

**Department of Educational Leadership & Policy Studies
Promotion Guidelines for Non-Tenure Track Faculty**

1. Introduction

Promotion is based on the recommendation of the Provost and on the basis of recommendations initiated by departments, reviewed by the colleges' Promotion and Tenure committee, the Dean, and the Provost. The university's general policies for promotion makes 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.

Departmental guidelines and policies are subject to policies promulgated at the college and university levels. In the case of promotion and tenure, 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 and tenure 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 university-level promotion and tenure guidelines. It is the obligation of the chair of the department to make all new tenured or tenure-track faculty members aware in writing of not only the university university-level promotion and tenure guidelines but also any college or departmental level policies or procedures that may impact their tenure and/or promotion.

The Department of Educational Leadership and Policy Studies (ELPS) 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: http://www.uh.edu/provost/faculty/current/non-tenure-track/documents/ntt-policy.pdf](http://www.uh.edu/provost/faculty/current/non-tenure-track/documents/ntt-policy.pdf). Following a careful review of the University of Houston's policy and procedures on promotion, this document provides background and guidelines for use by the ELPS Promotion Committee when considering faculty candidates who submit an application for Associate Clinical Professor, or Full Clinical Professor or a recognized promotion-eligible NTT faculty position per the University of Houston NTT Faculty Policy. It is the obligation of the ELPS Chair (and by extension the Dean of the College) to make all new clinical 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.

2. 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 correct factual errors before any recommendation is forwarded to the next level of review.

3. Promotion Standards By Rank (Based on the University of Houston's NTT Promotion Guidelines)

Promotion-eligible NTT assistant professors will typically serve six (6) 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 to associate professor requires that faculty members have made significant contributions in the areas of teaching or research. In addition, individuals moving to the associate professor also should have made additional contributions to at least one of the two remaining traditional areas required of tenured faculty members (i.e. teaching, service, or research/scholarship/creative endeavor). The evaluations of the candidate's portfolio is conducted by peers in the department and/or 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 (4) 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 professor for an eligible NTT faculty requires demonstration of competence in the field and interest in and capacity for teaching, evidence of ongoing scholarly and/or creative impact beyond the university. There should be evidence of interest in the welfare of the institutions of higher learning and leadership within the college. The application portfolio will document a record of accomplishments in teaching, scholarship/creativity, and service responsibilities.

4. Timeline

All ELPS candidates wishing to go up for promotion must submit their portfolio (see Section VII), along with all supporting documentation, for review and approval by the Office of the Provost according to the annual University of Houston calendar for promotion.

The ELPS NTT Promotion Committee will be elected by department faculty. The committee will be convened by the chair of the department and the committee will select its chair. The Chair of the ELPS NTT Promotion Committee will be responsible for leading the process and for writing, in collaboration with committee members, a formal letter of the committee's findings. The assembled materials will be made available through the university's electronic platform for examination by the ELPS NTT Promotion Committee.

5. NTT Promotion Committee Responsibilities

The ELPS NTT Promotion Committee should be composed of five (4 promoted NTT and 1 tenured) elected ELPS faculty members. In the event that less than three ELPS promoted NTT faculty members are eligible to serve, the Promotion Committee may include one or more promoted NTT faculty members from other College of Education departments.

Following the convening of the ELPS NTT Promotion Committee by the Committee Chair, each committee member will independently review all relevant documents and credentials of the candidate. In the event the candidate selects the observation of teaching practice option, the committee will be responsible for meeting with the candidate to discuss a minimum of two observations of the candidate's teaching

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practice, set a time to observe the candidate's teaching practice, and include a pre- and post-observation meeting. At a meeting set by the Chair of the ELPS NTT Promotion Committee, members will discuss the candidate's dossier. At the end of the discussion and deliberation period, each member of the committee will submit a confidential ballot to the Committee Chair 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 ELPS Department Chair.

The Chair of the ELPS NTT Promotion Committee will draft a formal letter that includes the vote of the committee and a brief summary of the candidate's strengths and weakness as it relates to their contributions to 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 by name. ELPS NTT Promotion 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 of the ELPS NTT Promotion Committee is 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 ELPS NTT Promotion Committee to address errors and omissions contained in the letter prior to it being delivered to the ELPS Department Chair. Prior to the letter being submitted to the ELPS Department Chair, a candidate also has the option to meet with the committee regarding the content of the letter submitted to the candidate.

6. 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 anyone who is not a member of the ELPS NTT Promotion Committee. Following the letter submitted to the ELPS Department Chair, there should be no other external communication from the committee unless directed by an official of the University of Houston.

7. Applicants Portfolio/Electronic Folder

Thorough documentation should be submitted by the candidate as evidence for all items claimed in the candidate's vita. The portfolio will include as many as applicable of these appropriate categories. The candidate will have the option of submitting the Review Letter (C) or Observation (D). The following list of portfolio components is taken from the University of Houston's Promotion and Tenure Guidelines for "current University of Houston P&T Guidelines published annually by the Office of the Provost" and posted on the Office of the Provost's website (<http://www.uh.edu/provost/policies-resources/faculty/promotion-tenure/>), with the addition of Section D.

A. Face Sheet

This electronic form must be prepared by the candidate's dean's office.

B. Internal Letters

The candidate's electronic folder should include any department or college committee evaluation reports, letters from department chair/director to dean and dean to Provost, and any appeals letters. University policy mandates that no extraneous letters or materials be included. Letters

from department chairs/directors and deans should address the strengths and weaknesses of the candidate. Letters containing negative recommendations should explain reasons and specify areas of weakness that led to the negative recommendation. Justification for each recommendation should be clearly and fully stated. Moreover, these letters should address the merits of each individual case and should not be mere summaries or restatements of earlier assessments. The dean's letter of recommendation is especially important.

C. Review Letters

In consultation with the program, the candidate will generate a list of potential external reviewers who meet the criteria outlined in the UH promotion and tenure guidelines. Separately, the program area faculty will generate a list of potential external reviewers following the same guidelines. Both lists will be submitted to the Chair who may add additional names as well. The chair will meet with the candidate to review and identify any names that may need to be omitted. While the Department chair may seek candidate suggestions for external reviewers, the final selection of external reviewers shall be made by the Department Chair. The final list of external reviewers is *not* shared with candidates.

Promotion to the rank of NTT associate professor will require a minimum of three (3) reviewer letters. A department may request more than three (3) letters. At least one letter must be from within the department. The remaining letters can be obtained from within the department or may be obtained from outside or within the university. Letters from outside the university ("arms-length" reviewers) may be used but are not required in the case of promotion from NTT assistant to NTT associate professor. For promotion from NTT associate to NTT full professor, at least one outside letter from an "arms-length" reviewer is required. The remainder may be from outside or within the university.

Similar to the tenure-track process, reviewer letters may not be accepted from Co-Principal Investigators', Co-PIs, or collaborators on grants/academic projects. External reviews requested from thesis advisors, co- authors, or former students are not considered to be "arm's length" and will not be considered.

The candidate's electronic folder must contain one sample copy of the request letters to reviewers, and a one-paragraph description of the qualifications of each reviewer with the relation to the candidate clearly stated. The department chair/director will be responsible for uploading these documents to the promotion Share-point site. Request letters to reviewers should include a brief description of the candidate's role within the department and how this is related to the department's mission. Letters should also specify a date for return of the evaluation. Candidates will not be shown or have access to review letters as part of the promotion process.

D. Candidate's Observations

The candidate will be required to submit their current syllabus along with three lesson plans to the committee. The committee will then request a meeting with the candidate to schedule observations (minimum of 2) in which pre-and post-observation meetings will be held to discuss the observation. During the pre-meeting, a time frame of observation will be discussed and scheduled. At least two (2) committee members will be required to observe the candidate during

this time.

E. Candidate's Statement

The candidate must include a brief (no more than three pages) statement. The statement may include academic career goals, accomplishments, and directions for future work. The candidate may describe how all facets of his/her career form an integrated, successful profile or the candidate may identify achievements in the areas of teaching, scholarship, and service separately.

F. Vita

The candidate must include a vita that is appropriate for the discipline.

G. Supporting Documentation

The purpose of the candidate portfolio is to provide detailed supporting documentation demonstrating the current and likely future impact of the applicant's activities in teaching, scholarly and/or creative achievements, and service. The documentation should support the Vita and Candidate's Statement. Please refer to department guidelines.


Link to University of Houston Non-Tenure Track (NTT) Faculty Policy:

<http://www.uh.edu/provost/faculty/current/non-tenure-track/documents/ntt-policy.pdf>.

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1. Revision Log

| Revision Title | Inserted Revision | Date and Recorded Vote of Faculty Approval (including vote of Chair) | COE Dean's Approval and Date | UH Provost Approval and Date |
|--|---|--|------------------------------|---|
| Original development of full policy | Full policy | September 14, 2017 (vote of 14-0) | 8/22/18 | |
| Updates following review from academic affairs | <ul style="list-style-type: none"> -Corrected typos and extraneous references -Updated web links -Expanded language to include other recognized promotion-eligible NTT faculty categories -Updated voting logs to indicate chair, dean, and provost approvals -added required paragraph from academic affairs (para. 2, pg. 1) | October 2, 2018 (vote of 19-0) | 12/21/18 | FEB 6, 2019  Associate Provost Faculty Development & Fac. Affairs |
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