

Professional-Track Faculty Journey

	Professional-Track Faculty	Professional-Track Faculty Advocate & Administrators
	<p>The Hiring Process</p>	<p>At the time of appointment, Professional-Track Faculty should be provided this Best Practices document. They should also be made aware of the differing expectations for Professional- and Tenure-Track Faculty.</p> <p>The Committee recommends standardizing this Offer Template and outlining in as much detail as possible the specific responsibilities of the faculty member (particularly in regard to additional areas of contribution to the academic enterprise).</p>

1st year	<p>Orientation & the Mechanics of the Job</p> <p>Getting oriented to a new job in academia can be challenging. Fortunately, COFA offers several workshops and resources to introduce new faculty to university systems and resources:</p> <ul style="list-style-type: none"> ● Attend College of Fine Arts New Faculty Orientation. ● Attend a Center for Teaching and Learning New Faculty Symposium. 	<p>Many Professional-Track Faculty members are new to academia. So, it is crucial the Chairs & Directors guide Professional-Track Faculty to the numerous resources that COFA offers for them.</p> <ul style="list-style-type: none"> ● The Professional-Track Faculty Advocate should help orient, support, and include the faculty in departmental culture. ● Encourage faculty to attend a Development Workshop.
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	<p>Teaching</p> <p>As a member of the Professional-track Faculty, your foremost responsibility is teaching.</p> <ul style="list-style-type: none"> ● Learn pedagogical best practices by attending a Workshop by the Executive Director of Instructional Continuity and Innovation. How do I construct an effective and inclusive syllabus? How can I effectively organize lectures? What sorts of activities can I develop for student-led learning? How can I cross-list my course? How do I effectively use CIS to improve my teaching? ● Get feedback on your teaching through Peer Observation and Evaluation. <p><i>Resources: https://ctl.utexas.edu/</i></p>	<p>Because Professional-Track Faculty are evaluated primarily on teaching, it is especially important that they are given opportunities to receive constructive feedback, beginning in their first year.</p> <ul style="list-style-type: none"> ● Encourage Professional-Track Faculty to attend Center for Teaching and Learning (CTL) workshops. ● Coordinate Peer Evaluation of teaching.

	<p>Secondary Area</p> <p>For Professional-Track Faculty of Practice, it is important to maintain a strong professional portfolio outside of academia. Make sure to document all of your professional engagements as they occur.</p> <ul style="list-style-type: none"> ● Attend a “Transitioning to a Career in Academia” Workshop and learn how to effectively present your professional activities on an academic C.V. <p>Service opportunities can occur at the level of the School, College, or University. Other activities, such as leadership roles in professional organizations, are also considered a component of a Professional</p>	<p>Most Professional-Track Faculty members’ secondary area is in service. However, because many committees prioritize Tenure-Track Faculty, it can be difficult for Professional-Track Faculty members to get elected onto service committees.</p> <ul style="list-style-type: none"> ● Provide Professional-Track Faculty members equal appointments to School and College service committees. ● Discuss what service opportunities are available for Professional-Track Faculty. <p>Professional-Track Faculty interested in advising graduate students must be on the GSC.</p>
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	Additional Resources & Actions	<p>UT Learn provides a number of workshops for faculty and staff members.</p> <p>Attend a "Grants and Research Funding Opportunities" Workshop for Professional-Track Faculty.</p>	<p>Professional-Track Faculty should have the opportunity to compete for departmental travel support.</p>
	Planning for Year 2	<p>You should expect to receive notification of the school's intention to hire for the subsequent year no later than August 1.</p>	<p>Faculty on one-year appointments should receive notification from the chair/director of the intent to hire for the subsequent year, <i>prior to course scheduling in the spring semester</i>. This may require early evaluation of teaching by the department/school.</p> <p>Non-renewal of expiring multi-year year contracts (fixed or rolling) should be communicated to the Professional-Track Faculty by the beginning of the final appointment year, to allow reasonable opportunity for job search.</p>
2nd year	Evaluation	<p>This year, you will need to complete a Faculty Activity Report (FAR). These reports provide space for faculty to document their previous year's activities and articulate their goals moving forward. The FARs are also evaluated by the Executive Committees.</p> <ul style="list-style-type: none"> ● Attend a "Transitioning to a Career in Academia" Workshop to learn about how FARs are evaluated. <p><i>Resources:</i> FAR Guidelines</p>	<ul style="list-style-type: none"> ● Organize a workshop for new faculty members on how to most effectively organize and present information in the FARs. ● During the FAR evaluation process, direct EC members to the specific roles and responsibilities outlined in the Professional-Track Faculty member's Offer Letter. ● Encourage ECs to provide written feedback to Professional-Track Faculty members in response to FAR evaluations.
	Preparing for Career Advancement	<ul style="list-style-type: none"> ● Attend a COFA Professional-Track Faculty Promotion Workshop to gain an understanding of expectations, timeline, and requirements for Professional-Track Faculty members. 	
3rd year	Preparing for the Third-Year Review	<p>The Third-Year Review is a formalized process that evaluates a faculty members' professional developments and offers suggestions for improvement.</p> <p>In the Third Year Review, you should begin to compile a portfolio of documents that will ultimately go into your promotion dossier. These include:</p> <ul style="list-style-type: none"> ● C.V. ● Teaching Philosophy 	<p>Professional-track Faculty should be provided a third-year review.</p> <ul style="list-style-type: none"> ● Encourage EC to provide written feedback on Professional-Track Faculty materials for promotion (the same as the college requires for Tenure-Track Assistant Professors undergoing third-year review). This review should discuss and evaluate the faculty members' areas

- Teaching Portfolio

The Center for Teaching and Learning offers substantial literature and examples to help you write a [teaching statement](#). You should also ask an experienced faculty member to edit your statements.

One of the advantages of the Professional Track is that you are not required to seek promotion at a particular date. Faculty members who are interested in pursuing promotion should create a plan with their department chair/school director and faculty mentor for when to seek promotion. Promotion sought prior to their sixth year is considered accelerated and must be fully explained by the chair/director in their promotion assessment letter.

This is an appropriate time for the Professional-Track Faculty member to determine in conversation with their chair/director whether or not they would like to count previous university service toward their promotion case.

of emphasis and additional contributions to the academic enterprise and provide information on the promotion process.

- Coordinate a meeting between faculty/chair to discuss the advantages of promotion and the procedure for a successful promotion case.

4th year

Address Third Year Review feedback and guidance. Decide what to Keep, Emphasize, Eliminate, or Add (“KEEA”).

5th year

If you intend on seeking promotion, meet with the Chair or Director to formalize your intentions; then, write to the EC to petition them for promotion consideration the following year.

- If the EC agrees to hear your promotion case, begin organizing your **Promotion Dossier**. The contents of a promotion dossier are described in the [University’s General Guidelines for Promotion of All Faculty Ranks](#) and covered in promotion workshops that are held intermittently.

In conversation with the Professional-Track Faculty Member, determine a reasonable promotion timeline (if promotion is desired at this time).

- Coordinate with the Chair/Director for a letter of recommendation for promotion.
- Ensure that faculty members who are pursuing promotion are assigned an appropriate mentor (ideally from the same series).

6th year

Submit promotion materials or keep calm and carry on.

7th year

If you have been promoted, consider acting as a Professional-Track Faculty Advocate or Mentor for incoming colleagues!