

Non-Tenure-Track Promotion Guidelines & Procedures

*Institute of Environmental Sustainability
Loyola University Chicago*



Preparing people to lead extraordinary lives

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The following guidelines have been developed for the evaluation of faculty for promotion in the Institute of Environmental Sustainability (IES). All guidelines conform to the policies in the Faculty Handbook of Loyola University Chicago (2014).

PURPOSE

Loyola University Chicago and its Institute of Environmental Sustainability actively recognize, support, and facilitate the career development of its faculty and staff. We encourage and facilitate life-long learning in our employees. We believe that individual faculty and staff should continually strive to develop themselves as professionals and reach for excellence. As our faculty grows professionally, their accomplishments should be recognized through annual merit raises and advancements in rank and title.

These Guidelines establish procedures for evaluating and recommending rank promotion for full-time non-tenure-track (NTT) faculty members in the Institute of Environmental Sustainability (IES). Our NTT faculty have responsibility primarily in teaching our students, a charge that we consider the single most important work that we conduct at the University. Therefore, it is with great care that we shepherd the advancement of our teaching faculty through these ranks, and in turn, advancement to the next rank. NTT faculty promotion is considered a critical and prestigious accomplishment.

The purpose of this document is to describe rank advancement opportunities available to NTT faculty within the IES, to describe the requirements for such advancement, and the responsibilities of the NTT Promotion Committee, the IES Associate Director (AD) and the IES Director.

GENERAL INFORMATION

There are three (3) ranks for NTT faculty: Lecturer, Advanced Lecturer, and Senior Lecturer. New NTT faculty may be hired at the rank of Lecturer or Advanced Lecturer, in accordance with their professional experience, and with the recommendation of the Associate Director, the approval of the Director, and the authority of the Provost.

The contract period for all three ranks in the IES is three (3) years and renewable. The two processes – contract renewal and promotion – are distinct, and the promotion process will not violate contract terms and conditions. Denial for promotion does not impact renewal of the faculty member's contract.

In consultation with full-time NTT faculty, Promotion Guidelines are developed by the Associate Director and the Director of IES, with input from similar departments in the College of Arts and Science. These Guidelines and all subsequent revisions become effective once they are approved by the IES NTT Promotion Committee and the IES Director. A copy of the approved Guidelines will be distributed to all full-time NTT faculty members in the IES and to incoming NTT faculty at the time of their first appointment. These Guidelines are subject to the provisions of Loyola University's Faculty Handbook, which supersede the IES NTT Promotion Guidelines in all cases of apparent conflict.

CANDIDATE'S RESPONSIBILITIES

Candidates must complete at least three (3) consecutive years at their current rank to be eligible to apply for promotion. Candidates who consistently exceed annual performance expectations are encouraged to apply once eligible. NTT faculty should work closely with the Associate Director to determine the strength of their candidacy and the probability of promotion. Candidates that require more time to build a stronger dossier can apply in subsequent years. The time period under evaluation is the time served in the candidate's current rank. Candidates whose requests for promotion are denied can reapply for promotion at their discretion.

The following timetable demonstrates the most expedient schedule for NTT rank advancement when a new faculty member is hired at the rank of Lecturer.

Year 1	Lecturer.
Year 2	Lecturer.
Year 3	Lecturer. Intent to apply for advancement due April 15.
Year 4	Lecturer. Contract renewed. Portfolio submitted and reviewed.
Year 5	Advanced Lecturer. Promotion, if supported, takes effect.
Year 6	Advanced Lecturer.
Year 7	Advanced Lecturer. Contract renewed. Intent to apply due April 15.
Year 8	Advanced Lecturer. Portfolio submitted and reviewed.
Year 9	Senior Lecturer. Promotion, if supported, takes effect.
Year 10	Senior Lecturer. Contract renewed.

CANDIDATE'S RESPONSIBILITIES *(Continued)*

It is the candidate's responsibility to initiate the promotion-evaluation process by notifying the Associate Director of intent to apply by April 15 of their third year. The candidate should then prepare and submit a dossier, comprised entirely of electronic documents, to the Associate Director who will then forward it to the IES NTT Promotion Committee. The dossier should be submitted to the Associate Director by August 15th of their 4th year. The candidate is also responsible for providing NTT Promotion Committee members access to their classes for observation.

The dossier should include the following materials:

- A written statement (not to exceed 6 pages) summarizing the faculty member's contributions in the areas of teaching (including narrative summary of course evaluations), IES and University service, and professional contributions, and assessment of his/her role in furthering the mission of the IES and University
- Updated curriculum vitae
- Documentation and communications related to teaching, including all Teaching Course Evaluations (TCEs), syllabi, examinations, study-guides, major course assignments, etc.
- Documentation and communications related to service activities, such as curriculum development, course development, committee membership, advising, etc.
- Any other documentation that is either deemed important by the candidate (e.g. professional contributions) or requested by the Associate Director or the NTT Promotion Committee

RESPONSIBILITIES OF IES ASSOCIATE DIRECTOR

The Associate Director will establish an NTT Promotion Committee of at least three (3) NTT faculty in years where NTT faculty are applying for promotion. The Associate Director, in consultation with the candidate(s), will choose the committee members. In order to be eligible to serve on this committee, faculty must have at least one full year of faculty service at Loyola University Chicago, and must occupy a rank that is equal to or above the rank aspired to by the applicant. If too few faculty in IES meet the committee member eligibility requirements, faculty from other similar academic units will be called on to serve. The Associate Director will make all supporting documentation available to the NTT Promotion Committee by September 15th.

Upon conclusion of the review process, the Associate Director or Director will inform the candidate in writing of the Committee's recommendations, identifying and summarizing for the candidate the specific reasons behind said recommendation. If the recommendation is unfavorable, candidates will have the option of withdrawing their application by notifying the Associate Director in writing.

A Lecturer or Advanced Lecturer whose request for promotion is denied will be afforded the option of having the portfolio re-reviewed. The process should parallel the one that is articulated on page 48 of the faculty handbook

RESPONSIBILITIES OF IES ASSOCIATE DIRECTOR *(Continued)*

under 'reconsideration.' The faculty member can invoke this process by submitting, in writing, a request to the IES Associate Director within two months of the decision. In such cases, the IES Director of Academic Programming will serve in the same capacity as the University's Rank and Tenure Committee, and make a recommendation to the IES Director. At their discretion and with the ADs' assent, Lecturers or Advanced Lecturers can also reapply for promotion in the following or subsequent academic years.

If the recommendation is favorable, or if the applicant decides to move an unfavorable recommendation forward, the Associate Director will assemble the following documentation and submit it to the IES Director by December 15th:

1. Associate Director's recommendation
2. Recommendation of the NTT Promotion Committee
3. Candidate's dossier

RESPONSIBILITIES OF THE NTT PROMOTION COMMITTEE

At their first meeting, the members of the Committee will identify a chairperson to coordinate the Committee's work and to communicate with the Associate Director on behalf of the Committee. Committee members will evaluate all data made available in support of a comprehensive review of the application for promotion. Committee members will act responsibly to ensure the highest level of professionalism during the evaluation process and follow standard academic procedures to ensure the security and confidentiality of all work. The Committee will make its promotion decision no later than December 1st. The Committee will draft a letter, signed by all committee members, summarizing the justification for their recommendation and forward it to the Associate Director.

EVALUATIVE CRITERIA

For an individual to be recommended for promotion, they must achieve excellence in two general areas: teaching and service. Professional contributions are optional, but will be viewed favorably in the review process.

Teaching

Teaching represents the major obligation (~80% of workload) of all NTT faculty to the IES and University. For promotion, candidates must show teaching excellence and evidence of providing a quality educational experience for students.

The following criteria must be met for promotion:

- For promotion to Advanced Lecturer, candidates must demonstrate teaching excellence as judged by IDEA evaluations and classroom visits by senior faculty. Observations of these visits will be included as part of the candidates' records and will be discussed with the candidates each year during their meetings with the Associate Director. There should be evidence of high quality, thorough, and well-prepared classroom presentations, activities, syllabi, and examinations. Expert use of classroom technology and well-articulated pedagogy is also expected. The following list includes criteria expected of all teaching faculty.
- Course and instructor-related scores on IDEA evaluations should be appropriate and should contain positive comments from students. IDEA evaluations should

show, over the 3-year period, average raw scores of around 50 (at least 45) in the “excellent teacher and excellent course” categories from IES and other science majors (recognizing non-science majors may struggle in IES courses and review faculty less favorably). Candidates whose evaluations have shown a positive trend over time will be reviewed favorably, even if the five-year average falls short of 50. In cases where the faculty member has fewer than five years of IDEA evaluations, the older Environmental Science Department evaluations will be included, wherein the candidate must receive positive reviews (i.e., agree or strongly agree) from 60% of respondents on instructor and course-related categories. The written comments from the IDEA evaluations and the Environmental Science Department evaluations should be primarily positive.

- Negative comments from students must be addressed by the candidate especially when several students express the same concern. The candidate’s IDEA evaluation scores must indicate the concerns have been addressed and improvement was made.
- Candidates must hold regular office hours and be available to make alternate arrangements for students who cannot meet the regularly scheduled office hours. This information should be delineated in each course syllabus.
- Participation in “Focus on Teaching and Learning” or other professional workshops and programs to improve teaching effectiveness is expected.
- For promotion to Senior Lecturer, candidates are expected to have a sustained record of at least 7 years of exceptional teaching. They will have developed

EVALUATIVE CRITERIA *(Continued)*

new courses or significantly revised courses for the IES curricula. They will have done things such as: Published scholarship on teaching and student learning, introduced significant new conceptual approaches or technology into teaching, received awards or special recognition for his/her teaching, shown superlative work in his/her advising or mentoring of students.

Additional evidence of excellence in teaching can include but is not limited to the following criteria. These are not required, but differing levels of accomplishment in these areas will increase the strength of the candidate's dossier accordingly:

- Novel pedagogical approaches, including activities, assignments, and/or use of instructional technology
- Enabling students to participate in high-impact learning experiences, such as field-based courses, service learning, research, internships, study abroad, and/or field courses taught at LUREC
- Supervising student research, directed readings, and/or internships, or mentoring student projects (e.g. STEP projects)
- Awards or special recognition for teaching
- Presentations or scholarly publications on teaching, student learning and/or assessment

Service

Consistent service to IES is required as an important part of faculty duties (~20% of NTT workload). Other types of service considered in evaluation of the candidate are those that further the best interests of the students, IES, and University.

The following criteria must be met for promotion:

- Serving on IES committees (e.g. search committees, operational committees)
- Participating in IES events (IES retreats, annual conferences, seminars, graduation ceremonies, giving tours, student recruitment events, attending IES public events, etc.)
- Academic and career advising of IES students
- Participating in curriculum development (e.g. curricular revisions and adjustments, creating new courses, concentrations, minors, majors, degrees, certificates)
- Involvement with student activities beyond the confines of the classroom, such as participating in student events or acting as a faculty advisor to student groups
- Service to the University (University committees, general student recruitment events, University-wide events)
- For promotion to Senior Lecturer, sustained (7 consecutive years) service to IES and the University is required. Candidates should have leadership positions in service to IES, the University and/or their profession.

EVALUATIVE CRITERIA *(Continued)*

Additional service activities can include but are not limited to:

- Coordinating events that facilitate student interaction with faculty, staff, and alumni
- Fostering a productive faculty environment (e.g., mentoring newly hired faculty, coordinating faculty teaching/writing group)
- Assisting with student recruitment and retention
- Serving on broader, University-wide committees

Professional Contributions

NTT faculty engaged in professional contributions enhance the reputation of IES, strengthen pedagogy, and increase opportunities for student engagement. Professional contributions are not required for NTT promotion, but such activities (in addition to excellence in teaching and service) will be viewed favorably during the promotion review process. IES supports NTT faculty in their professional contributions to the extent that resources are available.

Professional contribution activities include but are not limited to:

- Membership/activities/service in professional societies
- Conducting research projects
- Collaborations with scholars at other institutions
- Publishing scholarly articles, submitting grant proposals
- Obtaining external funding for research

- Professional editorial work, manuscript reviews, grant proposal reviews
- Presentations and attendance at professional conferences
- Community program development or professional consultation to the community
- Interviews or commentary in media sources

PROMOTION REVIEW TIMELINE

By April 15 of year before review	Candidate(s) inform Associate Director of intent to apply for promotion
By August 15	Candidate(s) submit dossier to Associate Director
By September 15	NTT Promotion Committee formed and dossier distributed to all members
September 15-November 30	Promotion Committee evaluates candidate(s)
By December 1	NTT Promotion Committee communicates decision to Associate Director. Associate Director informs candidate(s) of recommendation (between Dec 1 and Dec 15)
By December 15	Associate Director makes recommendation to Director
By February 15	Director informs candidate(s) of decision
August of following year	Contract for following year reflects new title

In the first year of implementation, the timeline will be accelerated to allow candidates who have completed 4 years of full time service in ENVS/IES to submit material in the spring semester of 2016 with a decision from the NTT Promotion Committee, AD and Director completely processed by June 1, 2016. Implementation of the new rank will take effect at the beginning of the next fiscal year, July 1, 2016.

Notes

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