College of Fine Arts

Non-Tenure Track Faculty Promotion
Outline

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Promotion Criteria
Lecturer Titles

The principal role of faculty in the lecturer titles is providing instructional service that augments and complements that of the tenured and tenure-track faculty.

Thus exceptional teaching performance is expected and a well-documented record of teaching excellence is required for all such candidates for promotion. The dossier should demonstrate that the candidate’s level of teaching service is above the departmental average.

In addition, an adequately documented record of significant accomplishment in at least one of the other areas of contribution consistent with the terms of employment is required for promotion (i.e. research, service, advising, or honors)

The title of distinguished senior lecturer is reserved for individuals who, in addition to teaching excellence, have a sustained record of significant accomplishment adequately documented in at least one of the other areas of contribution consistent with the terms of employment.
Recommendations for promotion of non-tenure track faculty may be considered in the 6th year or later of an individual’s service in current rank.

Cumulative service in rank may be either full time or part time.

There is no “up-or-out” review for NTT faculty members. Outcomes: promotion in rank or continued appointment at current rank.

Annual reviews should capture key elements of case each year.
Atypical promotion schedules

➡️ Early promotion, in consultation with Chair/Director and Budget Council/Executive Committee

➡️ Bottom line: when your materials demonstrate teaching excellence and significant contribution in one other area sufficiently, you should go up for promotion.
Components of a promotion file

I. Recommendations (required)
   • Dean’s Assessment Letter
   • Chair or Director’s Assessment Letter

II. CV and Other Information (required)
   • CV
   • List of publications and scholarly/creative works

III. Teaching (required)
   • Budget council statement
   • Candidate’s teaching statement
   • Candidates instructional activities (aka Course Instructor Survey results) – previous three years of coursework
   • Peer Classroom Observation Reports (include all conducted in rank – minimum of three total for NTT promotion cases)
   • Report of committee affiliations for masters and doctoral theses – if applicable
   • List of postdoctoral fellows supervised – if applicable
   • Original CIS forms and written comments for the last three years with summary sheet as cover page for each course (in a separate folder)
   • Teaching Portfolio (in a separate folder)
Components of a promotion file, continued

IV. Research/Scholarship/Creativity – if applicable
   • Budget council statement
   • Copies of scholarly works produced in rank, in a separate folder
   • List of five most significant works (while in rank)
     One set of the five most significant works, in a separate folder
   • Candidate’s research statement

V. Advising section – if applicable
   • Budget Council Statement
   • Candidate’s advising statement (optional)

VI. Service section – if applicable
   • Budget Council Statement
   • Candidate’s service statement (optional)
Components of a promotion file, continued

VII. Honors section – if applicable
   • Budget council statement
   • Candidate’s statement on honors (optional)

VIII. Letters Section – four internal or external assessment letters (required)

IX. Supplemental Materials – discretionary
Levels of review

Budget council (or executive committee) sub-committee reports to the budget council.

Budget council (or executive committee) deliberates, votes and makes recommendation to Chair/Director.

Chair/Director deliberates and makes recommendation to Dean.

College Promotion and Tenure Advisory Committee deliberates and makes recommendation to Dean.

Dean reports in cover letter and advocates to President’s Institutional Promotion and Tenure Committee.
Institutional (President’s) Committee

President

Provost

Dean of Graduate Studies

Dean of Undergraduate Studies

Vice President for Research
Developing a promotion strategy

Seek out sensible mentoring and advocacy.

- Ideally from a faculty member familiar with department standards (i.e. has served on the budget council) and the standards of your particular field of expertise.

- With mentor, determine which secondary area you should concentrate on to build a successful case, and what benchmarks you should meet in that area.

- With mentor, decide when your promotion file is ready to go up for review.
Developing a promotion strategy, continued

Be proactive.

- Request annual feedback on your progress toward a successful promotion file
  Ask your department chair or a member of the budget council to bring up during your merit review that you are pursuing promotion in NTT rank and that you would like specific feedback to that end.

- Begin to build a promotion case as soon as possible – accumulate relevant information and documents as they become available.

- Request peer teaching observations
  These are best conducted at regular intervals rather than being crowded into the several weeks or few months prior to a review. The ideal would be one peer teaching observation report from each of the three years preceding the year the promotion is considered.
Developing a promotion strategy, continued

Enhance your teaching profile

- Seek out new teaching responsibilities, diversify course offerings, pioneer innovations in teaching methods, revise curriculum and syllabi regularly, use new technology in your teaching field.

- Review CIS scores every semester. Regularly revise courses to improve CIS and student outcomes.

- Offer independent studies. Offer signature courses, where appropriate.

- Increase student demand/enrollment in your courses by developing popular courses and teaching them well.

- Maintain a Teaching Portfolio that documents your curricular innovations and teaching excellence.
Developing a promotion strategy, continued

Enhance your service profile

- Seek out and accept appointment to department, college, and university committees, including serving as committee chair or in a leadership role (program head, etc.) Participate in national or regional scholarly or professional organizations and conferences in your field.

Enhance your advising profile

- Stay in touch with your students, past and present.

- Document any jobs you help them get after graduation. Develop a list of students you mentored directly and what jobs, internships, graduate programs they are now doing (or that you helped them get) after graduation.

- Mentor your students successfully to professional or academic outcomes and document it.
Promotion Timetable, Part II

1. Right away, develop a promotion strategy.

2. Ask for and get at least one peer teaching observation during each of the three years preceding your promotion review.

3. February/March before your promotion review, request review of your promotion file in writing to the department chair and budget council.

4. May before your promotion review, with department chair develop list of external reviewers

5. By August 15, finish assembling promotion dossier.

6. Fall semester, promotion review is conducted.

7. February 15, decisions are announced.
Where to go with questions/concerns

Your chair/director:
Jack Risley, Chair, Department of Art and Art History
Brant Pope, Chair, Department of Theatre and Dance
Mary Ellen Poole, Director, Butler School of Music
Bruce Pennycook, Director, Center for Arts and Entertainment Technologies

Your faculty affairs coordinator:
Michelle Harper, Department of Art and Art History
Tatiana Artis, Department of Theatre and Dance
Kevin Crook, Butler School of Music

Douglas Dempster, Dean
Tim Creswick, Executive Assistant
Questions?
Reference material for faculty evaluation, promotion and tenure

College of Fine Arts Faculty Promotion and Tenure website resources: 
http://sites.utexas.edu/cofafaculty/faculty-review/

President’s Letter & Guidelines on Faculty Promotion & Tenure:
https://provost.utexas.edu/faculty-affairs/evaluation

Recommendations regarding faculty promotion (HOP 2-2160):
https://policies.utexas.edu/policies/recommendations-regarding-faculty-compensation-faculty-promotion-tenure-renewal-appointment

Faculty Leaves (HOP 2-2210):
https://policies.utexas.edu/policies/faculty-leaves-and-special-academic-assignments
Reference material for faculty evaluation, promotion and tenure, continued

Academic Titles and Tenure (HOP 2-2010):
https://policies.utexas.edu/policies/academic-titles-and-tenure

Faculty Sick & Parental Leave Policies:
http://sites.utexas.edu/cofafa/faculty-policies/

Family Friendly Policies and Resources:
http://sites.utexas.edu/cofafa/faculty-policies/ and
https://provost.utexas.edu/faculty-affairs/life-and-work

Office of the Provost resources: https://provost.utexas.edu/faculty-affairs
Teaching Support

- Faculty Innovation Center
  https://facultyinnovate.utexas.edu/

- Review your CIS results each semester
  https://utdirect.utexas.edu/ctl/ecis/results/mycis.WBX

- COFA Teaching Load and Course Enrollment policy
  http://sites.utexas.edu/cofafaculty/faculty-policies/teaching-load-and-course-enrollment/
Research Support

› COFA Faculty Development & Travel Funds – inquire with Chair/Director

› Dean’s Fellow/Ducloux Fellowship – inquire with Chair/Director http://sites.utexas.edu/cofafaculty/faculty-policies/faculty-research-leaves/

› Fine Arts Faculty Creative Research Grants/Summer Stipends – application cycle begins in early spring. http://sites.utexas.edu/cofafaculty/research/fine-arts-faculty-creative-research-grants-summer-stipends/
Research Support, continued

- Subvention Grants – Office of the Vice President for Research [https://research.utexas.edu/find-funding/awards-fellowships-grants/subvention-grants-programs/](https://research.utexas.edu/find-funding/awards-fellowships-grants/subvention-grants-programs/)

- Special research grants – Office of the Vice President for Research [https://research.utexas.edu/](https://research.utexas.edu/)

- Big XII Faculty Fellowship Program – Office of Graduate Studies [https://gradschool.utexas.edu/faculty/big-xii-faculty-fellowships](https://gradschool.utexas.edu/faculty/big-xii-faculty-fellowships)
Promotion Criteria
Clinical and Adjunct Titles

The principal role of faculty in the clinical and adjunct titles is providing instructional service that augments and complements that of the tenured and tenure-track faculty.

Thus exceptional teaching performance is expected and a well-documented record of teaching excellence is required for all such candidates for promotion. The dossier should demonstrate that the candidate’s level of teaching service is above the departmental average.

In addition, an adequately documented record of significant accomplishment in at least one of the other areas of contribution consistent with the terms of employment is required for promotion.
Promotion Criteria

Research Titles

The responsibility of faculty appointed as research assistant and research associate professors is principally in the area of research.

A well-documented record of research excellence is required.

In addition, a record of active contribution to the academic enterprise in other ways is required and must be adequately documented.
Promotion Criteria
Instruction Series and Practice Series

For the 2018-19 promotion review cycle, faculty members laterally moved into one of these new series effective September 1, 2018, will be evaluated for promotion using the criteria of their previous title.
Components of a promotion file

For resources and general guidelines, see: http://sites.utexas.edu/cofafaculty/faculty-review/

For Joint Appointments – a separate dossier is assembled in each department