

CONRAD N. HILTON COLLEGE NON-TENURE TRACK (NTT) PROMOTION POLICY CRITERIA

The Conrad N. Hilton College of Hotel and Restaurant Management (CNHC) has established a pathway for promotion for the following promotion-eligible non-tenure track faculty members: Instructional Faculty and Clinical Faculty. NTT faculty must have demonstrated an expertise and excellence in the area of teaching with valuable industry experience. A NTT Assistant faculty member will go through a mid-promotion review in their third year of employment with the final decision being made in year six. The review process will be conducted by the Promotion and Tenure Committee that will also include at least one promoted (Associate or Full) NTT faculty member; if a promoted NTT faculty member from the College is unavailable, then it will be someone from outside the college. A recommendation will be made to the Dean of the College and then he/she will make her/his recommendation to the Provost. As long as funds are available from the College, NTT faculty members must become an I-CHRIE Certified Hospitality Educator (CHE) within three years of employment. All NTT Assistant faculty members will go through a 3rd year evaluation by the College's Promotion and Tenure Committee.

A. TEACHING AND STUDENT LEARNING

Flexibility in evaluation of faculty must be the primary concern if the college is to fulfill its goal of providing quality professional education in hospitality management. The College recognizes that classroom teaching is a major criterion for evaluation. A NTT faculty member is expected to teach an equivalent of 12 credit hours per term, which can be modified by the administration for other duties, such as administration or other assignments. The classroom teaching of NTT faculty will be evaluated by the combination of:

1. Evaluation of teaching:

- a. Student evaluation: summary table of student evaluations with comparative data and any other teaching evaluation procedures. The committee will also examine (1) trends in student comments from the evaluations and (2) grade distributions.
- b. Peer feedback: Within two years of being placed in a NTT faculty position, NTT assistant faculty must request a tenured or NTT faculty member at a higher rank to visit a class and provide feedback. The emphasis of the feedback is developmental and not evaluative.
- c. Awards: Receiving teaching awards or recognition.
- d. Identify and incorporate innovative teaching techniques within the classroom. This needs to be included in your annual performance evaluation.

2. Course and program development and/or revision:

- a. You are expected to create a written plan for course or program development/revision with a timeline and justifications.
- b. You are expected to bring in industry partners within the classroom to allow students to interact with industry.
- c. NTT faculty may serve on undergraduate research committees, if they are willing to serve.
- d. NTT faculty may serve as an instructor for independent study courses, if they are willing to do so. These courses are outside the normal teaching load.

3. Evidence of student learning:

- a. Create an outcome assessment that include both knowledge, as well as, the ability to apply or demonstrate what students have learned.

4. Demonstrates availability to students through office hours and timely communication.

- b. Office hours are expected to be at least three days a week and for a minimum of 5 hours per week. These expectations are set because one of the NTT faculty member's primary duties is student engagement.

5. Other evidence of the scholarship of teaching:

- a. Activities or tools used that demonstrate a pursuit of teaching excellence. NTT faculty are expected to actively use tools and engage in activities related to teaching excellence, such as: midterm student evaluations; completing university-sponsored teaching seminars; focus groups with students.
- b. Independent study courses, which is outside the teaching load
- c. Scholarly approaches to evaluating teaching effectiveness
- d. Guest lecturing or teaching

B. SERVICE

Instructional and Clinical faculty are expected to engage in service as part of their appointment. Service can be broken into five categories: university, college, hospitality industry, community and other. Examples of each are described below. This list of Service activities is not intended as a checklist for a faculty member to complete each year; it should serve as a means to help categorize your annual activities which will form the foundation for your annual review and promotion.

NTT Assistant faculty members are expected to serve in a variety of ways, however, the expectation for service is that there will be progressive involvement in service as you mature. This means that you should demonstrate a progressive level of service during your probationary

period, which is defined during your annual performance evaluation. Please explain what you accomplished (i.e., productivity) with your service roles.

1. University

- a. Serve on a university committee.
- b. Chair a university committee.
- c. Become a faculty senator.
- d. Serve on a university taskforce.
- e. Serve on student engagement activities by the university.
- f. Serve as a university volunteer for campus-wide activities.
- g. Attend university events and meetings.

2. College

- a. Serve on a college committee.
- b. Chair a college committee.
- c. Serve as a student organization advisor listing accomplishments.
- d. Advise undergraduate students on UH related research (e.g. Honor thesis, PURS, SUFR,
- e. etc.)
- f. Serve on thesis and dissertation committees (as a member, but may not serve as chair)
- g. Write letters of support or recommendation for students (scholarship, employment)
- h. Recruitment and retention activities, such as “Welcome Back Picnic”, Blitzes, and other
- i. Student engagement activities.
- j. Attend college events and meetings.

3. Hospitality Industry

- a. Participate in organizations such as NRA, AH&LA, HFTP, NACE and/or other professional societies that match your professional area of expertise as more than just members.
- b. Become committee chairs and/or officers for local, state, national and international professional organizations.
- c. Speak for professional societies
- d. Contribute pieces for industry trade magazines and journals
- e. Deliver seminars for Continuing Education programs
- f. Promote student involvement with local, state and national meetings with the national professional organization.

4. Community/Public

- a. Assist when appropriate to requests the college often receives for assistance with multiple initiatives including serving as judges for competitions, representing the college at community functions, or solving specific problems which are usually referred to the faculty member with expertise in that area.
- b. Speak for associations and other professional organizations.
- c. Serve as an expert witness for the media and/or legal matters.

- d. Volunteer on behalf of the University to benefit the campus and local surrounding community using your area of expertise.
5. Other evidence of professional service
 - a. Faculty may also report other evidence of professional service.

Departmental guidelines and policies are subject to policies promulgated at the college and university levels. In the case of promotion, 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 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 in the university-level promotion guidelines. It is the obligation of the chair of the department to make all non-tenure promotion eligible faculty members 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.

Passed unanimously by the college on February 16, 2018

Approved by Dr. Mark S.F. Clarke, Associate Provost for
Faculty Development & Faculty Affairs on March 27, 2018