

## Non-Tenure Eligible (NTE) Faculty Appointment and Promotion

### Policy Statement

This policy has been developed to outline the School of Communication's process for the appointment and promotion of Non-Tenure Eligible (NTE) faculty. This policy establishes a timeline and evaluation criteria for the NTE faculty promotion process.

### Purpose

The purpose of this policy is to provide transparent details for eligibility and process for appointment and promotion of Non-Tenure Eligible faculty in the School of Communication.

### Audience

Non-tenure eligible faculty in the School of Communication, including program directors and advisors with .75 effort as staff.

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## Policy Implementation

### Associate Professor of Instruction/Associate Clinical Professor

The key characteristic of promotion to Associate Professor of Instruction/Associate Clinical Professor is *outstanding* achievement in the areas of Teaching **and** Scholarship **or** Service. The faculty member must have held a full-time appointment in SoC for at least five years in rank as Assistant Professor of Instruction/Assistant Clinical Professor. Application for promotion may occur in the 4th year of appointment or later. Early promotion is possible; however, a minimum of six completed quarters of employment in SoC will be required prior to application for promotion. Newly appointed faculty may be eligible for appointment to Associate Professor of Instruction/Associate Clinical Professor if equivalent criteria are met.

Below are examples of the evaluative criteria upon which promotion will be based on achievement of #1 combined with either #2 or #3.

#### 1. Teaching

- Record of teaching excellence shown through a combination of classroom teaching, advising, supervision, curriculum development, and innovative pedagogical practices.
  - Examples of teaching excellence may include, but are not limited to, the following: significant contributions to curriculum development, course evaluations (interpreted cautiously because of published evidence of bias in such evaluations), teaching observations via the [Searle Center](#), evidence of departmental teaching awards, developing new courses, study abroad programs, or professional workshops that pertain to success in academic or professional settings, inclusive teaching practices, mentoring teaching assistants/graduate clinicians, advising, participating in certificate programs/training on teaching and supervision. *Faculty or student support letters should not be solicited.*

#### 2. Research/Scholarship/Practice

- Record of excellence in scholarly achievement appropriate to the field.
  - Examples of such achievements may include, but are not limited to, the following: presenting at state conferences or conventions, performing within the university, contributing to innovative digital instructional media and practices, publishing articles or monographs in professional journals describing advances or best practices in clinical education/performance arts.
  - Record of discipline-specific creative, clinical, or research activities or professional development appropriate to the field.

### 3. Service

- Record of excellence in service to the department, school, and university.
  - Examples of promoting community and belonging within SoC and Northwestern to improve recruitment, retention, and success of student populations.
  - Professional recognition at the state or national level for accomplishments that demonstrate potential for developing national prominence in their fields.

### Professor of Instruction/Clinical Professor

The key characteristic of promotion to Professor of Instruction/Clinical Professor is achievement with *distinction* in the areas of Teaching, Scholarship and Service. The faculty member must have held a full-time appointment in SoC for at least five years in rank as Associate Professor of Instruction/Associate Clinical Professor. Application for promotion may occur in the 4th year of appointment or later. Early promotion is possible; however, a minimum of six completed quarters of employment in SoC will be required prior to application for promotion. Newly appointed faculty may be eligible for appointment to Professor of Instruction/Clinical Professor if equivalent criteria are met.

Below are examples of the evaluative criteria upon which promotion will be based on achievement of all three of the following areas:

#### 1. Teaching

- Record of teaching distinction and impact shown through a combination of classroom teaching, advising, supervision, curriculum development, innovative pedagogical practices.
  - Examples of teaching excellence may include, but are not limited to, the following: significant contributions to curriculum development, course evaluations (interpreted cautiously because of published evidence of bias in such evaluations), teaching observations via the [Searle Center](#), evidence of departmental teaching awards, developing new courses, study abroad programs, or professional workshops that pertain to success in academic or professional settings, inclusive teaching practices, mentoring teaching assistants/graduate clinicians, advising, participating in certificate programs/training on teaching and supervision. *Faculty or student support letters should not be solicited.*

#### 2. Research/Scholarship/Practice

- Record of distinction in scholarly achievement appropriate to the field.
  - Examples of such achievements may include, but are not limited to, the following: presenting at state, national, and international conferences, or conventions, performing within the university, contributing to innovative digital instructional media and practices, publishing articles or monographs in professional journals describing advances or best practices in clinical education/performance arts.

#### 3. Service

- Record of distinction in service to the department, school, university, and profession.
  - Examples of promoting community and belonging within SoC and Northwestern to improve recruitment, retention, and success of student populations.
  - Professional recognition at the state, national, or international level for accomplishments that demonstrate potential for developing national prominence in their fields.
  - Receiving recognition (e.g., awards, honors, fellowship) from discipline-specific professional organizations/societies, receiving board certification, invitation to peer-review scientific articles, associate editorship in clinical journals.

## Dossier Submission Materials

Faculty who meet eligibility criteria for promotion to the next academic rank will prepare a dossier that includes documented evidence of eligibility criteria. The dossier will include the following:

1. **Current Curriculum Vitae**
2. **Personal Statement:** the narrative statement, three-five pages in length, illustrates a roadmap to, and articulates a case for, promotion to the next academic rank. This statement should be reflective summarizing past accomplishments and future strategies in the areas service, teaching, clinical practice, and any creative/research contributions to the profession locally, regionally, or nationally during time in rank. The personal statement provides a map to a candidate's vitae and allows the candidate to provide a meaningful interpretation of their career trajectory.
3. **Teaching Statement & Portfolio:** The teaching statement is a critical reflection of your teaching philosophy and practices drawing upon concrete examples. Real-life evidence or examples of enhanced student learning and effectiveness of teaching strategies should be included. The portfolio should include evidence of teaching effectiveness with sample syllabi, student evaluations, documentation of mentoring and advising activities, information about student outcomes, observations of teaching, teaching awards, etc.

The teaching portfolio should be comprised of the following elements:

- CTEC statistical summaries and summaries of comments: copies of teaching evaluations by students. At a minimum, the four quarters preceding the review cycle must be included in the dossier; ideally candidates would include all evaluations from the prior 4-5 years. These evaluations should be gathered using standard NU online systems. *Support letters from students or faculty should not be solicited for RPT purposes or included.* Efforts toward improvement or remediation in teaching effectiveness should be provided. Include any CTECs that might not have been published for the last six years (or time in rank).
- Sample syllabi. Syllabi for which the candidate has had a significant contribution to development and implementation.
- Information about participation in mentoring, advising, academic counseling, co-curricular teaching, clinical supervision, and supervision of teaching assistants.

The teaching portfolio may comprise other items including:

- If a candidate wishes to have classes observed via the [Searle Center](#), teaching observation material may be included.
  - Information about informal teaching activities, such as workshops given, co-teaching, classes covered for colleagues, and the like.
  - Information about student success and achievements.
  - Any other relevant material, e.g., awards, course development plans, etc. All such material, whether about strengths or weaknesses, should be included.
4. **Service Statement & Report:** a statement demonstrating your commitment to leadership and service. A report of leadership and service should include a description of any special contributions made to the administration of a program, department, school, center/institute, or university and may include information about the success of the entity and peer evaluations of effectiveness.

5. **Scholarship & Impact in Research/Creative Activities:** evidence of productivity and impact for research/creative activities is provided by the curriculum vita, which can be supported by sample outputs such as publications, digitized programs or photographs from productions, and digitized media products (e.g., films, sound art, interactive art). Evidence of impact such as expert reviews, counts of citations, h-index, etc. may also be included. Samples of scholarly and/or artistic contributions:
  - Copies of selected books, computer software, videotapes, films, which one authored/created.
  - Digital copies of selected journal articles, book chapters, or other publications.
  - Digital copies of plays or scripts that have been produced or published.
  - Digital copies of photographs, graphics, or film/video that constitute or depict one's work.
  - Published reviews of artistic, creative, or scholarly endeavors
  - Any other material that documents significant contributions to the candidate's discipline.
6. **Other relevant material to support your case for promotion.**

All materials will be uploaded with the candidate's dossier to Interfolio.

### Review Timeline

The Department identifies candidates for promotion and informs the Associate Dean for Faculty Affairs in the Fall quarter of the academic year preceding the review year. The candidate will submit the completed promotion dossier to the department Chair in summer of the year preceding the review year. The dossier is reviewed by all full-time tenure eligible faculty (Assistant, Associate and Full Professors), and non-tenure eligible faculty at or above the intended rank and a formal vote via simple majority rule is obtained. A detailed summary of the departmental discussion and vote is documented in a letter signed by the reviewing faculty. The vote totals should be specified, including the number for, against, abstaining, and absent. The department letter is forwarded to the Associate Dean for Faculty Affairs in October of the review year.

The Associate Dean for Faculty Affairs convenes the SoC NTE Promotion Committee to review the candidate's dossier in winter quarter of the review year. The NTE Promotion Committee includes tenured faculty serving on the current RPT committee and three additional (one from each Division) NTE faculty charged with evaluating promotion cases and advising the Dean. The committee is elected and rotating, with members serving staggered terms. The Associate Dean for Faculty Affairs facilitates the review process and is present during the discussion and vote by committee members. Members of the NTE Promotion Committee recuse themselves on all promotion discussions for members from their home department. A detailed summary of the discussion and simple majority rule vote are documented in a letter. The vote totals should be specified, including the number for, against, abstaining, and absent. The voting Committee members sign and forward the committee letter to the Dean in winter quarter of the year preceding the intended promotion.

The authority to make decisions about promotion rests with the Dean. If the Dean has reservations about a recommended promotion, the chair of the department is notified, and the chair notifies the candidate. The Dean may ask the Committee to elaborate on the case and the reasoning behind a recommendation or may request additional information about any aspect of the candidate's record from the department. When the Dean decides against a recommended advancement, the promotion process ends in the School.

**Approving University Official(s):** Dean of the School of Communication; and Associate Dean for Faculty Affairs

**Responsible Office:** School of Communication Office of the Dean

**Effective date:** 9/1/2025

**Next review date:** June 30, 2026

The Dean develops a letter of recommendation forwarded with the candidate's dossier, department letter, and NTE Promotion Committee letter to the Provost who has the authority to decide negatively about a promotion. The Dean writes to each candidate about the decision of the case and sends a copy of that letter to the candidate's chair.

### **Negative Votes**

When a department votes negatively regarding promotion for non-tenure-track faculty, under most circumstances the promotion review stops at that point. A promotion candidate whose department has voted against promotion will be notified by the chair. The chair will notify the Associate Dean for Faculty Affairs that the promotion case will not proceed to the School's NTE Promotion Committee for further evaluation. The chair will provide a brief letter describing the reasons and any department vote. A candidate for promotion who has received a negative vote at the department level may ask to see the department letter and may choose to appeal to the Dean. A negative vote for promotion does not imply non-renewal. A candidate may reapply for promotion after a minimum of one year from the promotion decision.

A promotion candidate's dossier may receive a positive department vote and then a negative vote by the NTE Promotion Committee. Those cases will nonetheless be sent to the Dean for consideration. If the Dean decides against recommending promotion, the candidate and chair will be notified.

### **Related Information**

[Faculty Handbook](#)

### **Contacts**

You may reach out to your department chair with questions related to this policy:

- [Jeremy Birnholtz](#), Chair, Communication Studies
- [Henry Godinez](#), Chair, Theatre
- [Joshua Chambers-Letson](#), Chair, Performance Studies,
- [Jacob Smith](#), Interim Chair, Radio/Television/Film
- [Bharath Chandrasekaran](#), Chair, Communication Sciences and Disorders
- [Bonnie Martin-Harris](#), Associate Dean for Faculty Affairs
- [Katherine Steinbach](#), Director of Faculty Affairs

Previous version:

[NTE Promotion Policy 2023](#)

Policy URL:

<https://faculty.soc.northwestern.edu>

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