

## COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES

### Promotion Guidelines for Renewable Contract Professor Ranks

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#### Introduction

The College of Human Environmental Sciences (CHES) has three categories of full-time faculty: Tenure-Track Faculty (TTF), Tenured Faculty (TF) and Renewable Contract Faculty (RCF; instructor and professor rank).

This document outlines the procedures and policies pertaining to evaluation of full-time faculty in the College of Human Environmental Sciences who carry the job classification of RCF professor rank faculty for the purposes of potential promotion. A full-time RCF member is loosely defined as a 9- or 12-month non-tenure earning position.

This document does not replace, but rather supplements the UA Faculty Handbook: Promotion for Renewable Contract Professor Ranks. RCF promotion evaluation is a different process from annual evaluations and from reappointment evaluation for contract renewal.

Eligibility: Eligibility criteria for application for promotion are outlined in the UA Faculty Handbook.

#### A. Criteria for Evaluation for Promotion

- a. RCF faculty who are at the level of RCF Assistant Professor and have completed a terminal degree are eligible to apply for promotion to RCF Associate Professor after their fifth year of service at the level of RCF Assistant Professor. On rare occasions, exceptional candidates may warrant early promotion consideration. Promotion to RCF associate professor will be based on evidence of noteworthy activity in the areas of teaching, service, and scholarly activity. Such evidence must demonstrate that these accomplishments reflect a continuing record of activity. It is expected that candidates have displayed professionalism and collegiality in their academic citizenship.
- b. RCF Associate Professors are eligible to apply for promotion to RCF Professor at the end of their fifth year of service at the rank of RCF Associate Professor. Promotion to RCF professor requires compelling evidence of significant contribution activity in the areas of teaching, service, and scholarly activity as well as outstanding leadership and academic citizenship. Such evidence must demonstrate that these accomplishments reflect a continuing record of activity. It is expected that candidates have displayed professionalism and collegiality in their academic citizenship.

#### B. Evaluation Categories

1. A criterion for RCF promotion is outstanding teaching ability. The successful candidate must present clear evidence of excellence and accomplishment in teaching-related undertakings. This may include evidence of effective performance by the candidate in the classroom and/or other instructional settings and evidence of the degree of the candidate's commitment to instructional excellence, including judgments by members of the

department RCF Promotion Committee, the departmental chairperson, and the college RCF promotion committee.

Other factors include Student Opinions of Instruction (SOI) regarding the candidate's instructional performance, together with their opinions concerning the quality of the course. Evidence could also include work done to improve the quality of the instructional programs in one's academic area; contributions such as improving upon course materials; developing effective instructional aids; developing new courses or programs; peer teaching evaluations; strengthening the content of existing courses; preparing useful and current course syllabi; and/or providing curricular and instructional leadership to external agencies. Moreover, evidence supporting promotion may include any work that offers model or exemplary practices in the RCF field setting that influences curriculum decisions beyond the University and that brings general recognition of exceptional teaching to the University.

2. Service is broadly defined as *active engagement in, and service contributions to, the institution, community, and profession*. If the candidate has specific expectations of service as part of their workload, the successful candidate must present unmistakable, continuing evidence of excellence and accomplishment in service-related activities at both the academic institution and in the profession. These activities include, but are not limited to, work on departmental, College, and University committees and projects; completing administrative assignments, mentoring students and advising student groups; providing service and education to external groups in a variety of forms; engaging in partnerships with target groups on enterprises aimed at problem-solving; working to advance the profession by serving on editorial boards; serving in leadership roles at the state, national, regional, and/or international levels; serving as invited or elected members of boards, panels, and commissions; community engagement; and enhancing the visibility and mission of the University by work outside the classroom.
3. Scholarly activity is broadly defined as *developing and contributing relevant expertise to the academic and/or professional community via scholarly discourse in pedagogical or research-related presentations or publications*. Candidates for promotion must present clear evidence of impactful scholarly or creative works that benefit the academic field and/or professional community. These activities include, but are not limited to: publication of research or pedagogical works in refereed journals; contributing to chapters in books, edited volumes, or textbooks; serving as an investigator on research grants; development of significant instructional materials that are used outside of the candidate's own classroom; receipt of teaching or instructional activity grants from the University or external agency; formal presentation of creative works in a field-appropriate venue; and presentations at national or international conferences, symposia, or workshops in the field of expertise.

### **C. Timeline and Process for Evaluation for Promotion**

- RCF members should indicate their intent to seek promotion during discussions with their department chair by April 1<sup>st</sup> of the academic year prior to the expected promotion application.

- The electronic dossier for promotion will be submitted through Faculty Success by August 16<sup>th</sup> in the year of application. It will be reviewed with the college in succession by the departmental RCF Promotion Review committee, the department chair, the college RCF Promotion Review committee, and the dean. The permissible recommendations at each stage are to grant promotion or deny promotion.
  - The Departmental RCF Promotion Review committee recommendation will be submitted to Faculty Success no later than September 5<sup>th</sup>. Faculty will have 3 calendar days to provide a response to this review, if they so choose.
  - The department chair's recommendation will be submitted to Faculty Success no later than September 29<sup>th</sup>. Faculty will have 3 calendar days to provide a response to this review, if they so choose.
  - The College RCF Promotion Review Committee recommendation will be submitted to Faculty Success no later than October 26<sup>th</sup>. Faculty candidates will have 3 calendar days to provide a response to this review, if they so choose.
  - The Dean's recommendation will be submitted to Faculty Success no later than February 1.
  - The decision of the Provost will generally be forwarded to the candidate between March 15 and April 15; however, failure to meet this deadline by the Provost will not result in an automatic promotion for the candidate.
  - Candidates for promotion may terminate the review process at any stage by providing a written request to the Dean's Office that their dossier be withdrawn from consideration.
1. Dossier composition  
The Faculty Success dossier will include: an application letter summarizing contributions to teaching, service, and scholarly activities since the date of hire or last promotion; evidence of effective teaching from a variety of sources; evidence of a continuing record of significant service at the academic institution (department, College, University) and professional levels; and documentation of relevant scholarly activities.  
  
Letters from the departmental RCF committee, department chair, college RCF promotion committee, and dean will be added to the electronic dossier in Faculty Success.
  2. Departmental review committee composition  
The Dean asks each department chair to nominate faculty to be appointed to the Committee. Committees for promotion to a given rank will be composed of faculty that are at that given rank or higher. The Chair will appoint 3-5 faculty members in that department to serve on the Departmental RCF Promotion Committee. A chairperson will be appointed for each of these committees and rotate every two years. Should there not be enough faculty at rank to fill the necessary seats, outside members from other departments may be appointed on an ad hoc basis. These committee members serve two-year staggered terms so half of the members are appointed in each year. These Committees are to be appointed by August 15. Until enough RCF in the Department have been promoted, this committee will be comprised of RCF and/or tenure path faculty at or above the rank being considered for promotion.
  3. College review committee composition  
The Dean asks each department chair to nominate faculty to be appointed to the College RCF Promotion Review Committee that do not also serve on their departmental RCF Promotion

Review Committee. Committees for promotion to a given rank will be composed of faculty that are at that given rank or higher. The Dean will appoint 3-5 CHES faculty members to serve on the College RCF Promotion Review Committee. A chairperson will be appointed for this committee and rotate every two years. This Committee is to be appointed by August 15. Until enough RCF in the College have been promoted, this committee will be comprised of RCF and/or tenure path faculty at or above the rank being considered for promotion.

**D. Completion of Promotion Review**

- Candidates for promotion who are successful will receive a notification from the Dean of promotion in a timely manner.
- Candidates whose promotion applications are not successful will receive guidance regarding professional development steps recommended to reach promotion in the future.