

UNIVERSITY of
HOUSTON

College of Education
Department of Curriculum & Instruction

Promotion Guideline for Non-Tenure Track Faculty

Introduction

Promotion is based on the recommendation of the Provost under the authority delegated by the Board of Regents of the University of Houston and on the basis of recommendations initiated by departments and reviewed by the colleges' Promotion and Tenure committee and the Provost. The university's general policies for promotion make it essential "that departments and colleges set their own criteria and quality standards" while maintaining due process criteria. The department and college are responsible for the application of the criteria and standards for promotion, consistent with prevailing standards of excellence in their own disciplines.

Departmental guidelines and policies are subject to policies promulgated at the college and university levels. In the case of promotion and tenure, guidelines provided by the Office of the Provost form the basis of all promotion and tenure decisions. While a college or department may choose to implement more rigorous standards than those detailed in the university-level promotion and tenure guidelines, a college or department may not implement policies that result implicitly or explicitly in the application of less rigorous standards than detailed in the university-level promotion and tenure guidelines. It is the obligation of the chair of the department to make all new tenured or tenure-track faculty members aware in writing of not only the university university-level promotion and tenure guidelines but also any college or departmental level policies or procedures that may impact their tenure and/or promotion.

General Policies

The promotion guidelines outlined in this document are designed to be consistent with the Carnegie Foundation's classification of the University of Houston as a research university that promotes high standards of excellence in teaching, scholarship and service and to ensure that the elements of due process are followed. First, faculty members applying for promotion have the right to know what is expected of them to be promoted. Second, candidates for promotion have the right to be heard, to clarify vagueness, and/or to correct factual errors before any recommendation is forwarded to the next level of review.

Promotion Standards by Rank (Taken from the University of Houston's NTT Promotion Guidelines)

Promotion-eligible NTT assistant professors will normally serve six (6) years at the rank of NTT assistant professor before being eligible for promotion to NTT associate professor. In cases of exceptional merit, promotion to NTT associate professor may be granted earlier with the approval of the Office of the Provost, per University of Houston policy.

Promotion to associate clinical professor requires that faculty members have demonstrated competence in the field and interest in and capacity for teaching. There should be evidence of ongoing scholarly and/or creative achievements, and they should have demonstrated interests in the welfare of the institutions of higher learning and service. The evaluations of the candidates' portfolios are conducted by peers in the department and/or college. The evaluation must find that the candidate has demonstrated a commitment to academic excellence and the success of the college's students.

Promotion of promotion-eligible NTT faculty from NTT associate professor to NTT full professor requires strong evidence of teaching, scholarship, and/or creative achievements, and service as appropriate to the specific domain in which the NTT faculty member is appointed and to the mission of the university. Ordinarily, a minimum of four years (4) in rank is required for promotion from NTT associate to NTT full professor. In cases of exceptional merit, promotion to NTT full professor may be granted earlier with the approval of the Office of the Provost, per University of Houston policy.

Promotion to the rank of full clinical professor requires demonstration of competence in the field and interest in and capacity for teaching, evidence of ongoing scholarly and/or creative impact beyond the university. There should be evidence of interest in the welfare of the institutions of higher learning and leadership within the college. The application portfolio will document a record of accomplishments in teaching, scholarship/creativity, and service responsibilities.

Timeline

All candidates wishing to go up for promotion must submit their portfolio to the NTT Promotion Committee by the end of the first (1) week of the spring semester. Recommendations for promotion of NTT faculty shall be transmitted annually by April 1 along with all supporting documentation for review and approval by the Office of the Provost.

The NTT Promotion Committee for the Department of Curriculum and Instruction will be elected by department faculty. The committee will be convened by the chair of the department and the committee will select its chair. The Chair of the NTT Promotion Committee will be responsible for leading the process and for writing, in collaboration with committee members, a formal letter of the committee's findings. The assembled materials will be made available through the university's electronic platform for examination by the NTT Promotion Committee.

NTT Promotion Committee Responsibilities

The Curriculum and Instruction Department NTT Promotion Committee should be composed of five (4 clinical and 1 tenured) elected faculty members. If the total of five cannot be reached, the committee can function with four members (3 clinical and 1 tenured). In the event that less than three CUIN clinical faculty members are eligible to serve, the Promotion Committee may include one or more clinical faculty members from other College of Education departments.

Following the convening of the NTT Promotion Committee by the Chair of the Department of Curriculum and Instruction, each committee member will independently review all relevant documents and credentials of the candidate. If the candidate chooses the Observations option (instead of Review Letters), the committee will need to complete at least two teaching observations of the candidate. The committee will be responsible for meeting with the candidate

to set a time to observe the candidate's teaching practice, including a pre- and post- meeting. If the candidate teaches online then the committee and candidate will negotiate the process of observation according to the standards set by committee. At a meeting set by the Chair of the NTT Promotion Committee, members will discuss the candidate's dossier. At the end of the discussion and deliberation period, each member of the committee will submit a confidential ballot to the chair of the committee with a vote of yes, no or abstain. A majority vote of the committee in favor of promotion is necessary for a recommendation for promotion to the Chair of the Department of Curriculum and Instruction. If the situation of a tie vote arises, the committee will simply report the tie at the end of its letter to the chair.

The Chair of the committee will draft a formal letter that includes the vote of the committee and a brief summary of the candidate's strengths and weakness as it relates to their contributions to teaching, scholarly activity, and service. Justification for the recommendation should be clearly and fully stated. This letter will include the name, rank and title of all committee members but will not identify votes by specific members' names. Committee members are given the opportunity to sign the letter after a discussion of the contents of the letter and following an opportunity to recommend revisions and edits. The Chair of the NTT Promotion Committee is responsible for providing the candidate with the letter within two business days after acquiring the required signatures. The candidate will have three business days to work with the NTT Promotion Committee to address errors and omissions contained in the letter prior to it being delivered to the Department Chair. Prior to the letter being submitted to the Chair of the Department, a candidate also has the option to meet with the committee regarding the content of the letter submitted to the candidate.

Confidentiality

All discussions, materials, ballots and other conversations or documents generated as part of the promotion and tenure review process are confidential and should not be discussed with the candidate or anyone who is not a member of the NTT Promotion Committee. Following the letter submitted to the Chair of the Department of Curriculum and Instruction, there should be no other external communication from the committee, unless directed by an official of the University of Houston.

Applicants Portfolio/Electronic Folder

Thorough documentation should be submitted by the candidate as evidence for all items claimed in the candidate's vita. The portfolio will include of these appropriate categories, as many as applicable. The candidate will have the option of submitting the Review Letters (C) or Observations (D). The following list is taken from the current University of Houston P&T Guidelines with the addition of Section D, published annually by the Office of the Provost and posted on the Office of the Provost's website: <http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>.

A. Face Sheet

This electronic form must be prepared by the candidate's dean's office.

B. Internal Letters

The candidate's electronic folder should include any department or college committee evaluation reports, letters from chair/director to dean and dean to Provost, and any appeals

letters. University policy mandates that no extraneous letters or materials be included. Letters from department chairs/directors and deans should address the strengths and weaknesses of the candidate. Letters containing negative recommendations should explain reasons and specify areas of weakness that led to the negative recommendation. Justification for each recommendation should be clearly and fully stated. Moreover, these letters should address the merits of each individual case and should not be mere summaries or restatements of earlier assessments. The dean's letter of recommendation is especially important.

C. Review Letters

The department chair is responsible for requesting reviewer letters for the promotion candidates. Reviewers should hold the same academic rank or higher, and be qualified to comment on the specific domain in which the NTT candidate holds their faculty appointment. Promotion to the rank of NTT associate professor will require a minimum of three (3) reviewer letters. A department may request more than three (3) letters. At least one letter must be from outside the department but may be from within the university. The remaining letters can be obtained from within the department or university. Letters from outside the university (“arms-length” reviewers) may be used but are not required in the case of promotion from NTT assistant to NTT associate professor. For promotion from NTT associate to NTT full professor, at least one outside letter from an “arms-length” reviewer is required. The remainder may be from outside or within the university. Similar to the tenure-track process, reviewer letters may not be accepted from Co-Principal Investigators’, Co-PIs, or collaborators on grants/academic projects. External reviews requested from thesis advisors, co-authors, or former students are not considered to be “arm's length” and will not be considered.

The candidate’s electronic folder must contain one sample copy of the request letters to reviewers, and a one-paragraph description of the qualifications of each reviewer with the relation to the candidate clearly stated. The department chair/director will be responsible for uploading these documents to the promotion Share-point site. Request letters to reviewers should include a brief description of the candidate's role within the department and how this is related to the department’s mission. Letters should also specify a date for return of the evaluation. Candidates will not be shown or have access to review letters as part of the promotion process.

D. Candidate’s Observations

The candidate will be required to submit their current syllabus along with three lesson plans to the committee. The committee will then request a meeting with the candidate to schedule observations (minimum of 2) in which a pre- and post-meeting will be held to discuss the observation. During the pre-meeting a time frame of observation will be discussed and set. At least two (2) committee members will be required to observe the candidate during this time. The NTT Rubric will be used for this observation and will be aligned to the Teacher Education Rubric.

https://docs.google.com/document/d/1E82RgVN3_uE88MPpUCFpFyO2idfwaTQjoiOVcEBZM3U/edit).

E. Candidate's Statement

The candidate must include a brief (no more than three pages) statement. The statement may include academic career goals, accomplishments, and directions for future work. The candidate may describe how all facets of his/her career form an integrated, successful profile or the candidate may identify achievements in the areas of teaching, scholarship, and service separately.

F. Vita

The candidate must include a vita that is appropriate for the discipline.

G. Portfolio

The purpose of the portfolio is to provide detailed supporting documentation demonstrating the current and likely future impact of the applicant's activities in teaching, scholarly and/or creative achievements, and service. The documentation should support the Vita and Candidate's Statement.

The following categories are suggested for candidates to document how they have carried out the university's research/scholarship/creative work mission:

Teaching and Competence in the Field

1. Demonstrated competence in the field

- a. Annual faculty evaluations for the past years being considered during the current promotion eligible NTT position.
- b. Teaching evaluations from supervisors and students of the faculty member for the years being considered for all courses taught during the current promotion eligible NTT position.
- c. Evidence of honors and/or awards
- d. Significant administrative and/or teaching assignments within and outside the program; evidence through support letters or evaluation mechanisms could be provided
- e. Examples of any work demonstrating competence in the field
- f. Evidence of workshops or teaching conducted in a community setting
- g. Evidence of clinical expertise and competence
- h. Analysis of student work samples (including grading and student feedback)

2. Teaching capacity and relevance to the field

- a. Evaluation of honors/awards, special letters, etc.
- b. Confidence displayed as a professional and professional attitude
- c. Evidence of ongoing course development (for example, incorporation of current literature and techniques during teaching or knowledge of subject matter)
- d. Evidence of collaboration in course planning
- e. High standards of performance utilizing fair and objective assessment methods

- f. Necessary and appropriate involvement in student issues and concerns related to clinical and academic assignments as well as service and scholarly related activities
- g. Participation in academic/clinical advising
- h. Professional development (e.g., courses, conferences attended)
- i. Post-graduate courses or special emphasis areas
- j. Guest lecture in academic courses

Scholarly Activity / Creative Achievements and/or Leadership

1. Evidence of ongoing scholarly/creative activity consistent with clinical faculty role and workload
 - a. Innovative strategies for clinical practice and training
 - b. Program development
 - c. Program delivery and maintenance
 - d. Curriculum development and innovations
 - e. Scholarship of teaching and learning
 - f. Scholarship of community engagement
 - g. Development of significant instructional materials or resources
 - h. Grant activities
 - i. Surveys or studies conducted
 - j. Publication in a professional publication
 - k. Oral presentation at a professional meeting
 - l. Poster session at a professional meeting
 - m. Participation in peer/editorial review

2. Evidence of leadership (intellectual, clinical, administrative and professional) as defined by criteria required by the Candidate's individual program (This applies more when moving from associate to full.)
 - a. Assistance in development of peers, other faculty members, and/or administrators
 - b. Administrative assignments and/or positions (e.g., program coordinator or graduate studies director)
 - c. Special appointments (e.g., special task forces, committee assignments or responsibilities to which the candidate was appointed or elected based upon expertise)
 - d. Clinical, educational and/or professional contributions at the state, regional and national levels

****Because of the workload assigned to clinical faculty the frequency of peer-reviewed publications is less than that expected of tenure-track faculty. Furthermore, the evidence presented from these categories must align with the CUIIN Department requirements for annual review.**

Service

1. Demonstrated interest in the welfare of institutions of higher learning by evidence of:
 - a. Department, unit, division, or university committee assignment with committee status (member, chairperson, secretary, subcommittee) and performance
 - b. Related volunteer service in the Candidate's area of expertise
 - c. Pertinent community service relating to the interest of the university
 - d. Involvement in professional associations

NOTE: Qualifications of candidates should be viewed on a case-by-case basis. It is important to note that *there are no absolute cutoffs that apply to all candidates*. These standards are designed simply to provide clear guidance to faculty who are navigating the Promotion and Tenure process. The committee should consider a minimum standard of performance in all areas of assessment and have an overall expectation of excellence in research, teaching and service.

Link to University of Houston Non-Tenure Track (NTT) Faculty Policy:
<http://www.uh.edu/provost/faculty/current/non-tenure-track/documents/ntt-policy.pdf>

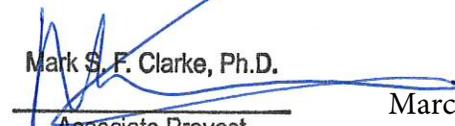
October, 2017. Approved by 100% of CUIN faculty

December, 2018. Revisions approved by 100% of CUIN faculty

March 6, 2019. Approved by Dean of College of Education



_____ (approval date). Approved by Office of the Provost


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