

VOTING ELIGIBILITY FOR TEACHING-TRACK APPOINTMENTS, PROMOTIONS, AND REAPPOINTMENTS AT THE DEPARTMENT AND PROGRAM LEVEL

This note aims to clarify who is eligible to vote for teaching-track promotions and reappointments in your department or program. The overall philosophy is that a faculty member is eligible to vote if they are: at the rank or above the proposed rank of the new hire, at the rank or above the target rank of the promotion candidate, and above the rank of the reappointment candidate. These are the recommendations of the College. Your approved program or department by-laws may vary the terms of voting eligibility in teaching track personnel matters to address concerns particular to your unit (e.g., if the number of eligible teaching track faculty voters in your department is too low to be operationally feasible). Please note that the only University-level restriction on voting for teaching track faculty is that teaching track faculty may not vote "before completing one year of service as a member of the faculty" (*Northwestern University Faculty Handbook*, 8.5.21 ed, p. 7).

With our new titles it might be useful to keep these title equivalents in mind:

Senior Lecturer (SL)=Assistant Professor of Instruction (Asst. PoI)
and
Distinguished Senior Lecturer (DSL)= Associate Professor of Instruction (Assoc. PoI)

Assistant Professor of Instruction:

Appointment:

The teaching-track faculty who are eligible to evaluate and vote on appointment cases (new hires) for Assistant Professors of Instruction must be at the same rank or higher than the candidate: SL, Assistant POI¹, DSL, Associate PoI, or PoI. All tenure-line faculty are eligible to vote on teaching-track appointments to the rank of Assistant Professor of Instruction.

Promotion:

The teaching-track faculty who are eligible to evaluate and vote on promotion cases to the rank of Assistant Professor of Instruction must be at the rank of SL, Assistant POI¹, DSL, Associate PoI, or PoI. All tenure-line faculty are eligible to vote with the exception of College Fellows and Assistant Professors in their first three years of an appointment.²

Reappointment:

The teaching-track faculty who are eligible to evaluate and vote on reappointment cases for Assistant Professors of Instruction must be at a rank higher than the candidate: DSL, Associate PoI, or PoI. All tenure-line faculty are eligible to vote with the exception of College Fellows and Assistant Professors in their first three years of an appointment.

¹ The one modification we request is if you had recently hired a faculty member into the position of Assistant PoI we would ask the new faculty to recuse himself/herself from voting on promotions from Lecturer to Assistant PoI. This will be the case in the years of transition.

² (that is, tenure-line faculty who have been evaluated on their teaching through reappointment or the tenure process are also eligible to evaluate and vote on teaching appointments)

Associate Professor of Instruction:*Appointment:*

The teaching-track faculty who are eligible to evaluate and vote on appointment cases (new hires) for Associate Professors of Instruction must be at a rank of DSL, Associate PoI, or PoI. All tenure-line faculty are eligible to vote on teaching-track appointments to the rank of Associate Professor of Instruction.

Promotion:

The teaching-track faculty who are eligible to vote on promotion cases to the rank of Associate Professor of Instruction must be at the rank of DSL, Associate PoI, or POI; All tenure-line faculty are eligible to vote with the exception of College Fellows and Assistant Professors in their first three years of an appointment.

Reappointment:

The teaching-track faculty who are eligible to vote on Associate Professor of Instruction reappointment cases must be at the rank of POI; Tenure-line faculty who are eligible to vote are tenured Associate Professors and full Professors.

Professor of Instruction:*Appointment:*

The teaching-track faculty who are eligible to evaluate and vote on appointment cases (new hires) for Professors of Instruction must be at the rank Professor of Instruction. All tenure-line faculty are eligible to vote on teaching-track appointments to the rank of Professor of Instruction.

Promotion:

Teaching track faculty who are eligible to vote on Professor of Instruction promotion cases must also be at the rank of Professor of Instruction. Tenured Associate Professors and full Professors are eligible to vote.

Reappointment:

Teaching track faculty are not eligible to vote on Professor of Instruction reappointment cases at the department or program level. Tenure-line faculty who are eligible to vote are tenured Associate Professors and Full Professors

This is the same information but broken down by category:

Who can vote on the appointment (new hire) of an Assistant Professor of Instruction?

- Senior Lecturers who are part of the teaching-track faculty
- Assistant Professors of Instruction (see footnote 1)
- Distinguished Senior Lecturers who are part of the teaching-track faculty
- Associate Professors of Instruction
- Professors of Instruction
- All tenured and tenure-track faculty

Who can vote on the appointment (new hire) of an Associate Professor of Instruction?

- Distinguished Senior Lecturers who are part of the teaching-track faculty
- Associate Professors of Instruction
- Professors of Instruction
- All tenured and tenure-track faculty

Who can vote on the appointment (new hire) of a Professor of Instruction?

- Professor of Instruction
- All tenured and track-track faculty

Who can vote on a promotion case to the rank of Assistant Professor of Instruction?

- Senior Lecturers who are part of the teaching-track faculty
- Assistant Professors of Instruction (see footnote 1)
- Distinguished Senior Lecturers who are part of the teaching-track faculty
- Associate Professors of Instruction
- Professors of Instruction
- Assistant Professors who have been reappointed
- Associate Professors
- Professors

Who can vote on a promotion case to the rank of Associate Professor of Instruction?

- Distinguished Senior Lecturers
- Associate Professors of Instruction
- Professors of Instruction
- Assistant Professors who have been reappointed
- Associate Professors
- Professors

Who can vote on a promotion case to the rank of Professor of Instruction?

- Professors of Instruction
- Tenured Associate Professors
- Professors

Within a unit, who can vote on reappointment of a Lecturer (who is part of the teaching-track faculty)?

- Senior Lecturers who are part of the teaching-track faculty
- Assistant Professors of Instruction (see footnote 1)
- Distinguished Senior Lecturers who are part of the teaching-track faculty
- Associate Professors of Instruction
- Professors of Instruction
- Assistant Professors who have been reappointed
- Associate Professors
- Professors

Within a unit, who can vote on a reappointment of an Assistant Professor of Instruction?

- Distinguished Senior Lecturers who are part of the teaching-track faculty
- Associate Professors of Instruction
- Professors of Instruction
- Assistant Professors who have been reappointed
- Associate Professors
- Professors

Within a unit, who can vote on a reappointment of an Associate Professor of Instruction?

- Professors of Instruction
- Tenured Associate Professors
- Professors

Within a unit, who can vote on a reappointment of a Professor of Instruction?

- Tenured Associate Professors
- Professors