

Student Based Faculty (SBF) Promotion Procedure for Spring 2015

This document establishes promotion procedures for Student Based Faculty (SBF) at the University of Minnesota Rochester (UMR) and will be reviewed with faculty input following its spring 2015 implementation. For UMR SBF, the procedure for promotion to Senior Teaching Specialist (STS) or Senior Lecturer (SLec) is identical; those differing HR titles emanate from the degree held rather than differing expectations for teaching excellence.

Promotion Candidate Expectations

Student Based Faculty may apply for promotion during their fourth year of successful service to UMR.¹ SBF denied promotion may re-apply. Promotion to Senior Teaching Specialist (9771) or Senior Lecturer (9770) is dependent upon a **track record of exceptional teaching**, demonstrated in the following areas:²

For all student based faculty:

1. Teaching assigned courses. Note that documentation in this area could include but is not limited to the following types of activities:
 - In-class interaction with students that supports their academic success in the course
 - The development of course materials including in-class lessons, homework, assignment criteria, grading mechanisms, and online resources
 - Class preparation activities
 - Timely grading with useful feedback
 - Implementing pedagogical strategies to support UMR student learning research, as needed in a given semester
2. Academic support of students outside of class time including student interaction during Just ASK hours
3. Service to the Center for Learning Innovation (CLI) and/or UMR (e.g. serving on and actively participating in at least one committee each year)

For Student Based Faculty co-teaching or team teaching:

4. Responsibilities as a member of a collaborative instructional team (e.g. working with tenure-track faculty in their disciplinary area, if applicable; mentoring new SBF on the teaching team; collaboratively developing or improving course content and materials, etc.).

A significant track record of successful performance in the following areas will also be considered:

5. Continuing professional development in teaching and learning and/or the faculty member's discipline (conferences, workshops, on-line tutorials, other professional development opportunities, and/or membership in professional organizations).
6. Responsibilities in specific Center for Learning Innovation roles (e.g. increased responsibility within committees, leadership in developing student and/or faculty workshops, developing student service opportunities, student capstone project supervision, etc.)

General Process

SBF in their fourth year of UMR teaching (or beyond) may identify their interest in applying for promotion via an email to the Vice Chancellor for Academic Affairs and Student Development (VCAASD) by the identified date. They will then prepare their teaching portfolio for consideration. (The teaching portfolio will be submitted to the VCAASD as a PDF with a table of contents and numbered pages and will then be uploaded to a password protected site.) Ideally, each SBF applying for promotion will have a faculty sponsor (tenure track or senior SBF).⁴ The role of the faculty sponsor is to provide support during the application process.

During this pilot implementation period of this promotion procedure (14-15), the VCAASD will appoint a Promotion Committee consisting of, at minimum, one SBF at senior rank and two tenure track faculty (TTF).³ That Promotion Committee and the Directorship Committee will be provided with an orientation to personnel procedures (e.g. closed meetings, confidentiality, handling of materials, writing rationale statements, etc.). The Promotion Committee will review materials and then vote to recommend or not recommend promotion for each candidate, providing a rationale for majority and minority votes. The chair of the committee will share the recommendations(s) and rationale(s) with the VCAASD and the Directorship Committee. The Directorship Committee will review the recommendations(s) and rationale(s), and may choose to add a statement. The VCAASD will review materials and provide his/her recommendation and the recommendations and statements of earlier review levels to the candidate. SBF promotion candidates can write a response to the recommendations and rationale(s) if desired before the final decision.

Promotion Timeline (2014-2015)

November 24	Applicants notify VCASD of their intention to seek promotion
December 15	Faculty sponsors are determined, if feasible
February 2	VCAASD appoints Promotion Committee
February	Personnel orientation provided to Promotion and Directorship Committees
March 2	Promotion Portfolio submitted to VCAASD and placed on password protected site for review by Promotion Committee and Directorship Committee
April 6	Recommendation(s) and rationale(s) from Promotion Committee due to VCAASD who will add that information to the password protected site for review by the Directorship Committee
April 20	Directorship Committee statement (if added) due to VCAASD
May 4	Notification of VCAASD recommendation due to promotion candidate
May 11	Optional response from promotion candidate due to VCAASD
June 1	Promotion candidate notified of final decision

Promotion Portfolio Contents

Promotion candidates are asked to compile the following materials in a PDF "Promotion Portfolio" with a cover sheet, table of contents, numbered pages, and documentation in the following order:

1. Cover sheet (see below)
2. Table of contents
3. Critical reflection of teaching at UMR (1-3 pages)
4. Curriculum vitae
5. Summary table of quantitative student evaluations by semester and course name
6. End-of-year reports for each year of the pre-promotion period (this requirement is for SBF working directly with T/TF)
7. Course syllabi examples
8. Assessment material examples
9. Course material examples, whether constructed independently or collaboratively
10. Collaboration statement (describing instructional collaboration with other CLI faculty members)
11. Letters of support: At least three letters of support describing teaching excellence including at least one from a tenure track colleague and the others from either tenure track faculty or senior Student Based Faculty.
12. Service statement (listing of service roles and brief description of service responsibilities)
13. Additional materials (as desired by the promotion candidate; for example, but not limited to:
 - Peer reviews of teaching
 - Critical reflection of peer reviews of teaching
 - Evidence of professional development
 - Description of significant CLI roles (see #6 above, in the "Expectations" section)
 - A teaching philosophy statement
 - Copies of publications
 - Conference presentation information (APA citation and abstract)
 - Letters from Student Based Faculty colleagues
 - Letters from alumni
 - Qualitative student feedback (unsolicited letters, summaries of formative assessment, etc.)
 - Description of integrative teaching and learning projects
 - Response to a letter of support

Notes:

1. Applying for promotion prior to the fourth year is not expected in 2014-2015, but exceptional circumstances for an earlier promotion will be considered for subsequent years. SBF who move from part-time to full-time will also have a mechanism by which to calculate their years of service in subsequent versions of this procedure.
2. Though the expectations for SBF are detailed in the *Center for Learning Innovation: Criteria for Evaluation and Promotion of Academic Staff*, that outdated document is currently being revised.
3. In subsequent years, an election of Promotion Committee members is expected.
4. It is understood that the timeline for this recently revised procedure may not provide ample opportunity in 2014-2015 for the "Faculty Sponsor" process to work as intended.
5. If SBF who have been promoted to Senior Teaching Specialist complete a Ph.D., they will be awarded the title of Senior Lecturer.

Student Based Faculty Promotion Portfolio Cover Sheet Template

Name:

Date of Promotion Portfolio Submission:

Dates of Service to UMR:

Current HR Title (check one):

☐

Teaching Specialist

☐

Lecturer

Please use this document for the following purpose(s) (check all that apply):

☐

Determination of promotion

☐

Annual review

☐

Other