

## Promotion for Non-Tenure track Faculty<sup>1</sup>

### Expansion of Faculty

While advancement options for non-tenure track faculty have been discussed for a number of years on campus, this issue finally got some traction in 2016-17. President Yildirim charged the Rules committee to look into formally establishing these teaching professionals as Faculty members with eligibility to vote and serve in the Faculty Senate. With a recommendation from the Rules committee, the Senate passed a motion in November 2016, which was then adopted by a special general faculty meeting in January 2017. This action established all temporary faculty and unclassified professionals with primary teaching responsibilities as faculty members.

Revised definition of Faculty: All employees who have teaching/research/library responsibilities of 50% or more and .5 FTE or greater will be eligible for membership in the Faculty Senate, including: temporary faculty, probationary faculty, tenured faculty, contingent unclassified professionals, provisional unclassified professionals, and regular unclassified professionals. These employees all have the e-class designation of FA or F2.

### New Levels and Criteria for Advancement

Following this first step, President Yildirim appointed an Ad hoc committee<sup>2</sup> to work on creating Guidelines and Criteria for Advancement for non-tenure track faculty. These were presented to and approved by the Senate in April 2017. These guidelines were designed to mirror existing policy 4.15 “Tenure and Promotion- Guidelines and Criteria”. A summary comparison is below.

Tenure track Faculty	Non-Tenure track Faculty
Ranks:  Assistant Professor, Associate Professor, Full Professor	Levels: <sup>3</sup> <i>With terminal degree:</i> Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor; and, Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor. <i>With non-terminal degree:</i> Assistant Educator, Associate Educator, and Senior Educator.
Six years in rank before advancement <sup>4</sup>	Six years in level before advancement

<sup>1</sup> This term includes temporary faculty (those on annual contract), and contingent, provisional and regular Unclassified Professionals who are .5 FTE or more with 50% or more teaching responsibilities. It does not refer to ‘tenure-track’ faculty.

<sup>2</sup> Committee membership: Bayram Yildirim (Chair), Betty Smith-Campbell, Pina Mozzani, Jim Schwartz, Jan Wolcott, Scott Miller, and Carolyn Shaw.

<sup>3</sup> “Rank” is a term that refers specifically to tenure track faculty. The equivalent term for non-tenure track faculty is “level”.

<sup>4</sup> Candidates are eligible to go up for promotion after five years of service. Their promotion files are considered during their sixth year of service. If approved, they achieve their new rank/level at the end of the sixth year.

Tenure track Faculty	Non-Tenure track Faculty
Assistant Professor: (1) demonstrated adequacy in teaching/librarianship; (2) potential for achievement in research, scholarship, or creative activity; and (3) some appropriate University service	Assistant Teaching Professor/ Assistant Clinical Professor/Assistant Educator: (1) demonstrated adequacy in teaching/librarianship; and (2) some appropriate University service, as defined in the role statement
Associate Professor: Evidence is normally expected of the following: (1) documented effectiveness of teaching/librarianship; (2) a record of research, scholarship, or creative activities which has earned recognition in professional circles at the regional or national level; and (3) some professional or University service	Associate Teaching Professor/ Associate Clinical Professor/Associate Educator: Evidence is normally expected of the following: (1) documented effectiveness of teaching/librarianship; and (2) some professional or University service, as defined in the role statement.
Professor: (1) sustained effectiveness in teaching/librarianship; (2) a record of substantial accomplishment in research, scholarship, or creative activities which has led to recognition in professional circles at the national level; and (3) demonstrated academic leadership in the form of service to the University and the profession.	Teaching Professor/Clinical Professor/Senior Educator: (1) sustained effectiveness in teaching/librarianship; and (2) demonstrated academic leadership in the form of service, as defined in the role statement, to the University and the profession.

### New Policies and Procedures for Advancements

The Ad Hoc committee has continued to meet this Fall, working on the specific promotion policy and procedures, again mirroring existing policy for tenured faculty. The following policies have parallels for tenure track and non-tenure track faculty:

Policy	Existing Content	New Content
4.16	Promotion Calendar	This will be the same for both groups of faculty, although some of the deadlines will not be applicable for non-tenure track faculty (i.e. submission of external review letters)
4.17	Tenure and Promotion - Outline of Process Review	<i>Promotion for Non-Tenure track Faculty: Outline of Process Review</i>
4.18	Review for Tenure and Promotion: Procedures	<i>Review for Non-Tenure track Faculty Promotion: Procedures</i>
4.19	Tenure and Promotion Committee (university level)	Modified to include additional at-large membership of non-tenure track committee members to review non-tenure track faculty cases.
4.20	Cover Sheet for Tenure and Promotion Dossiers	Modified to be able to accommodate both groups rather than creating two separate sheets.
5.13	Full Professor Incentive Review Program	<i>PIR for Non-Tenure track Faculty</i>

## Summary Comparisons of the promotion policies for Tenure track and Non-Tenure track Faculty.

*Note: Throughout the document, language has been modified to be consistent for the target group of faculty with regard to titles, ranks/levels, role expectations, etc.*

Policy	Existing Content	New Content
4.17 Outline of Process Review	Faculty member or chair can nominate faculty for promotion after 5 years of service	Same process for non-tenure track faculty – simple policy title change.
4.18 Procedures	<p>Primary dossier: 25 pg limit, and includes letters of external review.</p> <p>Secondary dossier: may include...copies of publications or other evidence of scholarship, copies of student evaluations or course materials, etc.</p> <p>Dept Committee: a meeting of the tenured faculty of the department or a committee of tenured faculty chosen by these faculty members. In departments with fewer than three voting tenured faculty members, the college faculty will develop appropriate procedures for the review, subject to the approval of the dean.</p> <p>All Tenured dept faculty vote</p> <p>Separate evaluation done by the Chair</p> <p>Right to rebut or appeal</p> <p>College Committee: Will consist of all tenured, full-time faculty with the rank of assistant professor or higher. The total membership is an odd number, with a minimum of five members. The majority of the committee is elected by the faculty, according to a representational formula adopted by the college.</p> <p>A positive recommendation by the committee will result when more than 50 percent of those casting ballots other than abstention vote to recommend promotion.</p> <p>Separate evaluation done by the Dean</p>	<p>Primary dossier: 15 pg limit, no external letters required.</p> <p>Secondary dossier: may include...evidence of teaching, copies of student evaluations or course materials, evidence of service contributions, etc.</p> <p>Dept Committee: at least three members and will consist of at least one voting non-tenure track faculty member, and at least one voting tenured faculty member of the department. In departments with fewer than the requisite members, the college faculty will develop appropriate procedures for the review subject to the approval of the dean.</p> <p>All tenured and non-tenure track faculty at Associate or above vote.</p> <p>Separate evaluation done by the Chair</p> <p>Right to rebut or appeal</p> <p>College Committee: will consist of at least one voting non-tenure track faculty member and at least one voting tenured faculty member from the college. The total membership is an odd number, with a minimum of five members. The majority of the committee are elected by the faculty, according to a representational formula adopted by the college</p> <p>A positive recommendation by the committee will result when more than 50 percent of those casting ballots other than abstention vote to recommend promotion.</p> <p>Separate evaluation done by the Dean</p>

<p>4.19 Univ Promotion committee</p>	<p>7 college committee chairpersons + 2 at large tenured faculty appointed by Senate President ex officio: Grad Dean, and 1 non-voting student rep.</p> <p>Separate evaluation done by the Provost</p> <p>President makes final decision</p>	<p>7 college committee chairpersons + <b>4 at large non-tenure track faculty at Associate or Full level and 2 at-large tenured faculty appointed by Senate President</b>, ex officio: Grad Dean, and 1 non voting student rep.</p> <p><b>OR</b></p> <p>7 college committee chairpersons + <b>2 at large non-tenure track faculty at Associate or Full level and 2 at-large tenured faculty appointed by Senate President</b>, ex officio: Grad Dean, and 1 non voting student rep.</p> <p><b>OR</b></p> <p>7 college committee chairpersons + <b>2 at large non-tenure track faculty at Associate or Full level</b>, ex officio: Grad Dean, and 1 non voting student rep.</p> <p>Separate evaluation done by the Provost</p> <p>President makes final decision</p>
<p>5.13 PIR<sup>5</sup></p>	<p>Available to all tenured faculty members who have held the rank of Full Professor at Wichita State University for a minimum of six (6) years (whose appointment is 1.0 EFT)</p> <p>Process for review is the same as for promotion to Full Professor, and will progress through the stages of the promotion review process.</p> <p>The requirements for a successful incentive review merit award require that</p> <p>a) The candidate must have established and maintained a sustained, successful program in research, publication, or creative activity that has led to national visibility as judged by the standards of the discipline.</p> <p>b) The candidate must be able to demonstrate sustained, successful teaching at the undergraduate and/or graduate level as determined by the mission of the department.</p> <p>c) The candidate must be able to demonstrate sustained, successful service to the University and to the profession commensurate with the rank of professor.</p> <p>It is the responsibility of the candidate to supply clear and convincing evidence in these areas.</p>	<p>Available to all faculty members who have held the level of Full Teaching Professor, Full Clinical Professor and Senior Educator at Wichita State University for a minimum of six (6) years (whose appointment is 1.0 EFT)</p> <p>Process for review is the same as for promotion to Full Teaching Professor, Full Clinical Professor and Senior Educator, and will progress through the stages of the promotion review process.</p> <p>The requirements for a successful incentive review merit award require that a candidate demonstrate sustained, successful performance in the areas of responsibility as defined in their role statement. This might include teaching at the undergraduate and/or graduate level, as well as service to the University and to the profession commensurate with the level of Teaching Professor.</p> <p>It is the responsibility of the candidate to supply clear and convincing evidence in each area.</p>

<sup>5</sup> Candidates are eligible to go up for PIR after five years of service. Their files are considered during their sixth year of service. If approved, they achieve their PIR raise after the end of the sixth year.

## Implementation Framework

This initial implementation policy applies to all non-tenure track faculty employed at WSU prior to AY 2018-19.

1. Timeline for implementation:

After approval by President's Executive Team (with a goal of Jan 1):

All non-tenure track faculty will be automatically assigned to level of Assistant Teaching Professor, Assistant Clinical Professor, or Assistant Educator. Candidates may choose to apply for Associate or Full if they believe they meet criteria and have met the required years of service. This will reflect current practices for hiring with tenure and/or rank.

A special review process will be initiated three months after the President's approval to review all applications for candidates who want to apply for promotion to Associate or Full. These candidates must submit a primary dossier that includes details of their teaching activities and any additional service as stated in their role statements (maximum 15 pages). Candidates should also prepare a secondary dossier with supporting documents (recognizing that some materials may not be available).

Any non-tenure track faculty member who does not apply during this initial implementation period to be reviewed by the special committee will be able to apply during the regular annual cycle of promotion review beginning in the Fall following policy ##.

2. Departments/academic units should make sure the role statements for non-tenure track faculty are accurate and up to date to serve as the basis for promotion evaluation.

Departments/Colleges should identify mentors within their units to help those faculty going through this process for the first time.

3. Meeting criteria for promotion

Candidates are eligible to apply for promotion to Associate with a minimum of 5 years of service; promotion to Full requires a minimum of 11 years of service. Regardless of years of service, candidates must meet performance criteria in order to be awarded promotion to Associate or Full. Years of service alone do not automatically qualify candidates for promotion to Associate or Full.

4. Years in Service

If a candidate has been in service for 5 or more years, they can be considered for Associate. If they do not meet Associate promotion criteria, they will remain at the Assistant level. As long as they have served 5 or more years, they can apply again in subsequent promotion cycles for Associate if they believe they meet the criteria.

With the implementation of this policy, if a candidate has been in service for 11 or more years, they will be considered for Full. If they do not meet Full criteria, they will automatically be considered for Associate. If a candidate is promoted to Associate, then the faculty member can negotiate with the Chair and Dean about how many years of service they can count toward promotion before they are eligible to go up for Full. *Note:* This is similar to the process of hiring a tenured faculty member who negotiates years toward service when they are hired.

5. Special Review Process.

There will be an expedited process for reviewing cases that are submitted during the roll out period (3 months following the President's approval). Applications submitted during the initial implementation period will be reviewed by the following:

- a) Department/academic unit committee, and the Chair of the department/academic unit.
- b) The Dean
- c) The Provost/Senior Vice President.

In such cases where additional consultation is deemed desirable, the Dean or Provost/Senior Vice President may convene the college/school/University Libraries or University-level committee to effect an *ad hoc* promotion review panel. The Provost/Senior Vice President shall convey the recommendations to the President who shall review the recommendations and make the final decision and notify the individual in writing of the final decision.

6. Special Department Committees

Departments/academic units will determine the composition of these committees. Candidates for Associate Teaching Professor/ Associate Clinical Professor/Associate Educator should be evaluated by faculty with rank of Associate Professor or Full Professor; candidates for Teaching Professor/Clinical Professor/Senior Educator should be evaluated by faculty with rank of Full Professor.

In subsequent years, candidates' files will be reviewed through the standard promotion policy (##).

7. Candidates whose applications are approved in this special review process (3 months after President's approval) will *immediately* gain the title/level for which they have been approved *as long as* they have completed the requisite years in service (6 for Associate and 12 for Full).

Promotion Raises

The committee has been asked by the Provost to draft a separate recommendation regarding raise recommendations for both tenured and non-tenure track faculty with the understanding that a raise comes with promotion.