (not by category) referenced in the candidate's narrative. The artifacts should appear in the order of appearance from the narrative. Documentation that is in addition to what is included in the CV or FAR will be submitted separately as a single pdf file. If information is sufficiently detailed in a faculty member's CV or FAR, the faculty member may reference that information in the narrative to avoid



unnecessary duplication; however, faculty must cite specific locations within those documents rather than simply directing reviewers to the CV or FAR.

A table of contents is required for each critical area's documentation. Each artifact in the documentation shall include a title page consistent with the table of contents listing.

IV. College of Sciences and Mathematics Narrative Templates for Promotion

The purpose of this CoSM template is to guide the portfolio narratives and provide a level of formatting consistency to aid committees in reviewing faculty accomplishment.

A. Introductory Narrative

This document has maximum length of four pages and provides an overview of the candidate's application for promotion.

B. Teaching Effectiveness Narrative

This document includes the following two sections to be submitted in the *Teaching Effectiveness Narrative* as a single PDF document.

- Teaching Criteria

The candidate's justification in this critical area begins with the specific criteria for teaching effectiveness excerpted from Section II.A.

- Teaching Narrative

Beginning on a new page, candidate will provide a description of key accomplishments during the review period that clearly address the teaching criteria, including collegiality and professionalism, and which are keyed to all supporting artifacts. This narrative is limited to a maximum of four pages, not including the excerpted criteria.

C. Professional Growth and Service to the Department Narrative

This document includes the following two sections to be submitted in the *Service Narrative* as a single PDF document:

- Professional Growth and Service to the Department Criteria



The candidate's justification in this critical area begins with the specific criteria for professional growth and service to the department excerpted from Section II.B.

- Professional Growth and Service to the Department Narrative

Beginning on a new page, candidate will provide a description of key accomplishments during the review period that clearly address the professional growth and service to the department criteria, including collegiality and professionalism, and which are keyed to all supporting artifacts. This narrative is limited to a maximum of four pages, not including the excerpted criteria.

Related Statutes or Regulations, Rules, Policies, or Standards

[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 Unit Committee Memo Form](#)

Revision History

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