

# Weinberg College Teaching-Track Promotion and Reappointment

## Annual Timeline

Administrative Responsibility	Process	Timeline
Dean's Office notifies units about mandatory reappointments and promotion procedures.	Promotion & Reappointment	Late summer/early fall
Chair/director verifies on-going need of the position and identifies process for review drawing on by-laws or established practices (peer evaluations/classroom observations recommended).	Reappointment	Fall
Chair/director provides the following materials to <a href="#">Dean's Office</a> <ul style="list-style-type: none"> <li>Names of faculty to be considered for promotion (11/1)</li> <li>Student referee information (11/15)</li> </ul>	Promotion	Fall
Candidate submits dossier to dept/program for review, then vote.	Promotion	December/January
Dept/prog submits promotion dossiers and departmental letter of evaluation to the Dean's office.	Promotion	By 2/05/2021
College level committee meets regarding promotions	Promotion	WQ reading or final week (mid-March)
The Dean sends positive recommendations to the Provost and President for approval and informs chairs/directors of any negative decisions. The Dean then informs the candidates of the recommended action.	Promotion	April-Early May
Candidate submits dossier to dept/program for review, then vote.	Reappointment	April
Reappointment recommendations due to the Dean's Office (this <a href="#">guide</a> may be use useful in your deliberations and evaluation).	Reappointment	5/12/2021
College level committee meets regarding reappointments, makes recommendation to dean	Reappointment	SQ reading or final week (early-June)
Recommended changes in status and new terms are normally effective with the beginning of the academic year.	Promotion & Reappointment	September 1

### **Promotion and Reappointment Committee:**

Promotion and reappointment cases will be evaluated by an elected committee of four teaching-track faculty (one member from each of DIV I, DIV II, DIV III-language instruction, and DIV III-complement). This Teaching-Track Promotion and Reappointment Committee is advisory to the Dean. Thus, your department's or program's recommendation is advisory to the Dean, and we regard your on-the-ground insight as crucial. The Dean's office will regard a positive vote as 2/3 of the [voting faculty](#).

### **Evaluation for Promotion:**

Please see [this website](#) for further timeline, criteria, and required material from the promotion candidate. You should be aware that any internal evaluative documents about a faculty member, including the departmental letter, must be released to the candidate if requested. <https://weinberg.northwestern.edu/faculty/career/reappointment-promotion/promotion-for-teaching-track-faculty.html>

### **Evaluation for Reappointment:**

We urge you to consider best practices including self-evaluation, peer observations, and a thoughtful conversation with your faculty on their strengths and weaknesses as components of this review. In addition to the department's/program's reappointment recommendation, please forward to the [Dean's Office](#) any additional material used as part of the evaluative process, whether positive or negative. We will have as part of any standing dossier for reappointment the following: the candidate's CV and last three years of the candidate's self-evaluations (CV supplements) from the annual salary setting process, CTECs (both numerical reports and access to students' comments), a grade distribution report, and the candidate's statement on teaching. The [reappointment timeline](#) and additional information about the reappointment process can be found on our [website](#) at <https://www.weinberg.northwestern.edu/faculty/career/reappointment-promotion/reappointment-for-teaching-track-faculty.html>