

**TEACHING-TRACK PROMOTION TIMELINE**  
**PROMOTION TO ASSISTANT PROFESSOR OF INSTRUCTION,  
ASSOCIATE PROFESSOR OF INSTRUCTION, AND  
PROFESSOR OF INSTRUCTION**

**November**

By November 1, Department Chairs or Program Directors will notify the Dean's Office of faculty who will be considered for promotion.

The Department or program will provide to the Dean's Office a list of seven of the candidate's former students, their verified email addresses, and the course that each student took with the candidate. (Advisors must provide a list of ten names: five of the candidate's former students and 5 of the candidate's former advisees.) The Dean **may** ask these students to comment in confidence on the teaching of the candidate. Other former students will also be asked to comment on the candidate's teaching. They will be randomly selected from the class list.

Department Chairs or Program Directors, will then request that the candidate supply a complete dossier to the department or program in time for their review. This deadline is up to the discretion of the department or program, but it **should not be set later than the end of the fall quarter**.

**Please see the Required Promotion Dossier Materials List for a full explanation of materials required for both the Department/Program level review and also for the Committee, Dean, and Office of Provost Review.** The department is responsible for verifying that the dossier is complete and obtain any missing material from the candidate.

**December/Early January**

A department or program committee, comprised of all tenured faculty and those teaching-track faculty members at a rank higher than the candidate's, reviews the dossier, discusses the candidate's strengths and weaknesses, and votes by secret ballot. In the case of candidates for promotion to the rank of Professor of Instruction, the discussion of the candidate's strengths and weaknesses must take into account the testimony of any external reviewers whose opinions were solicited. Committee members who have close personal relationships with the candidate or who otherwise feel they cannot maintain proper professional distance should recuse themselves from the discussion and vote on that candidate. If fewer than three faculty members are eligible to serve on this committee, the dean appoints additional members to form a surrogate committee.

As soon as a department or program reaches a decision to recommend promotion, the department or program will notify the Dean's office. If the department does not recommend promotion the chair notifies the candidate and under most circumstances the promotion review stops at that point (see the chair's handbook for further detail).

## **February**

If the department vote is positive, the department or program provides a complete dossier for each candidate for review by the Teaching-Track Promotion and Reappointment Committee, the Dean, and the Office of the Provost by early **February**. All information should be uploaded through the teaching-track promotion system.

## **March**

Committee meets to review promotion cases.

## **PROCEDURE**

### **Teaching-Track Promotion and Reappointment Committee**

The Teaching-Track Promotion and Reappointment Committee is a committee made up of four teaching-track faculty at the rank of Professor of Instruction. It is charged with evaluating promotions and reappointments of the non-tenure eligible faculty and advising the Dean on these matters. The committee is elected and rotating. A member of the promotion committee belonging to the department or program of a candidate does not participate in the deliberations on that candidate. The committee reviews each candidate's dossier, assesses each candidate's strengths and weaknesses, votes by secret ballot on each, and forwards its recommendations, positive and negative, together with vote totals and background materials, to the Dean. The department or program is not informed of the committee's vote, and does not read its report or see the letters it has collected.

### **Consideration by the Dean.**

If the Dean has reservations about a recommended promotion, the Chair of the Department or the Director of the Program is notified, and the Chair or Director notifies the candidate. The Dean may ask the promotion committee to elaborate on the case and the reasoning behind a recommendation, or they may request additional information about any aspect of the candidate's record from their department or program. When the Dean decides against a recommended advancement, the promotion process ends in the College. The dossiers of candidates whom the Dean recommends for promotion are forwarded to the Provost, who has the authority to decide negatively about a promotion. The Dean writes to each candidate about the decision in his or her case, and sends a copy of that letter to the candidate's department chair or program director.