

Required Materials for Teaching-Track Promotion Dossier

***Numbers 1 through 5 below are required for the Department/Program review in December or early January. In addition to numbers 1 through 5, numbers 6, 7, and 8 are required for the Committee, Dean, and Office of the Provost review due in February.**

***Materials should be submitted in PDF format. Syllabi and CTEC Report with Comments, and other materials should be combined into one PDF per topic. (e.g. All syllabi combined into one document)**

1. **Candidate's Statement** (2 parts – total of 5 pages)

Part 1: Case for promotion: In no more than **three** pages, provide a narrative on your service, teaching, and any research contributions to and participation in your profession locally, regionally, or nationally during your time in rank. Your narrative should provide a roadmap to and articulate a case for your promotion to Assistant Professor of Instruction, Associate Professor of Instruction, or Professor of Instruction relying on the specific criteria outline for each rank found here: <http://www.weinberg.northwestern.edu/faculty/documents/Teaching-Track%20Policies.pdf>

Part 2: Teaching statement: In no more than **two** pages, please provide a critical reflection of your teaching practices drawing upon concrete examples. In other words, how are you seeking to enhance your students' learning and what is the real-life evidence or examples of the effectiveness of your strategies? Some things you might want to consider:

- What are your key teaching goals? What are you trying to accomplish in your teaching? What kind of learning/thinking are you trying to stimulate in your students?
- Why have you chosen these goals?
- What have you done to achieve these goals? What kinds of methods, activities, strategies, assignments/assessments have you used in your teaching?
- Have your students achieved the kind of learning/thinking that you are trying to bring about? How do you know?

2. **Curriculum Vitae:** Please refer to the instructions on assembling your CV at: <http://www.weinberg.northwestern.edu/faculty/career/reappointment-promotion/cv-preparation.html>

3. **Syllabi** that the candidate has had significant contribution in authoring: Supply one for each differently numbered courses for the last six years (or time in rank).

4. **Teaching Evaluations:** Generate the *CTEC Report with Comments* which is the NU CTEC Instructor Report from CAESAR and Blue that includes a comment summary from students (covering 6 years or time in current rank).

(*At the time of Department review, Fall CTECs will not be available, but please remember to include the Fall quarter CTECs in the final PDF document that is uploaded to Faculty Folio in early February – see #6 below.)

5. **Other Relevant Materials:** (if any): may include peer teaching observations, publications, and/or other materials (*Published books, workbooks, and other materials that cannot be uploaded electronically to the file server can be submitted in hard copy to the Dean’s Office.)

The Dean’s Office will be responsible for generating and uploading the following documents to the dossier for review by the Department/Program and subsequent review by the Committee, Dean, and Office of the Provost:

- **Grade Distribution Reports**
- **CTEC Report with Response Averages**

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**. Please refer to [Deadlines and Documents](#) webpage for exact date. All information should be uploaded through Faculty Folio.

Please include all the materials outlined above from the Department/Program level review (numbers 1-5), along with:

6. **Fall CTECs**

7. **Recommendation letter from the department chair or program director** recommending the promotion and providing a detailed account of the discussion and vote by eligible voting members of the department or program who were present at the meeting. In this letter, please name all eligible members of the promotion committee, and indicate whether each was present or absent for the discussion and the vote. The vote totals should be specified, including the number for, against, abstaining, and absent. The chair and several members of the committee who were present for the discussion should sign the letter. Included in this is a paragraph describing the **exceptional case** for early promotion and/or the required terminal degree, as needed.

8. **Any other relevant material** demonstrating the candidate’s skills and accomplishments as a teacher and advisor: e.g., peer teaching observations, external letters solicited by the department, letters received by the department/program about the candidate’s teaching, awards, written reports by faculty members with whom the candidate may have co-taught, etc. All such material, whether about strengths or weaknesses, should be included.

Please find the correct naming conventions below for uploading PDF documents to Faculty Folio:

NAMING CONVENTION FOR ELECTRONIC FILE

- [Surname]_statement
- [Surname]_cv
- [Surname]_syllabi
- [Surname]_CTECs
- [Surname]_department letter (this file should include the letter itself and internal reports on scholarship or teaching, if they exist)
- [Surname]_other relevant material (if any – these files should include any additional material solicited for the review, such as WCAS advisor evaluations, and should be named appropriately and saved as separate documents or grouped depending on size)
 - [Surname]_classroom observations
 - [Surname]_“publications” or “pub_1, pub_2,” etc. (if any – saved as separate documents or grouped depending on size)
 - etc.