

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 Dean's Office <ul style="list-style-type: none"> Names of faculty to be considered for promotion (11/1) Student referee information (11/15) 	Promotion	Fall
Candidate submits dossier to dept/program for review, then vote.	Promotion	December/January
Candidate submits promotion dossier materials to the Dean's Office via Interfolio/Faculty Folio RPT.	Promotion	Early February (was due by 2/4/2022 this year)
Dept/prog submits promotion dossiers and departmental letter of evaluation to the Dean's Office via Interfolio/Faculty Folio RPT.	Promotion	Early February (was due by 2/4/2022 this year)
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 (if applicable).	Reappointment	April
Candidate submits dossier materials to the Dean's Office via Interfolio/Faculty Folio RPT.	Reappointment	Early May (was due by 5/2/2022 this year)
Reappointment recommendations due to the Dean's Office (this guide may be use useful in your deliberations and evaluation).	Reappointment	Mid-May (was due by 5/12/2022 this year)
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 unit'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. (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 include 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: CTEC Report with Response Averages and the Grade Distribution Report from SES/BI Cognos. The [reappointment timeline](#) and additional information about the reappointment process can be found on our [website](#) at weinberg.northwestern.edu/faculty/career/reappointment-promotion/reappointment-for-teaching-track-faculty.html