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.

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), peer or expert evaluations of teaching, 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.

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 diversity and inclusion within SoC and Northwestern to improve recruitment, retention, and success of diverse populations of students.
     - 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**

**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:** 09.01.2022

**Next review date:** June 30, 2023
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 distinction 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), peer or expert evaluations of teaching, 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.

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 diversity and inclusion within SoC.
External Evaluations

If a review involves promotion to the rank of Full Professor of Instruction or Clinical Professor, at least five (but generally not more than eight) confidential letters of evaluation from experts in the candidate’s field of scholarly activity are solicited. These expert evaluations include the assessment of impact of the candidate’s teaching, scholarly and/or artistic contributions, and service in the candidate’s field. Proposed reviewers tendered by both the candidate and faculty members must be reviewed and approved by the department Chair. Once approved, reviewers are provided with the candidate’s vita and dossier (see below).

These individuals ("referees") are ideally highly respected, at rank or above teaching-faculty and tenured professors working at peer institutions in a specialty area close to the candidate’s own. In cases where a candidate’s achievements include contributions to the arts and sciences as practiced outside universities (e.g., to theatre, game development, organizational design, etc.), the department may also nominate some distinguished non-academic experts who are sufficiently knowledgeable about faculty evaluation that they can navigate the special demands of a promotion review. These letter-writers may include former students who are active in the area of practice or research of the candidate.

Dossier Submission Materials

1. Faculty who meet eligibility criteria for promotion to Associate Professor of Instruction/Associate Clinical Professor or Professor of Instruction/Clinical Professor will prepare a dossier that includes documented evidence of eligibility criteria. The dossier will include the following:

   1. **Candidate’s Statement/Case for promotion**: In no more than three pages, a narrative on service, teaching, clinical practice, and any

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creative/research contributions to the profession locally, regionally, or nationally during time in rank will be provided. The narrative should illustrate a roadmap to and articulate a case for promotion to Associate Professor of Instruction/Associate Clinical Professor, Professor of Instruction/Clinical Professor.

2. Teaching/Research/Practice Statement: In no more than two pages, a critical reflection of 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.

3. A curriculum vitae.

4. Syllabi for which the candidate has had a significant contribution to development and implementation.

5. Teaching evaluations: CTEC statistical summaries and summaries of comments (“NU CTEC Instructor Reports”). Included are all CTECs, including any that might not have been published for the last six years (or time in rank). Efforts toward improvement or remediation in teaching effectiveness should be provided.

6. Any additional peer teaching observations.

7. Any other relevant material, e.g., awards, written reports by the faculty members who have team-taught courses with the candidate or otherwise sat in on his or her classes. All such material, whether about strengths or weaknesses, should be included.

8. All materials will be uploaded with the candidate’s dossier to the Dean’s Office digital platform.

Review Timeline
The Department identifies candidates for promotion and informs the Associate Dean for Faculty Affairs in Winter quarter of the academic year preceding the review year. The candidate will submit the completed promotion dossier to the department Chair in early summer of the year preceding the review year. The dossier is reviewed by all full-time tenure 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 by the second Monday in October.

The Associate Dean for Faculty Affairs convenes the SoC NTE Promotion Committee to review the candidate’s dossier in Fall 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.

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 nontenure-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 nonrenewal. 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:

- Leslie DeChurch, Chair, Communication Studies
- Henry Godinez, Chair, Theatre
- Nadine George, Chair, Performance Studies,
- Thomas Bradshaw, Chair, Radio/Television/Film
- Pamela Souza, Chair, Communication Sciences and Disorders

E. Patrick Johnson, Dean, School of Communication, at (847) 491-7023 or Bonnie Martin-Harris, Associate Dean for Faculty Affairs, School of Communication

History
NTE Promotion Policy 01.2021

Policy URL:
https://faculty.soc.northwestern.edu