

UNIVERSITY of

HOUSTON

College of Education

Promotion Guidelines for Non-Tenure Track (NTT) Faculty

Introduction

Promotion is based upon the recommendation of the Provost under the authority delegated by the Board of Regents of the University of Houston on the basis of recommendations initiated by departments and reviewed by the college's NTT Promotion committee, the Dean, 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.

The College of Education criteria for promotion of NTT faculty will meet the published University of Houston guidelines for promotion as stated in the *Non-Tenure Track (NTT) Faculty Policy*. Following a careful review of the University of Houston's policy and procedures for promotion, this document provides background and guidelines for use by the NTT Promotion Committee of the College of Education when considering faculty candidates who submit an application for promotion in any of the three promotion-eligible NTT faculty ranks: clinical, instructional, or research faculty as designated by the University NTT Policy. Each department may not utilize all PE NTT titles. It is the obligation of the Dean of the College and each Department Chair to make all new PE NTT faculty within the college aware in writing of not only the university level promotion guidelines, but also any college or departmental-level policies or procedures that may impact their 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 insure 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 (Based on the University of Houston NTT Promotion Guidelines)

Promotion-eligible NTT assistant professors will normally serve six 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 of promotion-eligible NTT faculty from NTT assistant professor to NTT associate professor requires that faculty members have demonstrated competence in the field and interest in, and capacity for, teaching. In addition, individuals moving to associate professor should have made additional contributions to at least one of the two remaining traditional areas required of tenured faculty members (i.e., research, service, or research/scholarship/creative endeavor). The evaluations of the candidate's portfolio is conducted by peers in the department and 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 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 NTT professor requires demonstration of competence in the field and interest in and capacity for teaching, service, and evidence of ongoing scholarly and/or creative impact beyond the university, as well as 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 along with all supporting documentation to their NTT department promotion committee according to the annual University of Houston calendar for promotion.

The NTT Promotion Committee shall consist of:

- one Full NTT Professor from each Department,
- one additional NTT faculty member from each Department who holds either the rank of Associate or Full Professor, and
- one tenured faculty member *at large* from any Department elected by vote of the Associate and Full NTT faculty in the College.

Elected faculty will serve two-year terms.

Promotion Committee Responsibilities

Following the convening of the COE NTT Promotion Committee, each committee member will independently review all relevant documents and credentials of each candidate. At a meeting set by the committee, the members will discuss the candidates' dossiers. At the end of the discussion and deliberation period, each member of the committee will submit a confidential ballot to the chair or co-chairs 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 Dean of the College of Education. If the situation of a tie vote arises, the committee will simply report the tie at the end of its letter to the Dean.

The committee will draft a formal letter that includes the vote of the committee and a brief summary of the candidate's strength and weakness as it relates to his/her contributions of 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, or co-chairs, of the committee is/are 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 COE NTT Promotion Committee to address errors and omissions contained in the letter prior to it being delivered to the Dean. Prior to the letter being submitted to the Dean, a candidate also has the option to meet with the committee regarding the content of the letter submitted to the candidate. All phases of this due process must take place prior to the letter being delivered to the Dean of the College.

Confidentiality

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

Examples of Activities and/or Documentation

The following categories/examples are suggestive for candidates to document how they have carried out the university's teaching, service, and research/scholarship/creative work mission.

Teaching Excellence

- Demonstrated record of high quality teaching
- Standardized course evaluations
- Statement of teaching philosophy
- Peer observation of teaching
- High quality assessment of learning
- High quality of course materials, such as syllabi
- Innovative teaching techniques
- Use of classroom technology
- Development of new courses
- Incorporation of service-learning or field-based learning

Annual faculty evaluations

Evidence of continuing education in teaching pedagogy

Teaching awards

Service Excellence including Leadership

Service to the department, college, or university

Service on committees of local, state, regional, and national professional organizations

Special appointments (e.g., task forces, committees, projects, etc.)

Evidence of engagement with the community at large

Program development and maintenance

Curriculum development and innovations

Student advising and/or research supervision

Program supervision as an administrator

Delivery of a local/state/national/international seminar or workshop

Officer in a professional organization

Mentoring students or junior faculty

Attending relevant professional development workshops/seminars

Obtaining and/or maintaining relevant certifications, licensure, etc.

Serving as editor or on editorial board of a national professional journal

Related volunteer service in the candidate's area of expertise

Research/Scholarship/Other Creative Productivity

Publication in a professional journal

Oral presentation at a professional meeting

Poster session at a professional meeting

Participation in peer/editorial review for journal or conference

Scholarship of teaching or learning

Development of significant instructional materials or resources

Grant activities

Surveys or studies conducted

Applicant's Portfolio/Electronic Folder

See the University of Houston *Non-Tenure Track (NTT) Faculty Policy* for description of required documents in the portfolio (<https://www.uh.edu/provost/faculty/current/non-tenure-track/>). The categories in the portfolio include:

Face Sheet

Internal Administrative Letters

Review Letters

Candidate's Statement

Curriculum Vitae (CV)

Teaching and Student Learning

Student Evaluations of Teaching

Peer Evaluations of Teaching

Course and Program Development and/or Revisions

Other Evidence of Teaching, Student Learning, and the Scholarship of
Teaching

Research, Scholarship and Other Creative Productivity

Scholarly/Creative Work

Articles Accepted for Publication

Representative Works

Published Reviews

Other Work Products

Technical Reports

Research Proposals

Research Grants

Generation of Intellectual Property

Major Works in Progress

Other Indicators of Scholarly/Creative Work

Service

Service to the Department, College, and University

Service to the Profession/Academic Discipline

Service to the Community or Public

Other Contributions

Please see departmental requirements for more specific guidance regarding required and suggested documentation. 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* and no uniform roster of accomplishments that must be achieved by all candidates for promotion. Specific expectations for candidates will vary by department and candidates' individual contracts and duties. The intent of each department is to facilitate different academic talents and interests, thereby allowing flexibility in faculty accomplishments. Because of the workload assigned to College of Education's clinical and instructional faculty, the frequency of peer-reviewed publications is less than that expected of tenure-track faculty; grant activity is also not an expectation. Publications and grant activity are an expectation for research faculty. These standards are designed simply to provide clear guidance to faculty who are navigating the promotion process.

Revision Log

Policy Title/Revision Title	Inserted Revision	Date and Recorded Vote of Faculty and Approval	COE Dean's Approval and Date	UH Provost Approval and Date
Promotion Guidelines for Non-Tenure Track (NTT) Faculty	Full policy created	March 3, 2018 (vote of 51-1-1)		
Updates following review from academic affairs	-Updated language to be inclusive of all PE NTT faculty titles (p. 1, para. 2; p. 2, para 1, 3, 5; p. 6, para 1) -Added web link to UH NTT policy page (p. 5, para 1) -created and updated voting/revision log to indicate faculty, dean, and provost approvals		March 26, 2019	

Policy Endorsement and Approvals

The College of Education Non-Tenure Track Promotion Guidelines have been reviewed and approved by:

College of Education Faculty (March 3, 2018)

The Dean of the College of Education (March 26, 2019)

Mark S.F. Clarke, Ph.D.

Robert M. Yano

The Provost (

Associate Provost

07/29/2019

Faculty Development & Fac. Affairs

These College of Education Non-Tenure Track Promotion Guidelines are formally adopted effectively following the approval of Provost.