

# Non-Tenure Track Teaching Faculty Promotion

February 2025

## Memorandum of Agreement

2024-2025

The attached document is reflective of the consultation and negotiation that has taken place and constitutes the Memorandum of Agreement that will be in effect for the academic year 2024-2025. This Memorandum of Agreement will remain in effect for future academic years unless, upon the request of either the Administration and/or the Union, changes to this Memorandum of Agreement are necessary to address any issues or concerns that may be raised by either party.

### ***Significant Changes for 2024-2025:***

- 1. Deleted old Appendix A (Evaluation Criteria for Lecturers) and replaced it with new Appendix A (Forms required)*
- 2. Revised promotion checklist*

SIGNATURE ON FILE

Date: February 13, 2025

Theresa Drye, System Vice President &  
Chief Human Resources Officer

SIGNATURE ON FILE

Date: February 7, 2025

Jonathan Foglein, Negotiator  
Rowan AFT 2373

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## PROMOTION CALENDAR FOR TEACHING FACULTY

ACTION TAKEN	NOT LATER THAN*
All candidates indicate their intention to apply for promotion via email to their Department Chairs/Heads and Dean by 5:00 PM.	<b>December 1</b>
Candidates submit files to the Department TRP Committee.	<b>March 1</b>
Department TRP Committee concludes work and transmits the candidates' files to the College/School TRP Committee <i>(the candidate should be provided with the department committee's evaluations 48 hours before the due date so that the candidate can provide a response to the evaluation)</i> .	<b>March 15</b>
College/School TRP Committee concludes work and transmits files to the Dean.	<b>April 1</b>
Dean concludes work and transmits the evaluation to candidate (and Provost, in cases of split or negative decisions at committee levels or Dean).	<b>May 1</b>
Positive recommendations: Board of Trustees acts on Promotion recommendations at regularly scheduled meeting	<b>June</b>
Negative or Split recommendations: Candidate may appeal a negative decision to the Provost	<b>May 15</b>
Provost concludes work on appeals. Provost's decisions are final.	<b>June 15</b>
Positive recommendations on Appeal: Board of Trustees will act at its regularly scheduled meeting	<b>September</b>

\* If the date listed is a holiday or weekend, the deadline is 5 PM on the following business day.

## 1. General preamble

The purpose of this document is to establish the evaluation process for Non-Tenure Track Teaching Faculty applying for promotion under the framework of clear criteria developed by Departments and Colleges/Schools following the same process of ratification and approvals as for the promotion criteria of tenure track faculty.

## 2. Promotion to Associate Teaching Professor

To be promoted to Associate Teaching Professor, an individual must show evidence of continued excellence as an Assistant Teaching Professor as defined by clear Departmental criteria and University standards, and at the time of the application for promotion must have **completed a minimum of five years of full-time teaching experience** (note: an aggregate of part-time teaching experience is not acceptable). Individuals can apply for promotion during their sixth year of full-time service, with promotion becoming effective on the first day of their seventh year of service. An Assistant Teaching Professor applying for promotion to Associate Teaching Professor will demonstrate:

- A. TEACHING: Excellence in teaching as demonstrated by
  - A consistent pattern of excellence in teaching performance as documented by self-appraisal, peer and student evaluations, and analysis of course content materials.
  - A consistent pattern of excellence in student mentoring as documented by self-appraisal and peer and student evaluations.
- B. PROFESSIONAL DEVELOPMENT: Evidence of professional development activities to maintain a sound understanding and skill in one's specific discipline with the purpose of improving as a teacher and/or student mentor.
- C. SERVICE: Contribution to the University Community commensurate with the mission of the institution. This includes active and well-balanced participation or leadership in Department and College/School and/or University committees or task forces. However, there is an expectation that the faculty member would have shown significant full engagement in service activities as a member of the University community. As such, service participation at department level only would not be considered as sufficient evidence of meaningful contribution deserving of promotion. Contributions to the Wider and Professional Community, such as activity in practice and professional service at local, state, or national levels, are not expected of Teaching Faculty, but if present could also be included in this section.

## 3. Promotion to Teaching Professor

An Associate Teaching Professor applying for promotion to Teaching Professor, in addition to the qualifications for promotion to Associate Teaching Professor, shall have completed, at the time of the application, a **minimum of nine years of full-time teaching experience** (note: an

**aggregate of part-time teaching experience is not acceptable).** Individuals can apply for promotion during their tenth year of full-time service, with promotion becoming effective on the first day of their eleventh year of service.

**A- TEACHING:** Excellence in all areas of teaching as demonstrated by:

- A consistent pattern of excellence in teaching performance as documented by self-appraisal and peer and student evaluations, and analysis of course content materials.
- A consistent pattern of excellence in student mentoring as documented by self-appraisal and peer and student evaluations.
- Excellence in the development of learning materials, such as excellence in curriculum planning and course development; use and mastery of innovative and/or discipline-specific content in their field of expertise.
- Evidence of professional development activities to achieve a thorough understanding and proficiency in one's specific discipline to improve as a teacher and student mentor.
- Other evidence of excellence in teaching.

**B- PROFESSIONAL DEVELOPMENT:** Candidate shall show evidence of maintaining currency in their area(s) of expertise and demonstrating continued development of their pedagogical methods. In addition, there should be contributions to the development of learning materials, such as contributions to curriculum planning and course development, and/or development or implementation of innovative teaching methods.

**C- SERVICE:** Contribution to the University Community. Leadership in Department and College/School and/or University committees or task forces is expected. Evidence shall show full engagement as a member of the university community. Although not required, contributions that normally fall under Service to the Wider and Professional Community for tenure-track faculty could also be included in this section.

#### **4. Administrative (Early) Promotion**

While one may petition the Dean directly for administrative (early) promotion consideration, the support of the Department and Dean are important in these matters, hence individuals are encouraged to consult with their Department and Dean prior to formally requesting early promotion consideration by the Dean. Early promotion is an administrative determination. Therefore, the decision made by the Dean constitutes a final decision and shall not be subject to appeals or grievance.

## **APPENDIX A**

### **FORMS REQUIRED FOR ALL PROMOTION FILES**

- Promotion Checklist for Teaching Faculty
- Signature Sheet for Evaluative Criteria (fully signed, in Supplemental file)
- Courses Taught and Adjusted Workload Worksheet
- Department Committee Promotion Recommendation Form (numerical vote recorded and fully signed)
- College/School Committee Promotion Recommendation Form (numerical vote recorded and fully signed)

## PROMOTION CHECKLIST FOR TEACHING FACULTY

CANDIDATE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

COLLEGE/SCHOOL: \_\_\_\_\_

DATE OF APPOINTMENT TO CURRENT RANK: \_\_\_\_\_ DATE HIRED: \_\_\_\_\_

ENDING CONTRACT LENGTH: \_\_\_\_\_

FOR PROMOTION TO: ☐ Associate Teaching Professor ☐ Teaching Professor (check one)

DEPARTMENT CHAIR/HEAD: \_\_\_\_\_

DEPARTMENT TRP COMMITTEE CHAIR: \_\_\_\_\_

The Department TRP Committee Chairperson should review the file to ensure that all sections are included and initial the appropriate sections below. Please number the pages of the file and collate in the order listed and include the corresponding starting page number where indicated.

Start Page	#	CHECKLIST ITEM	Dept. TRP Chair Initials
<u>i</u>	1.	Checklist	_____
<u>ii</u>	2.	Table of contents (with hyperlinks for ease of navigation)	_____
<u>1</u>	3.	Curriculum vitae	_____
_____	4.	Executive Summary (Not to exceed 3 pages)	_____
_____	5.	Courses Taught and Adjusted Load Worksheet (past two years)	_____
_____	6.	Teaching (Not to exceed 7 pages)	_____
		<ul style="list-style-type: none"> <li>● Self-assessment</li> <li>● Analysis of student evaluations (at least one per semester from the past two years)</li> <li>● Analysis of peer observations (at least two from the past two years)</li> <li>● Plans for future growth</li> </ul>	
_____	7.	Professional Development (Not to exceed 4 pages)	_____
		<ul style="list-style-type: none"> <li>● Self-assessment</li> <li>● Plans for future growth</li> </ul>	
_____	8.	Service to the University Community and to the Wider and Professional Community, if applicable (Not to exceed 5 pages)	_____
		<ul style="list-style-type: none"> <li>● Self-assessment</li> <li>● Plans for future growth</li> </ul>	
_____	9.	Department Committee letter, Department Committee Recommendation Form (numerical vote), and minority report (if applicable) and candidate's response (if applicable).	_____
		ENSURE THAT ALL SIGNATURES ARE PRESENT.	
_____	10.	College/School Committee letter, College/School Committee Recommendation Form (numerical vote), and minority report (if applicable) and candidate's response (if applicable).	_____
		ENSURE THAT ALL SIGNATURES ARE PRESENT.	
<u>S-1</u>	11.	Supplemental File is MANDATORY and delivered as a SEPARATE SEARCHABLE PDF DOCUMENT	_____
		<ul style="list-style-type: none"> <li>● Table of contents (with hyperlinks for ease of navigation)</li> <li>● Job Description (from initial job posting, optional)</li> <li>● Signature Sheet for Evaluative Criteria</li> <li>● Approved Department Promotion Criteria</li> <li>● Student evaluations (at least one per semester from the past two years, raw data)</li> <li>● Peer observations (at least two from the past two years)</li> <li>● Other supplementary materials (only as needed, not to exceed 10 pages)</li> </ul>	

## SIGNATURE SHEET FOR EVALUATIVE CRITERIA

### APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES

Department: \_\_\_\_\_

Department Chair/Head: \_\_\_\_\_

Date Sent to Dean: \_\_\_\_\_

Signature

Date Approved

Dean: \_\_\_\_\_

\_\_\_\_\_

Provost/designee: \_\_\_\_\_

\_\_\_\_\_

DIRECTIONS: This signature page must accompany the evaluative criteria throughout the entire approval process and serves as a record that all levels have contributed to the approval process. Changes and any new language added to existing and approved criteria documents must be clearly marked in the new criteria document using the Track Changes function. After all levels have approved the evaluative criteria, the Provost or designee will send this cover page and the criteria to the department and, separately, to the Senate office for archiving.

## COURSES TAUGHT AND ADJUSTED WORKLOAD WORKSHEET

Please list the courses taught and other duties that assigned credit for each semester in the last two years.

Semester: **Fall 20XX (EXAMPLE: Please remove before submission)**

Semester:

Course/Duty	Credits Assigned/ Percent effort	Notes:

Semester:

Course/Duty	Credits Assigned/ Percent effort	Notes:

Semester:

Course/Duty	Credits Assigned/ Percent effort	Notes:

**DEPARTMENT COMMITTEE PROMOTION RECOMMENDATION FORM  
FOR TEACHING FACULTY**

Date \_\_\_\_\_

Name \_\_\_\_\_ Rank \_\_\_\_\_

Department \_\_\_\_\_

Application for promotion to:    ☐ Associate Teaching Professor    ☐ Teaching Professor    (check one)

Recommendation: Promote: \_\_\_\_\_ Do Not Promote: \_\_\_\_\_ Abstain: \_\_\_\_\_

Date:

Attach the committee's assessment of the following areas:

1. Teaching Effectiveness
2. Professional Development
3. Service to the University Community, and the Wider and Professional Community (if applicable)

Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Print or type*

*Signature*

Department Committee Chairperson

_____	_____
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*Print or type*

*Signature*

Candidate's Signature:

Date:

Candidate's Response (if any): Attach after the Committee Evaluation Letter

**COLLEGE/SCHOOL COMMITTEE PROMOTION RECOMMENDATION FORM  
FOR TEACHING FACULTY**

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Rank** \_\_\_\_\_

**Department** \_\_\_\_\_

**Application for promotion to:** ☐ Associate Teaching Professor ☐ Teaching Professor (check one)

**Recommendation:** Promote: \_\_\_\_\_ Do Not Promote: \_\_\_\_\_ Abstain: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attach the committee's assessment of the following areas:**

- 1. Teaching Effectiveness**
- 2. Professional Development**
- 3. Service to the University Community, and the Wider and Professional Community (if applicable)**

**Committee Members:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Print or type*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Signature*

**College/School Committee Chairperson**

\_\_\_\_\_

*Print or type*

\_\_\_\_\_

*Signature*

**Candidate's Signature:**

**Date:**

**Candidate's Response** (if any): Attach after the Committee Evaluation Letter