College of Arts and Sciences Reappointment and Promotion Procedures for Non-Tenure-Track Faculty

1. Composition of Committees (see Faculty Handbook 303.02-303.03)

Note: The RPT Review Committee recommends that both tenured faculty and faculty who have been granted tenure be eligible to serve on department committees for reappointment and promotion. Throughout the following recommendations, “tenured faculty” should be understood to include “faculty who have been granted tenure”; “untenured faculty” refers to tenure-track faculty who have not completed the probationary period.

1. A single committee may evaluate both tenure-track/tenured faculty and non-tenure-track (NTT) faculty, or departments may form a separate committee to evaluate NTT faculty.

If a single committee is used, it will consist of three or five tenured faculty: two tenured faculty plus the Department Chair, for a total of three tenured faculty; or four tenured faculty plus the Chair, for a total of five tenured faculty. The two (or four) additional committee members will be elected in alternate years and will serve 2-year staggered terms in order to provide continuity. The Department Chair will chair the committee and be a voting member.

If two committees are established, the committee evaluating tenure-track or tenured faculty will be constituted as described above. The committee evaluating NTT faculty will consist of the Department Chair, plus two or four faculty elected by members of the department. For a committee having the sole purpose of evaluating NTT faculty, untenured faculty and senior lecturers are eligible to serve. The committee must include at least one tenured faculty member and at most one senior lecturer. Fixed-term faculty petitioning for promotion cannot serve on this committee. The committee members will be elected in alternate years and will serve 2-year terms in order to provide continuity. The Department Chair is not required to chair the NTT evaluation committee. If the Department Chair does not serve as committee chair, the committee will elect a chair.

2. If a department is too small to be organized into committees, the Dean, in consultation with the Department Chair, will appoint tenured faculty from other departments to serve on the committee.

3. Faculty in interdisciplinary programs will elect one representative from among their advisory group who will serve for one year on all committees where faculty with “significant involvement” (Faculty Handbook 303.03) in the interdisciplinary program are considered for reappointment and promotion. Normally, if a faculty member regularly teaches at least 1/3 of his or her full-time FTE in the interdisciplinary program (one course in a given semester or two courses in an academic year), the College deems this significant involvement. In certain situations—for example, if a faculty member is shared equally between departments—the Department Chair(s) and the Dean will work out the composition
of the committee. Program representatives will serve in addition to the three (or five) faculty members on the departmental committee.

II. **Deadlines** *(See Faculty Handbook 303.02.a and 303.21-303.23)*

1. According to the *Faculty Handbook*, elections of members for department committees on reappointment and promotion must take place before September 15th (303.02.a). In the College of Arts and Sciences, the deadline for department elections for the committee evaluating NTT faculty for the following academic year is prior to the start of spring break.

2. Candidates for reappointment and promotion must submit all materials to the Department Chair four weeks before this material is due in the office of the Dean of the College, or the last day the university is open for business near this deadline, whichever is first. The NTT evaluation committee may establish earlier deadlines in order to accomplish its work in a particular timeframe. All deadlines must be consistent with and distributed in accordance with *Faculty Handbook* sections 303.21, 303.22, and 303.23.

   Reappointment materials for NTT faculty will be due in the Dean’s office the same time as those for tenure-track faculty in their 4th and 5th years.

III. **Classroom Observations** *(See Faculty Handbook 303.05)*

   For NTT faculty who are applying for promotion, and for long-term fixed-term faculty who are completing their third year and in every third year thereafter, the committee will ensure that current classroom observations are conducted. To be considered “current,” classroom visits must take place no earlier than the semester prior to the semester in which the application is due. At least two faculty members will observe a minimum of one class each and will arrange these visits in advance with the candidate. These faculty members will produce a written evaluation for every visitation that will be presented to the committee, shared with the candidate, and included in the file as a supplement to the committee’s letter to the Dean.