

## **Policy and Guidelines for the Promotion of Non-Tenure Track Faculty**

The Department of English  
Loyola University of Chicago

### **Purpose**

The aim of this Policy is to provide orderly and equitable procedures for a rigorous peer review of non-tenure track (NTT) faculty for the purpose of promotion. This Policy outlines the responsibilities of the applicant for promotion, of the Chair of the English Department, of the Review Coordinator (generally the Director of Writing Programs), and of the Promotion Review Committee (PRC) appointed for each review. The Policy is subject to the provisions of the current *Faculty Handbook*, which shall supersede the Policy in all cases of conflict.

A copy of this Policy will be distributed to all current NTT faculty members and to any new members at the time of their appointment.

### **Responsibilities of the Faculty Member**

There are three ranks of NTT Faculty: Lecturer, Advanced Lecturer, and Senior Lecturer.

Faculty at the rank of Lecturer can apply for promotion to Advanced Lecturer after the completion of three consecutive academic years of service as a Lecturer. Faculty at the rank of Advanced Lecturer can apply for promotion to Senior Lecturer after the completion of three consecutive years of service at the rank of Advanced Lecturer. In each case, the application for promotion is considered, and the decision regarding promotion is made, in the subsequent academic year of service (e.g., in the fourth academic year at rank). If promotion is granted, it shall take effect at the beginning of the academic year after that.

Faculty whose requests for promotion are not approved may, with the consent of their Department Chair, reapply for promotion in the following or subsequent years.

Faculty seeking promotion will communicate to the Chair, in writing, their intention by August 15 of the appropriate year. The faculty member will also provide the Chair with the following documents no later than August 15:

1. A written statement summarizing the faculty member's contributions in the areas of teaching, professional development, and service.
2. Documentation of those contributions (e.g., letters of support, peer evaluations, student TCEs, copies of syllabi, examinations, class assignments, study guides, evidence of professional development).
3. A complete curriculum vitae.

### **Responsibilities of the English Department Chair**

Upon receipt of a formal request for promotion, the Chair will: 1) provide the faculty member with appropriate forms, information, and documents; 2) discuss with the faculty member the procedure of review and evaluation; 3) by the second week of October, appoint a Review Coordinator and PRC following the procedures described below.

No later than one week after the PRC and the Review Coordinator have submitted their recommendations, the Chair will, in writing, inform the faculty member of these recommendations, summarize the rationale given for them, and communicate his or her own recommendation and the rationale for it. Unless the candidate for promotion chooses to withdraw the application, the Chair will submit the faculty member's file, along with his or her own recommendation regarding promotion, to the Dean of the College for the Dean's recommendation and for disposition by the relevant committees.

### **Responsibilities of the Review Coordinator**

The Review Coordinator is appointed by the Chair to supervise the evaluation of an application for promotion. The Chair will select a Review Coordinator appropriate to the work of the candidate. For a candidate who teaches primarily in the Writing Program, for example, the Review Coordinator will be the Director of Writing Programs.

The Review Coordinator will advise the Chair in the appointment of the Promotion Review Committee, as described below. The Coordinator will then serve as the primary administrative contact for the PRC, and will act as liaison between the PRC and the Chair.

Upon receipt of the PRC's recommendation, the Coordinator will review it and then submit it, along with his or her own recommendation, to the Department Chair.

### **Responsibilities of the Promotion Review Committee**

The PRC will consider objectively and without prejudice all material submitted to it apropos of the faculty member's candidacy, observing the evaluative criteria and procedures outlined in this Policy and acting in such a way as to ensure the confidentiality of its proceedings.

### **Composition of the Promotion Review Committee**

A PRC shall be established to review each application for promotion, although a single committee may review more than one such application. The PRC shall comprise three members of the faculty appointed by the Department Chair in consultation with the Review Coordinator. The members will have expertise appropriate to evaluate the work of the candidate. If the candidate is seeking promotion to Advanced Lecturer, no member of the PRC shall be a Lecturer; if the candidate is seeking promotion to Senior Lecturer, no member of the PRC shall be a Lecturer or an Advanced Lecturer. Tenure-track faculty are eligible to serve on a PRC when their expertise is relevant to the work of the candidate.

### **Procedures of Evaluation**

1. General Procedures: The PRC will meet in closed session only. All notes and records of the Committee's proceedings, and all personal notes and records of Committee members will be confidential.

The Committee will elect a Chair to oversee Committee work and to communicate on its behalf with the Review Coordinator. The Committee will consult with the Review Coordinator when a majority of the Committee deems this appropriate.

2. Review of Documents: The Committee will evaluate all material made available in support of a request for promotion.

3. Voting by the Committee: After its members agree that the evaluation process has been completed, the Chair of the Committee will call a vote of the Committee. No abstentions from voting will be allowed: members must vote for or against promotion.

Contingent upon University deadlines, the vote can be reconsidered upon receipt of additional relevant information of any kind if a majority of the Committee so decides.

4. Committee Recommendations: For each faculty member evaluated by the PRC, the Committee's recommendation, a supporting letter detailing the reasons for the Committee's recommendation and bearing the signatures of its members, all relevant documentation in support of this recommendation, and the vote tally will be forwarded to the Review Coordinator.

### **Criteria of Evaluation**

1. General Criteria: The primary aim of evaluation will be to determine that the candidate has met standards of excellence appropriate to the goals of the English Department and its programs (e.g., the Writing Program, the Undergraduate Program), and to the mission of the College, in each of three

general areas: teaching, professional development, and service. Suitable proportionality among these areas shall be observed. For example, in the case of a candidate teaching four courses per semester, the candidate's contributions in the area of teaching will be heavily emphasized, whereas in the case of another candidate whose job and course load bring different expectations, a more even balance between teaching and professional development might be appropriate.

## 2. Criteria for Promotion to Advanced Lecturer

a) Teaching: Factors to be considered should include, for example, the candidate's effectiveness in communicating relevant skills to his or her students; class activities and assignments that promote the development of those skills; the ability to stimulate in students an awareness of the usefulness and relevance of these skills; the capacity to organize material and present it with clarity and confidence; the practice of evaluating student work fairly; the creativity, spirit, and enthusiasm that energize the learning process and the task of teaching; the ability to provoke curiosity in and to inspire students.

Excellence in teaching may be measured in a variety of ways that include but are not limited to the following: success in meeting the learning outcomes of a given course, responsiveness to student needs, availability to students outside the classroom, participation in student advising, contribution of letters of recommendation, supervision of student work, and development of new course material. The candidate will supply relevant documentation of teaching excellence (portfolios, syllabi, examinations, teaching assignments, student evaluations, etc.), and the PRC will have access to summaries of any assessments based on visits to the candidate's classroom. The candidate may also choose to request evaluations based on classroom visits by members of the Promotion Committee.

b) Professional Development: Evidence of professional development can include, but is not limited to the following: participation in peer teaching groups, participation in professional societies, research projects, publications, attendance of relevant conferences and symposia, presentations at relevant conferences and symposia, participation in workshops, courses taken.

c) Service: Lecturers serve on various departmental committees and attend Department meetings; those whose appointments are primarily in the Writing Programs play an instrumental role in the effective operation of both the Writing Programs and the Writing Center. In addition to these basic areas of service, the PRC should consider the service of the candidate on University or College Committees and on the boards of professional organizations. Faculty may also mentor graduate students, advise student groups, hold administrative positions, attend University convocations and commencements, and participate in events for prospective students or in Loyola community programs. They may render assistance to other instructors in the teaching of their courses, and to officers such as the Director of Writing Programs in their administrative work.

3. Criteria for Promotion to Senior Lecturer: The evidence submitted in support of requests for promotion to Senior Lecturer will be of the same kind as that described above for promotion to Lecturer and should demonstrate continued excellence in teaching, and ongoing professional development and service activities.