



***Procedures for the Initial Appointment, Consecutive Appointment, and Promotion of Full-Time Non-Tenure Track (NTT) Faculty in the College of Liberal Arts***

These guidelines provide for the implementation of University Policy and the provisions of the collective bargaining agreement provisions between Temple University and the TAUP that apply to the appointment, consecutive appointment, and promotion of Full-Time, Non Tenure Track Faculty in CLA.

Any provisions of these guidelines that are found to be in conflict or out of compliance with either Temple University policies or the Temple University-TAUP contract are superseded by the pertinent University policy or contract provision.

Non-Tenure Track Faculty members are typically appointed to specialize in teaching and/or provide other important contributions to the educational mission of CLA. Although they may engage in research, their primary activities are focused on teaching or other activities essential to the college as assigned by the Dean.

Most NTT Faculty in CLA are evaluated for their initial appointment, consecutive appointment(s), and promotion on the basis of their contribution to the educational mission of the college and university. Each consecutive appointment is independent of any previous appointment. The term “continuing appointment” applies only to multi-year appointments that have not yet reached termination date.

Since most NTT Faculty hired in CLA are hired primarily for teaching duties, the guidelines in this document are aimed mainly at these faculty. While the general guidelines and processes that follow apply to NTT generally, please consult the CLA Dean’s Office for more details on tailoring appointment dossiers and providing documentation and evidence for NTT Research Faculty or NTT Clinical Faculty.

**Initial Appointment of NTT faculty**

Department chairs and directors must complete the NTT Faculty Line Request Form available on the website of CLA Faculty Affairs (<https://liberalarts.temple.edu/about-us/resources/faculty>). The search must be approved by the Dean of CLA. Upon approval, an advertisement of the search is submitted to the Assistant Vice President for Institutional Diversity and the Senior Associate Dean for Faculty Affairs. Advertisements may then be placed after approval. Once the interview process has concluded, the names of the top three finalists and their CVs in order of preference must be sent to Dean of CLA for final approval before an offer is made.

## A. Documentation for Initial Appointment

Please consult the list of required documents for NTT Initial Appointments available from the Office of the Vice Provost for Faculty Affairs, or from the CLA Dean's Office. Documentation includes: Three references from outside Temple University (must be signed and on letterhead); a recommendation letter from the department chair, a CV (signed and dated on the first page; initialed and dated on subsequent pages); evidence of teaching credentials; an Affirmative Action form/waiver; a copy of the hiring advertisement; official transcripts (and/or licenses if applicable); a completed English Fluency Form for Faculty and Instructional Staff.

## B. Title at Initial Appointment

For those NTT faculty whose main duties are in teaching and instruction, initial appointment shall be to the positions of Instructor (Teaching/Instructional), Assistant Professor (Teaching/Instructional), Associate Professor (Teaching/Instructional) or Professor (Teaching/Instructional). Typically, NTT faculty who have not yet attained the terminal degree shall be appointed as Instructors. Those who have achieved the terminal degree shall be appointed as Assistant Professor (Teaching/Instructional). For those with prior significant college and university-level teaching supported by a documented record of excellence in teaching (or other assigned duties), initial appointment may be made at the level of Associate Professor (Teaching/Instructional) or Professor (Teaching/Instructional).

## **Consecutive Appointment of NTT Faculty**

Typically, department chairs consult with the Dean about the possibility for consecutive appointment. The Dean must approve the consecutive appointment of any existing NTT faculty member. Consecutive appointments will be made by the Dean of CLA based on teaching performance (and performance in any other assigned duties) and departmental needs, not on seniority.

## A. Documentation for Consecutive Appointment

Please consult the list of required documents for NTT Faculty Consecutive Appointments available from the Office of the Vice Provost for Faculty Affairs, or from the CLA Dean's Office. Documentation includes: an updated CV (replacing prior CV from initial appointment); a recommendation from the chair (this ~~should~~ must include an evaluation of the candidate's performance in the desired areas of responsibility) Please note that if the initial appointment was approved with a waiver, a full national search must be conducted for the following one-year appointment.

NTT dossier for consecutive appointment must include all Student Feedback Forms (SFFs) that are available for the NTT faculty member since arrival at Temple (if an NTT faculty member has been at Temple for more than three years, the most recent three years

of SFFs will normally suffice). The dossier should also include sample copies of course syllabi and reports of peer evaluations from classroom visits and peer evaluations of syllabi.

If a departmental personnel committee evaluates consecutive appointments, the committee should review all available SFFs, syllabi, examples of student outcomes (e.g., student awards, publications, performance on common exams, major student projects), pedagogical and curricular contributions, evidence of teaching awards or other honors. If a departmental committee is not charged with this evaluation, then this should be done by the department chair.

The department chair's recommendation should specify a recommendation for the term of the requested consecutive appointment and address the candidate's teaching performance and responsibilities in light of present and projected enrollment trends and departmental needs.

### **Multiple Year Appointments**

Chairs may request multiple year appointments up to three years for NTT faculty. Requests for multiple year appointments are considered after three years of continued full-time service. If granted, the first multiple year appointment will normally be for two years. After the completion of the first two-year appointment, the chair may recommend three-year appointments. All departmental requests for multiple year appointments must be supported by the recommendation of the department chair and, where applicable, the departmental personnel committee. Request for multiple year appointments must also include evidence of current and projected enrollment trends and departmental needs. Multi-year appointment is at the discretion of the Dean.

### **Promotion of NTT Faculty**

The primary criterion in the College of Liberal Arts for promotion is a demonstrated track record of excellence in assigned duties. As specified in the Temple University-TAUP collective bargaining agreement, a promotion to Associate or Full Professor (teaching and instructional track) will be based not only on experience and duration at Temple, but also on high quality of teaching and contributions to specified areas of duty.

Promotion in rank is independent of the decision to renew the contract of the candidate; promotion in rank does not revise the terms of the employment contract or extend its duration. A promotion does not guarantee the candidate will be offered a continuing appointment once their current contract expires. The decision to promote is made solely by the Dean of the College of Liberal Arts.

For NTTs whose duties are focused on teaching, there are two essential qualifications for promotion: The first is consistently outstanding performance in instruction, as demonstrated through SFFs. The second is demonstrated leadership in teaching (and any

teaching-related administrative duties assigned to the candidate). This could be manifested in curriculum development and/or innovation, in course development and/or innovation, in exceptional teaching, in involvement in pedagogical training or improvement, in high investment in students, or other ways. For promotion to Professor (Teaching/Instructional), it is further expected that the candidate demonstrates an increased commitment to teaching since promotion to the Associate level. This evidence of increased commitment could include mentoring of peers, involvement in pedagogical development and training, involvement in service roles (especially if part of the regular workload), or in committees that further the improvement of teaching at Temple.

NTT faculty are eligible to apply for promotion after completing a minimum of five consecutive years of full-time service in CLA at their present rank (i.e., they may apply at the earliest during the sixth consecutive year of full-time service in rank). Any NTT faculty member who is promoted in rank will receive a salary increase as specified in the Temple University-TAUP contract.

An NTT faculty member who wishes to be considered for promotion may do so through nomination to the department chair. The department chair may then recommend the promotion through a letter to the Dean supported by the documents as indicated below.

Comprehensive evidence of excellence must accompany a promotion application. This documentation should take the form of a teaching dossier that should include the following:

- a current CV
- a statement of teaching philosophy;
- a statement describing why the candidate believes s/he should be promoted;
- at least five (5) years of student teaching evaluations (SFFs);
- at least two peer reviews/classroom observations from faculty colleagues (preferably at higher rank);
- evidence of teaching-related or other service
- a description of past merit-pay awards;
- a list and copies of syllabi for all courses taught at Temple, and
- samples of graded student work.

Any other documentation of excellence in assigned duties, such as letters attesting to excellent performance in assigned duties, may be included as well.

### **Procedures for Promotion:**

Departments should establish a process in which they specify the committee structure for NTT promotions (a dedicated committee, personnel committee or other), and the departmental criteria for promotion (which can be the same as the CLA criteria). If a

separate committee cannot be composed, then an existing one can be charged with this task. The committee should be composed of faculty who have achieved the rank to which the candidate wishes to be promoted and should ideally have one or more NTT representatives. This committee should write a report with its recommendation and vote, which will be forwarded to the department chair.

The department chair shall write their own report with a recommendation. The Department Committee report and Chair report should be forwarded to the CLA committee. These documents should be accompanied by copies of the department's process and criteria for promotion of NTTs.

The candidate will have an opportunity to respond to the Department Committee and Chair reports in writing. The candidate response to the Department Committee should go to the Chair. The candidate response to the Chair should go to the Associate Dean for Faculty.

The college will convene a committee annually to review the recommendations of department committees and chairs. The composition of this committee should be faculty who have achieved the rank to which candidates wish to be nominated. The committee should be composed of NTT faculty predominantly. The Associate Dean for Faculty will also serve on this committee.

This committee will write a report with a recommendation to be submitted to the Dean who makes the final decision.

Candidates who are denied promotion have the option to re-apply in the following year. Candidates who plan to reapply should address the issues that are raised in the Dean's decision letter.

Deliberations by the departmental, chair, and college committee are confidential. All faculty involved in the deliberations must sign a confidentiality agreement (see Appendix I).

### **Timing of promotion review:**

Nominations, including self-nominations, for promotion are due in writing to department chairs by November 1. Chairs should alert the Associate Dean for Faculty Affairs of the nominations so that s/he can be ready to compose an appropriate committee.

Materials are due to the department before the end of February.

Department committee review and chair recommendation occur in March.

All materials from the candidate and Department level reviews must be submitted to the Dean's office by the first Monday in April. The CLA Committee convenes in April, making recommendations for the Dean by the end of the month. The Dean will normally inform the candidate of her/his decision by the end of May.

### **Performance Reviews during Multi-Year Appointments**

The department chair and/or the department personnel committee should conduct an annual review of NTT faculty who are not up for reappointment because they are in the midst of a multi-year contract. Those faculty members should provide to the chair and the Dean's office an updated CV. The chair should review all SFF results for the current period and meet with the NTT faculty to discuss any areas in need of improvement. The chair should write an evaluation of the NTT faculty member's performance and provide it to the Dean's office.

In accordance with the TU-TAUP agreement, the Dean or Dean's designee shall meet with each faculty member on a multi year appointment to discuss the faculty member's responsibilities and performance. A written summary of the meeting shall be provided to the NTT faculty member and filed in the individual's official personnel file.

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