

Teaching Faculty Rank and Promotion Policy

(pp. 7-12 of the [Teaching Faculty Handbook](#))

For the purposes of the Teaching Faculty Rank and Promotion Policy there are several definitions of terms. "Terminal degree" means that no higher degree is commonly sought in the field or area of the field. For example, the master's is not terminal in English but is currently terminal in performing arts. "Year" means a full academic year consisting of two semesters of a total of not less than eight months in length.

General Policy for Rank and Promotion

Academic rank is generally intended to reflect the degree attainment, professional achievement, teaching experience, scholarly activity and level of professional and personal development of the individual faculty member. Academic rank does not relate to levels or forms of benefits, renewal or non-renewal, or any other matters than those to which reference is specifically made in this policy dealing with rank and promotion. Rank, whether initial or by promotion, is a recognition granted by the process set forth in these policies, and no person shall be entitled as a matter of right to any specific rank.

Rank upon Initial Appointment

The President of the University, in cooperation with the Vice President for Academic Affairs, shall decide that rank which a member of the teaching faculty shall hold upon initial appointment to the faculty. In making such decisions the President of the University and the Vice President for Academic Affairs may agree to alter or waive degree and service requirements as well as other minimum criteria for entering faculty rank. Guideline A guideline for use in respect to the proportion of the teaching faculty in each academic rank shall be 15-25 percent in each of the full professor, associate professor, and instructor ranks, and 25-40 percent in the assistant professor rank.

Criteria for Appointment of Regular Faculty

Degree requirements for faculty appointment or promotion are presented, by program, in two lists: one for appointment at the rank of instructor or assistant professor (possibly a non-terminal degree), one for appointment at the rank of associate or full professor (typically a terminal degree). These lists, established by programs, are reviewed and updated annually by programs and are available from the office of the Vice President for Academic Affairs.

- Instructor 1. Possession of the required degree for appointment at this rank, or its professional equivalent 2. Clear reason to believe that the individual will be likely to fulfill the duties and responsibilities of a faculty member as described by the program, division, or school in which the individual will serve
- Assistant Professor 1. Possession of the required degree for appointment at this rank, or its professional equivalent 2. A minimum of one (1) year of teaching or, if appropriate, library experience 3. Evidence of effective teaching or, if appropriate, library experience 4. Evidence of professional and/or scholarly or creative activity 5. Evidence of service to the profession and/or a university and/or the community
- Associate Professor 1. Possession of the required degree for appointment at this rank, or its professional equivalent 2. A minimum of six (6) years at the rank of assistant professor 3. Documented effective teaching or, if appropriate, library experience since the last promotion 4. Documented professional and/or scholarly or creative activity since the last promotion 5. Documented service to the profession and/or a university and/or the community since the last promotion
- Professor 1. Possession of the required degree for appointment at this rank, or its professional equivalent 2. A minimum of seven (7) years at the rank of associate professor 3. Documented effective teaching or, if appropriate, library experience since the last promotion 4. Documented professional and/or scholarly or creative activity since the last promotion 5. Documented service to the profession and/or a university and/or the community since the last promotion

- **Exceptions:** In exceptional and rare cases an Assistant Professor or Associate Professor who lacks the terminal degree may be proposed for promotion by the candidate's division or school. In such instances, the candidate must present evidence of exceptional instructional ability and of significant contributions to the life of the University and of its students. In addition, the candidate must submit documentation substantiating personal contributions to learning and scholarship which have been more than ordinarily significant, which have endured over an extended period of time, and which have earned widespread recognition among scholars in the candidate's discipline or area of teaching responsibility

Procedure for Promotion

1. A full- or part-time faculty member may be nominated for promotion by the President, Vice President for Academic Affairs, Program Chair, School Dean, or himself/herself. Nominations for promotion may be made during the last year of required service at a given rank. Nominations, including a complete portfolio of evidence supporting the nomination and criteria for promotion, must be submitted to the Vice President for Academic Affairs no later than December 15 for the promotion to take effect at the beginning of the subsequent academic year.
2. Portfolios shall be reviewed by the Vice President for Academic Affairs assisted by the Rank and Promotion Committee. The Rank and Promotion Committee shall consist of four Deans, and four faculty persons elected by UMTFO. Two of the elected persons shall hold the rank of professor or associate professor. The Vice President for Academic Affairs shall serve as the chairperson. The Vice President for Academic Affairs and the Rank and Promotion Committee shall make recommendations to the President of the University. The President shall review such recommendations and such other matters as are appropriate to the circumstances, and shall make a decision as to whether such nomination for promotion shall be approved or disapproved. The President shall advise the Board of Trustees of the President's decision. The Board of Trustees shall either approve or disapprove the President's decision. The action of the Board shall be final.

Review and Appeal

A faculty member who does not receive a favorable decision for promotion by the President shall receive on or about May 15 a letter informing such faculty member of the decision by the President. Within 15 days after the date of such letter the faculty member may request reconsideration of such action by the Board of Trustees. The Board of Trustees shall act upon such request at its next regularly scheduled meeting and shall advise the faculty member in writing of its decision. The decision of the Board of Trustees shall be final on all matters regarding academic rank.

Criteria for Promotion

Candidates for promotion must meet the criteria for appointment to the rank they seek and must also meet the evaluative criteria specified by the University for promotion. See below B-D.

A. Portfolio for Promotion in Rank at the University of Mary Faculty applying for promotion in rank must submit a portfolio containing the following:

1. General information:

- A document outlining the case that the applicant has met each of the criteria for promotion to the desired rank
- A reflection in which the applicant describes his or her pedagogical goals and consequent approaches
- A current curriculum vitae
- An evaluation from the Dean or the Dean's designee addressing, among other things, the candidate's capacity for engagement and generosity in serving the students of the University
- The applicant's current plans for professional development
- A statement demonstrating evidence of a notable and fruitful commitment to advancing the Christian, Catholic, Benedictine mission of the University of Mary

- Optional: evaluative statements from department/ program/department peers

2. Information for evaluating teaching effectiveness:

- Student evaluations since the last promotion together with the applicant's analysis of these
- Syllabi for all courses taught within the past year
- Documentation that the applicant has met all or most of the evaluative criteria in teaching, scholarship, and service since the last promotion
- Optional: a peer review of representative course materials

3. Information for evaluating scholarly and creative work, some or all of the following:

- Publications subject to peer review
- Slides, recordings, or portfolios of artistic works or performances
- Other relevant publications
- Presentations of scholarly and/or creative work at professional meetings
- On-campus presentations of scholarship and/or creative work
- Evaluation by Program Chair and/or Dean
- Evaluative statements by professional peers
- Award of grants, patents, prizes, or commendations

B. Evaluating Teaching

The paramount responsibility of each faculty member is teaching. Since many characteristics contribute to teaching excellence, documentation should demonstrate, but not necessarily be limited to, the following:

1. Instructional Design Skills:

Instructional design skills for promotion to any level:

- Ability to plan a substantive, well organized course
- Choice of effective teaching methods and strategies, incorporating technology when appropriate and available
- Use of appropriate methods to evaluate students

Instructional design skills for promotion to associate professor or full professor, the above criteria plus:

- Contribution to curriculum design

2. Instructional Delivery Skills for promotion to any level:

- Ability to stimulate and broaden student interest in the subject matter
- Capacity to challenge students, for example, to motivate independent work
- Effective communication with students
- Possession of the attributes of integrity, open- mindedness, and objectivity in teaching
- Professional evaluation of student performance

3. Content Expertise: Content expertise for promotion to any level:

- Demonstrates mastery of one's subject
- Demonstrates knowledge of current developments in one's field

Content expertise for promotion to associate professor or full professor, the above criteria plus:

- Demonstrates knowledge of the relationship of one's field to the overall academic goals of the university
- Demonstrates ability to relate one's subject to other areas of knowledge

4. **Course Management Skills for promotion to any level:**

- Generous availability to students; maintains office hours and keeps scheduled appointments; communicates in a timely manner
- Fulfillment of administrative duties associated with instruction (grade books, book orders, class attendance, etc.)

5. **Program Development:**

Program development for promotion to any level:

- Participation in development, evaluation, revision of courses and programs
- Participation in assessment of student outcomes

Program development for promotion to associate professor or full professor, the above criteria plus:

- Leadership in development, evaluation, revision of courses and programs
- Leadership in assessment of student outcomes

C. Evaluating Scholarship and Creative Work

Scholarship and creative work are essential to the life of each faculty member to contribute to teaching effectiveness and to enhance an understanding of the world around us. Evaluation of this area of faculty responsibilities is especially challenging, however, because the form, emphases, and methods of these activities vary among disciplines. The Rank and Promotion Committee is aided by departmental guidelines for evaluation, especially if these are available from departments where scholarship and creative work may include distinctive elements. The essential and constant element across disciplines and among the four criteria identified below is public accessibility. Scholarly work requires the individual's participation in a publicly accessible conversation about the knowledge that is generated by the scholar's work. Creative work requires public presentation and availability to critique by professional peers. Consequently, some evidence of scholarly engagement (e.g., attendance at professional meetings, scholarly writing as yet not presented and unpublished or creative work not presented, or professional consultation services not subject to outside review) demonstrates only the commendable first steps toward scholarly work as described below. Such activities require the faculty member's scholarly knowledge and/or creative ability and are professionally stimulating in important ways. In and of themselves, however, these activities are at best preliminary evidence for scholarship and creative work in academe.

Scholarly and creative work includes some or all of the following:

- Application of scholarly or artistic learning in public settings to significant issues
- Innovative transformation of scholarly or artistic ways of knowing into student learning

Scholarly and creative work for promotion to associate professor or full professor, the above criteria plus:

- Integration and interpretation of disciplinary knowledge across fields of scholarship
- Creative work and/or contribution to knowledge related to one's discipline

Note that promotion to full professor requires demonstration of additional scholarly work beyond that submitted for promotion to associate professor. Examples of evidence to be submitted for evaluation are in the description of the portfolio (A above).

D. Evaluating Service

In addition to teaching excellence and scholarly and professional involvement and achievement, another role of a faculty member is to participate in the activities of the University, the student body, and the wider community.

Possible examples of service include the following:

1. Service to Students

- Individual advising

- Participation in the freshman advising program
- Service as the advisor to a student organization
- Service as the moderator or facilitator of student activities

2. Service to the School, Division, Department, or Program

- Participation in meetings
- Service as a chairperson or director
- Service as a mentor to new faculty
- Leadership in the development of materials or documents for the division, department, or program

3. Service to the University

- Participation on one or more University committees
- Assistance with University-sponsored student recruitment activities
- Representing the University before the local, regional, national, or international community
- Active participation in the University's efforts to integrate the Catholic intellectual and Benedictine wisdom traditions into the life of the academy.
- Developing and/or maintaining cooperative relationships with corporations and agencies important to the University, department, or program
- Service as the director of a grant-funded program

4. Service to the Profession

- Active membership in or leadership of a professional organization at the local, state, regional, national, or international level
- Providing expertise in the development, maintenance, or evaluation of professional organizations
- Participation in activities that develop or maintain the standards of the discipline
- Judging and adjudicating