



WAKE FOREST
UNIVERSITY

WAKE FOREST COLLEGE

The Undergraduate College
of Arts and Sciences

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Career Teaching Professionals (Non-Tenure Track) In the College: Faculty Status and Promotion Guidelines

Non-tenure track teaching professionals are a vital part of our academic community and are essential to fulfilling the core teaching and service missions of the College. Permanent, non-tenure track faculty are fully integrated into most aspects of the campus community, and are eligible for all rights, privileges, and benefits accorded to tenure track faculty, with the exception of tenure and funded research leaves. Like tenure track faculty, non-tenure track faculty are also subject to annual review and eligible for merit raises and promotions within the non-tenure track teaching professional career path as described below.

Title Descriptions and Responsibilities

Non-tenure track teaching professionals may be appointed to one of two tracks. Faculty members in the *Teaching Professor* career path hold the Ph.D. or terminal degree in the discipline. Faculty members in the *Professor of the Practice* career track do not hold the terminal degree but do have at least a Master's Degree in the discipline along with relevant experience different from that achieved through traditional graduate and professional study. **(Note: For official descriptions of ranks and titles please consult the most recent Faculty Handbook.)**

The contributions of teaching professionals in both of these career paths are significant and cover a broad range of areas which include teaching, advising and service to their programs, departments, the College or University. The primary responsibility of a person hired as a non-tenure track career teaching professional will be teaching and mentoring, but as he/she gains seniority, more service will be expected. The typical teaching load will be **3 courses per semester**, but the load may vary depending on the nature and volume of the service component the candidate has assumed. Service can include membership on University, College, interdisciplinary, and/or departmental committees, service as a lower division or major advisor, or managing departmental or institutional programs and facilities.

All faculty positions are subject to the terms outlined in the initial letter of appointment between the institution and the individual. These non-tenure track positions are not intended to convert to tenure track positions.

Rights and Privileges of Non-Tenure Track Teaching Professionals

Faculty members in the *Teaching Professor* or *Professor of the Practice* lines are considered regular members of the faculty. They are invited and encouraged to attend College faculty meetings and to vote on matters of concern to the faculty. In addition, they are eligible for College Faculty Development and travel funds. Non-tenure track teaching professionals are accorded all rights and privileges of the tenured and tenure track faculty with two exceptions: they are not eligible for Reynolds Research leaves, and they may not vote on any aspect of the hiring, tenure, or promotion of tenure track faculty. Departments are, however, encouraged to include faculty on the Lecturer Career Path in meetings and discussions concerning all other departmental matters.

Appointment Guidelines (Based on 2013 Revised Faculty Handbook)

Professor of the Practice

Professors of the Practice will typically hold at least a master's degree and also have gained substantial practical experience in a professional domain that is relevant to their area of teaching.

The title *Assistant Professor of the Practice* typically designates a professionally qualified individual at the beginning of his/her teaching career, with five-ten years of relevant, substantial practical experience in the field in which s/he is teaching. After successful completion of a probationary term at Wake Forest, appointments are for two years and are renewable.

The title *Associate Professor of the Practice* typically designates a professionally qualified individual with eleven-fifteen years of relevant, substantial practical experience in the field in which s/he is teaching. After successful completion of a probationary term at Wake Forest, appointments are for three years and are renewable.

(Full) Professor of the Practice typically designates a professionally qualified individual with greater than fifteen years relevant, substantial practical experience in the field in which s/he is teaching and/or who has achieved an executive-level position in that field. After successful completion of a probationary term at Wake Forest, appointments are for five years and are renewable.

Teaching Professor

Teaching Professors hold a terminal degree in a field relevant to their teaching.

The title *Assistant Teaching Professor* typically designates an academically qualified individual at the beginning of his/her teaching career, with fewer than six years of college-level or above teaching experience. After successful completion of a probationary term at Wake Forest, appointments are for two years and are renewable.

The title *Associate Teaching Professor* typically designates an academically qualified individual with six-ten years of college-level or above teaching experience with excellence at Wake Forest or another institution of higher education, who has met the criteria for promotion to Associate Teaching Professor at Wake Forest. These criteria include outstanding performance in teaching and service. After successful completion of a probationary term at Wake Forest, appointments are for three years and are renewable.

(Full) Teaching Professor typically designates an academically qualified individual with more than ten years of college-level or above teaching experience with excellence at Wake Forest or another institution of higher education, who has met the criteria for promotion to Full Teaching Professor at Wake Forest. These criteria include sustained and exemplary performance in teaching and service. After successful completion of a probationary term at Wake Forest, appointments are for five years and are renewable.

Evaluation Criteria

Contributions of Teaching Professionals cover a broad range of areas. Contributing to the teaching mission of the college is the primary responsibility of all faculty members in this track. Service and other contributions that enhance the faculty member's value to the department, the College, the University, or the profession, will be especially recognized and valued. The contributions will vary greatly across disciplines and departments. Faculty should consult their departmental guidelines for evaluation of teaching professionals in the discipline.

Promotion Guidelines

Promotions within the teaching professional ranks are based on a combination of time in rank and professional achievement. Time in rank is the baseline measure of eligibility for promotion, but does not automatically guarantee promotion.

It is understood that teaching professionals at the Assistant rank are committed primarily to developing excellent teaching, mentoring and advising, and to serving the needs of the department in whatever ways possible. The College guidelines for promotion to Associate in these lines are therefore based on demonstration of outstanding teaching, mentoring, and advising along with sustained, excellent service at the department and College level. To be eligible for promotion to Full, faculty in these lines must have demonstrated exemplary teaching, mentoring and advising over time, and must have given exceptional service at and beyond the departmental level, often to include administrative or other leadership roles. The departmental guidelines should articulate what characterizes outstanding and exemplary performance commensurate with the ranks of Associate or Full (respectively) in the discipline.

Promotion Procedure

The department will prepare departmental promotion guidelines for non-tenure track faculty and will make sure that all contract faculty are aware of the departmental guidelines. The chair will appoint a committee of faculty, consisting of tenured and senior non-tenure track faculty (when appropriate) to review the candidate's credentials for promotion to the desired rank. The committee will evaluate the candidate's dossier to assess excellence in teaching and service as well as commitment to students, colleagues, the program, and the institution (for promotion to full).

Assessment of teaching must be based on three components: a combination a teaching self-evaluation provided by the faculty member (see below), student evaluations (both quantitative and qualitative components), and peer evaluation conducted by the department. Documentation of all three of these components must accompany the department's recommendation. Following the committee's evaluation of the candidate's record in teaching and service, the committee will vote, and the chair will complete the promotion form, which includes the departmental recommendation on promotion, a summary of the departmental evaluation of the candidate, and a report on the outcome of the vote. The final dossier will include the following items, organized in this order with labeled tabs:

- Promotion form filled out by the chair and signed by all committee members
- Materials submitted by candidate, ordered according to the guidelines below
- Teaching evaluations, (student and peer)
- Any other supporting materials the committee deems relevant.

Deadlines and Process in the College

Dossiers are due to the Associate Dean for Research, Scholarship, and Creativity. Please refer to the Dean's calendar on the College website for submission deadline. Dossiers will be reviewed by the College non-tenure track promotion panel. The panel will make a written recommendation to the Dean of the College. In consultation with the panel and the Associate Deans of the College, the Dean will make the final determination on promotion requests within non-tenure track ranks.

Candidate's Dossier Preparation

Candidates for promotion within the *Teaching Professor* or *Professor of the Practice* ranks will follow the following procedure. When the candidate has sufficient time in rank (see guidelines above) and wishes to stand for promotion, he or she will submit a dossier containing the following items to the chair or program director. The dossier should be organized with labeled tabs in the following order:

- A letter of request to be promoted
- An updated C.V.
- A Teaching Statement/Teaching Self-Evaluation that may include any of the following:
 - How you believe student learning occurs best in your discipline or courses
 - How your teaching methods facilitate student learning
 - A reflection of what has worked and not worked well in your classroom and how your teaching and pedagogy has changed over time
 - What goals you have for yourself and for your students
 - How your teaching enacts your beliefs and goals
 - What constitutes evidence of student learning in your opinion
 - The ways in which you create an inclusive learning environment
 - What new techniques, methods, activities, and types of learning you have integrated into your courses over the years
 - Have you participated in any professional development workshops or activities to enhance teaching pedagogy
- A statement about service contributions to the department, College, University, and profession
- Scholarly or creative activity (if applicable). Note: this category is not mandatory for teaching professionals, but will be considered if such activity is present.
- Supporting documentation (if applicable). Candidates may wish to include evidence of external recognition or development of teaching, for example.

Review and Reappointment

Because teaching professionals are contract based employees, they will undergo review prior to each reappointment. Reviews will be conducted by the chair and the departmental review and promotion committee. The outcome of the review will be conveyed on the reappointment form available to chairs on the chairs' web site. Internal processes for this review will be set by the department and described in brief on the reappointment form. Dossiers are not required by the College for reappointment reviews. Only reappointment forms must be submitted.