



**FULL-TIME
NON-TENURE TRACK
FACULTY**

PROMOTION

**A GUIDE FOR ADMINISTRATORS,
FACULTY AND STAFF**

2018-2019

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NTT PROMOTION REVIEW: GENERAL OBSERVATIONS

A promotion is recognition of a bargaining unit member's sustained contributions and distinguished service to the University. During academic year [2018-2019], bargaining unit members who have completed five (5) consecutive years of employment and one (1) successful Full Performance Review may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, concurrent with their second Full Performance Review or with any year thereafter. Normally, FTNTT Faculty members at the rank of Associate Lecturer/Associate Professor may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, in any year after five full years in rank as an Associate Lecturer/Associate Professor.

Non-tenure Track Collective Bargaining Agreement, effective August 16, 2016

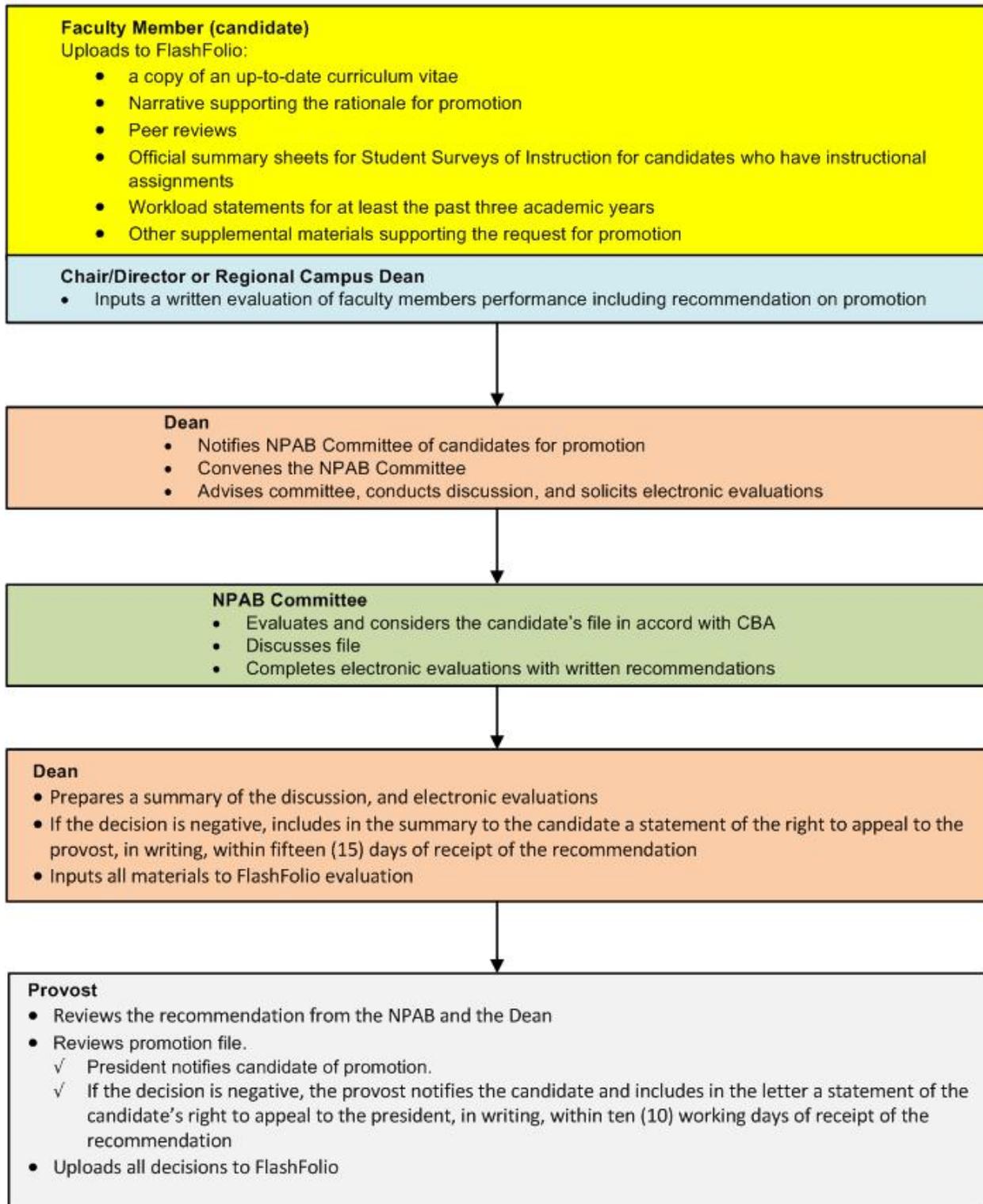
- Faculty who stand for promotion will be evaluated by a College Non-tenure Track Promotion Advisory Board (NPAB) comprised of three (3) full-time non-tenure track faculty members from the Kent Campus who, when possible, hold at least the rank of Associate Professor or Associate Lecturer and, if applicable, two (2) full-time non-tenure track faculty members from the Regional Campuses who, when possible, hold at least the rank of Associate Professor or associate lecturer.
- The Dean of the faculty candidate's College will oversee the election of FTNTT representatives to serve on the NPAB and will chair the activities of the NPAB.
- A written evaluation of the FTNTT Faculty member's performance, including a recommendation on promotion from the Department Chair/School Director for Kent Campus or Regional Campus Dean for regional campus faculty, must be included in the file. This evaluation and recommendation is not based on a review of the faculty member's promotion file. Instead, this evaluation and recommendation is based on the Chair/Director or Campus Dean's first-hand knowledge as the faculty member's supervisor and is one of the documents that is required to complete the faculty member's promotion file for review at the College level.
- For promotion to the rank of Associate Professor or Professor a faculty member must hold the terminal degree in his/her discipline. For promotion to Associate Lecturer or Senior Lecturer the terminal degree is not required.
- Promotion files must be submitted on FlashFolio by the second week of the spring semester in which the bargaining unit member is applying for promotion.
- Recommendation for promotion shall be based on the following criteria:
 - a. Performance: To be assessed on the performance of assigned duties and responsibilities associated with the assigned track of the candidate (Instructional, Clinical, Practitioner or Research).
 - b. Professional Development: To be assessed as it relates to the assigned track of the candidate.
 - c. Professional and Creative Activity: To be assessed as it relates to the assigned track of the candidate

- d. University Citizenship: To be assessed as it relates to the assigned track of the candidate.
 - e. Research: To be assessed on the performance of assigned duties and responsibilities of candidates who are assigned to the Research Track. (Note: Research that results in publication is not a requirement for promotion in the Instructional or other tracks, however, research and/or publications can be submitted by FTNTT Faculty members as an indication of professional development and/or contributions/service to the University or the discipline/profession.)
- Evidence of significant accomplishments in both Performance and Professional and Creative Activity is required for promotion.
 - Accomplishments and/or contributions in the area of University Citizenship and Research are normally neither required nor expected, except as they may relate to the assigned track and workload of the candidate. Efforts in these areas will, however, contribute to the bargaining unit member's overall record of accomplishments for the purposes of promotion.
 - In no instance shall any member of the NPAB or any academic administrative officer violate the confidentiality of the promotion process or compromise the principles of due process.

TIMELINE

Semester	Month or Date	Action
Fall 2018	November, 2018	Deans initiate and oversee election of FTNTT representatives on NPAB The Dean must forward the list of the NPAB members to the Office of Faculty Affairs for inclusion in FlashFolio.
	November, 2018	NPABs meet to discuss expectations and procedures
	December 14, 2018	Eligible FTNTT Faculty members notify the Dean of their decision to stand for promotion. Upon receipt of the faculty member's notification the Dean notifies the Office of Faculty Affairs to initiate the "Promotion" personnel action in FlashFolio for each faculty member.
Spring 2019	January 18, 2019	Applicants upload file materials for promotion in the 2019 FTNTT Promotion Activities section of FlashFolio.
	January 18, 2019 Evaluation will be Due January 21 at 5:00	Chair/Director or Campus Dean adds a written evaluation of FTNTT Faculty member's performance and a recommendation on promotion in an Evaluation Form in FlashFolio. Note: This evaluation and recommendation of the faculty member is not based on a review of the faculty member's promotion file. Instead, this evaluation and recommendation is based on the Chair/Director or Campus Dean's knowledge as the faculty member's supervisor and is one of the documents that is required to complete the faculty member's promotion file for review at the College level.
	January 21, 2019	College Dean will provide the NPAB a list of candidates applying for promotion and establish a meeting date for the NPAB. The evaluation system in FlashFolio will open on this date for the NPAB.
	March 6, 2019 March 20, 2019	NPAB completes evaluations on-line. College Deans complete reviews. Provides written notification of the results of the promotion review on-line.
	April 22, 2019	Provost notifies candidates of negative decision. President notifies candidates of positive decision.

NTT PROMOTION



PROMOTION FILE CONTENTS

The CBA clearly states what documents are required in promotion files. Colleges should not add to this list of required documents.

Candidates for promotion shall submit a promotion file consisting of the following materials:

Required

1. Curriculum vitae;
2. Narrative supporting the rationale for promotion;
3. Peer review(s) of teaching for FTNTT Faculty members in the Instructional Track. For FTNTT Faculty members in the clinical, practitioner and research tracks, letters from colleagues and/or peers who are familiar with the faculty member's performance of his/her duties and responsibilities.
4. The official summary sheets for Student Surveys of Instruction for candidates who have instructional assignments;
5. Workload statements for at least the past three academic years;
6. The Department Chair/School Director for Kent Campus faculty members or the Regional Campus Dean for regional campus faculty members must add a written evaluation of the FTNTT Faculty member's performance including a recommendation on promotion in the "Assessment" section in the candidate's file in FlashFolio. This evaluation and recommendation of the faculty member is not based on a review of the faculty member's promotion file. Instead, this evaluation and recommendation is based on the Chair/Director or Campus Dean's first-hand knowledge as the faculty member's supervisor and is one of the documents that is required to complete the faculty member's promotion file for review at the College level.

Supplemental

1. Other materials supporting the request for promotion.
 - a. See Suggested Evaluation Criteria, Joint Study Committee Recommendations on page 7 for more information.

NOTE: New material may be added as requested by the review committee or the responsible academic administrator to correct or more fully document the information contained in the file. In such instances, the faculty member and/or the academic administrator will be notified and given the opportunity to review such new material that is added to the file, and also provided the opportunity to include written comment relevant to this material and/or the appropriateness of its inclusion in the file.

Please seek authorization from the Associate Provost for Faculty Affairs for any addition/revision to the file.

PROMOTION APPEALS

In the event of a negative recommendation on promotion, the faculty member has the right to appeal the decision to the next highest administrative officer pursuant to the following procedure:

- Unless reversed by the Provost, the recommendation of the College Dean will stand.
- If the Dean does not recommend promotion, the faculty member may appeal the Dean's decision to the Provost within fifteen (15) days after receiving notification from the Dean.
- If the faculty member elects to appeal, the APFA sends the faculty member information about appeals to the Provost and any related procedures.
- The Provost makes a decision on the appeal.
- If the Provost does not recommend promotion, the faculty member may appeal the Provost's decision to the President within ten (10) working days after receiving notification from the Provost.
- If the faculty member elects to appeal, the APFA sends the faculty member information about appeals to the President and any related procedures.
- The President makes the final decision on the appeal.

Suggested Evaluation Criteria Joint Study Committee Recommendations

The Joint Study Committee recommends the following:

- The same criteria should be used to evaluate each level of promotion because promotion should be based on the faculty member's continued growth and accomplishment.

Reviewers should provide signed, written comments on the faculty member's performance, professional development, and University citizenship which will be shared with the NPAB Committee and the faculty member.

A promotion is recognition of a bargaining unit member's sustained contributions and distinguished service to the University.

Candidates should primarily be judged in the areas of performance of assigned workload responsibilities and professional development consistent with their assigned track (Instructional, Clinical, Practitioner, or Research). Professional development and university citizenship may be considered as positive additions to a candidate's file, but should not be considered requirements for promotion unless they have been part of a faculty member's assigned workload.

NOTE: The following lists are suggestions of things that might be considered. This is not intended to be a checklist of required items.

Performance Indicators

- Evidence of student learning
- Years of successful job performance as evidence by continued employment at the University, three-year performance reviews, etc.
- Course materials that demonstrate effective and thoughtful course design
- Positive peer review
- Generally positive student perception of learning on SSIs
- Variety of courses that can be taught
- Developing new courses (both DL and traditional)
- Developing new sections of courses previously taught
- Teaching awards or other recognition of effectiveness in performing job duties
- Significant contributions to the program or college such as creation of a new course, improvements to an existing course, or significant contributions to a program or curricular design
- Notable innovations in teaching practice such as novel or creative approaches to lecture delivery, evaluation and measurement, or course design
- Significant contributions to student retention or student success rates (e.g. passage of licensure exams)
- Directing honors theses, individual investigations, portfolios, etc.

Professional Development

- Documented improvement in use of technology in the classroom
- Evidence of continued learning in the discipline through attendance at conferences, workshops, completion of web based or traditional courses
- Maintaining professional certification in some fields
- Taking additional coursework
- Earning new degree
- Earning certificate
- Participating in workshop
- Attending or participating in conferences
- New course development

- Participation in discipline appropriate professional organizations
- Incorporating service learning component into a course
- Use of new classroom technologies
- Evidence of continual evaluation, assessment, and possibly revision of courses taught
- Creation of significantly new courses or course materials
- Study and/or training (formal or informal) of emerging subjects/materials which can be incorporated into courses

University Citizenship

- Participating in campus, departmental, and university committees
- Participating in campus activities that promote student involvement
 - Student orientation, brown bag lunch meetings, student organizations, student information events, academic discovery days, etc.
- Participation in community development activities connected to one's discipline, or as a representative of the University
- Participation in AAUP

ADDENDUM C
Guidelines and Procedures for
Full-time Non-Tenure Track Faculty Promotion

Section 1.

Promotion is recognition of a FTNTT Faculty member's sustained contributions and distinguished service to the University.

- A. FTNTT Faculty members are eligible to apply for promotion in rank as described in Article X, Section 11 of this Agreement. Promotion is from rank to rank and is sequential.
- B. FTNTT Faculty members who intend to apply for promotion in rank must notify their respective College Dean, in writing, by the deadline stated in the *FT-NTT Faculty Promotion Guide* issued annually by the Office of Faculty Affairs.
- C. Candidates for promotion shall submit a promotion file consisting of at least the following materials:
 - 1. Current curriculum vitae
 - 2. Narrative supporting the rationale for promotion
 - 3. Peer review(s) of teaching for FTNTT Faculty members in the Instructional Track. For FTNTT Faculty members in the clinical, practitioner and research tracks, letters from colleagues and/or peers who are familiar with the faculty member's performance of his/her duties and responsibilities.
 - 4. Summary sheets for Student Surveys of Instruction for candidates who have instructional assignments
 - 5. Workload statements for at least the past three academic years
 - 6. A written evaluation of the FTNTT Faculty member's performance which shall include a recommendation on promotion. For Kent Campus FTNTT Faculty members this evaluation and recommendation shall be prepared by the department chair/school director. For Regional Campus FTNTT Faculty members this evaluation and recommendation shall be prepared by the regional campus dean. This evaluation is one of the documents required to complete the faculty member's file for review at the College level.
 - 7. Other materials supporting the candidate's application for promotion
- D. Promotion files must be submitted to the appropriate College office by the deadline stated in the *FT-NTT Faculty Promotion Guide* issued annually by the Office of Faculty Affairs.
- E. For promotion to the rank of Associate or Professor a faculty member must hold the terminal degree in his/her field. For promotion to Associate or Senior Lecturer the terminal degree is not required.

- F. Recommendation for promotion shall be based on the following criteria:
1. Performance: To be assessed on the performance of assigned duties and responsibilities associated with the assigned track of the candidate (Instructional, Clinical, Practitioner or Research).
 2. Professional Development: To be assessed as it relates to the assigned track of the candidate.
 3. Professional and Creative Activity: To be assessed as it relates to the assigned track of the candidate
 4. University Citizenship: To be assessed as it relates to the assigned track of the candidate.
 5. Research: To be assessed on the performance of assigned duties and responsibilities of candidates who are assigned to the Research Track. (Note: Research that results in publication is not a requirement for promotion in the Instructional or other tracks, however, research and/or publications can be submitted by FTNTT Faculty members as an indication of professional development and/or contributions/service to the University or the discipline/profession.)
- G. Evidence of significant and continuous accomplishments in Performance, Professional Development, and Professional and Creative Activity is required for promotion. Accomplishments and/or contributions in the area of University Citizenship are neither required nor expected, except as to the extent such accomplishments and/or contributions are appropriate to the FTNTT Faculty member's track and/or workload assignments, but will, when they exist, contribute to the bargaining unit member's overall record of accomplishments.

Section 2. College-level Non-tenure Track Promotion Advisory Board (NPAB)

- A. Each college's Non-tenure Track Promotion Advisory Board (NPAB) shall be composed of FTNTT Faculty members and the Dean of the College who shall act as chair and non-voting member of NPAB.
- B. In the fall semester, the College Dean shall initiate and oversee an election of FTNTT Faculty members to serve on the College or University Libraries NPAB, as appropriate. Normally, each NPAB will include three (3) FTNTT Faculty members from the Kent Campus and two (2) FTNTT Faculty members from the Regional Campuses, if applicable. Whenever possible, all NPAB representatives should hold at least the rank of Associate Professor or Associate Lecturer. In the event that FTNTT Faculty members at these ranks are not available or willing to serve on the NPAB, the College may elect FTNTT Faculty members to NPAB who hold the Assistant Professor and Lecturer ranks and who have at least ten (10) years of consecutive employment as a FTNTT Faculty member.
- C. The Dean shall convene the NPAB to evaluate the applications for promotion and lead a candid discussion of the strengths and weaknesses of the candidates. Each voting member shall indicate on a signed ballot either to recommend or not recommend a candidate's application for promotion along with written comments. Approval of at least a simple majority of the board members voting is needed for a positive recommendation for promotion to the Dean.

- D. The Dean shall record the vote and forward his/her recommendation to the Provost with a copy to the candidate and the unit administrator.
- E. If the Dean does not support the candidate's application for promotion, the candidate has fifteen (15) days after receiving notification from the Dean to appeal in writing to the Provost.

Section 3.

After review of the Dean's recommendation on each candidate's application for promotion, the Provost makes a final assessment and determination.

- A. In the case of a positive decision, the President shall notify the successful candidates.
- B. In the case of a negative decision, the Provost shall notify the candidate of the decision and inform the candidate of the right to appeal the decision to the President within ten (10) working days of the receipt of the letter.
- C. Each bargaining unit member who applies for promotion should be notified no later than the end of the spring semester in which the application was submitted.
- D. In no instance shall any member of the NPAB or any academic administrative officer violate the confidentiality of the promotion process or compromise the principles of due process.

Collective Bargaining Agreement, effective August 16, 2016