



Non-Tenure
Track Faculty
Promotion
Workshop
Office of the Provost
October 28, 2020



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

WHO IS ELIGIBLE?

- A lecturer or assistant professor who has served in rank for five years (*typically*)
- A senior lecturer or associate professor who has served in that rank for three to five years

WHAT ARE THE CRITERIA?

- “The criterion for promotion of NTTF is **excellence** in performing the **primary responsibilities** established in the initial appointment document and recorded in the annual performance and planning reviews.” 4.5.2 *Faculty Handbook*

EXCELLENCE

- Colleges and departments have the responsibility to define the criteria that are *proof of excellence*:

“Department and college bylaws should establish standards and procedures relating to promotion of non-tenure-track faculty consistent with this handbook.” 4.5.3

Faculty Handbook

PRIMARY RESPONSIBILITIES

- “Each NTTF will be informed, in writing, of the percentage of effort that they are expected to devote to teaching, service, and research/professional development as well as whether the faculty member’s position is contingent upon their ability to secure external funding.
- This documentation will be provided by the hiring unit to the NTTF at the time of initial appointment and again each time the faculty member is reappointed.
- As needed throughout their terms of appointment, faculty members will have the opportunity to discuss their responsibilities and request adjustments in their assigned workloads.
- This annually updated written record of workload distribution and responsibilities will become part of the NTTF’s evaluation records.”

4.3 Faculty Handbook

HOW DOES THE PROMOTION PROCESS START?

- It typically begins with a conversation between the NTTF and the supervisor. The conversation should lead to a decision about when to stand for promotion.
- The conversation should also review the documentary requirements and steps in the process.

CALENDAR*

January 29	Eligible Non-Tenure Track Faculty Submit dossiers to their units.
February 25	Units submit recommendations to the College
April 1	College NTT Faculty Promotion Committee reviews candidate dossiers and submits recommendations to Dean of the College
May 3	Dean makes recommendation to the Provost
June 30	Provost notifies candidates of outcome of the process

*Colleges and departments might also have specific deadlines that you will need to observe.

WHAT DO I PUT IN THE DOSSIER?

- Documentation of achievements in assigned areas of effort, as described in the appointment letter, and, when applicable, modified in APPR documents
 - Current *curriculum vitae*
 - No more than 50 pages of additional materials
 - Candidate statement: where you make the case for promotion and present professional goals
 - Instructional faculty: summary of end-of-course student evaluations awarded for the previous five years and reports from peer-reviews of teaching
 - Evidence of excellence in assigned area
 - Evidence of contributions to university's mission

WHAT DOES THE DEPARTMENT PUT IN THE DOSSIER?

- Description of candidate's responsibilities
- Appointment letter
- Documentation of support for professional development
- Annual evaluations from the review period
- Solicitation of external letters assessing the record of scholarship and/or creative activity (if required by departmental bylaws)

ONLINE RESOURCE

Lecturer Promotion Guidelines

According to the [Faculty Handbook](#), “initial non-tenure-track teaching appointments will be made at the rank of lecturer for a definite term of one year or less.” A lecturer is eligible for promotion to senior lecturer typically after a minimum of five years of regular (full-time) service at the rank of lecturer. A senior lecturer is eligible for promotion to distinguished lecturer typically after three-to-five years of regular (full-time) service at the rank of senior lecturer. In addition to a change in title, promotion in rank may be recognized by a base salary adjustment. Promotion in rank also may include the offer of a three- or five-year term appointment.

Please refer to the [Appendices II](#) in the Faculty Handbook, for more information regarding expectations for performance, criteria and process for promotion, as well as guidance regarding the assembly of a promotion dossier.

Worksheets

- [Summary Sheet](#)
- [Faculty Worksheet \(fall 2016 Update\)](#)
- [Faculty Worksheet \(Prior to fall 2016\)](#)

REMAINING PORTIONS OF THE MANUAL FOR FACULTY EVALUATION

Please note that Part VI is currently undergoing revision.

PART VI: PROMOTION OF NON-TENURE TRACK TEACHING FACULTY

- <https://provost.utk.edu/wp-content/uploads/sites/10/2019/09/Remaining-Portions-of-the-Manual-for-Faculty-Evaluation-2019.pdf>

THE THREE LEVELS OF REVIEW

- Department review
 - Departmentally designated group of faculty review materials and make a recommendation to the department head
 - Department head makes an independent recommendation and forwards the case to the college
- College review
 - Dean may appoint a college committee to review the case
 - Dean makes an independent recommendation and forwards the case to the chief academic officer
- Provost review
 - Provost makes an independent recommendation

CANDIDATE'S RIGHTS AND OPTIONS

- The candidate has the right to respond to any evaluative statement inserted into the dossier.
- The candidate has the right to appeal a negative decision to the next level of review, up to the chancellor.
- The candidate has the right to withdraw an application at any stage of the process.

THE CANDIDATE'S OPTIONS DURING THE REVIEW

- The candidate is notified of the outcome at the conclusion of each level of review. If the outcome is negative, the candidate has the right to appeal the decision to the next level of review. If the candidate chooses not to appeal a negative decision, then the process ends at the level of denial and no further action is taken on the review.
- Candidates who are denied promotion must sit out one full promotion cycle before reapplying for promotion.



Thank you!
Questions?



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