

## **DRAFT**

### **Procedures for Appointment, Consecutive Appointment and Promotion of Non-Tenure Track Teaching Faculty in the College of Education**

These are guidelines for implementing in the College of Education University policy and the provisions of the TAUP contract that apply to the appointment, consecutive appointment, and promotion of non-tenure track faculty whose primary responsibility is teaching. Any provision of these guidelines found to be in conflict or otherwise out of compliance with either Temple University policy or the Temple University-TAUP contract is superseded by the pertinent policy or contract provision.

Teaching faculty members are appointed to teach courses and contribute to the educational mission of the college. In cases where teaching faculty also have administrative assignments, their administrative responsibilities will generally involve program development or program coordination. Although they may engage in research on their own initiative, and in some cases may be appointed to perform a combination of teaching and research, their primary activity as faculty members is teaching, and they will normally be assigned 4/4 loads or the equivalent assignment of teaching and administrative responsibilities. Teaching faculty titles include: instructor, lecturer, senior lecturer, and distinguished lecturer.

Teaching faculty be evaluated for initial appointment, consecutive appointment, and promotion on the basis of their contribution to the educational mission of the college. Each consecutive appointment, whether single-year or multiple year, is independent of any previous appointment.

#### **Single-year appointments**

##### Hiring

Department chairs, in consultation with the associate dean, may request single-year appointments. Documentation and review processes for initial appointments will comply with all applicable policies and guidelines established by the offices of the President and the Provost as well as the Office of Affirmative Action. Review of candidates by the departmental personnel committee will occur at the discretion of the department chair. The candidate will provide a current signed CV, teaching references and teaching evaluations or other proof of teaching ability, and other credentials and references appropriate for the assignment.

##### Procedures for Reappointment

Review for consecutive appointment will begin in the spring semester, as soon as possible after CATE results from the previous fall are made available. The departmental personnel committee will review: the faculty member's current signed CV and teaching portfolio, CATE forms, copies of course syllabi, reports of class visits by peers and/or the department chair. In addition, the committee will request and review evidence of successful program development or program coordination including enrollment figures, course and program development materials, student satisfaction surveys and evidence of student achievement.

If a departmental personnel committee reviews the candidate, its recommendation will evaluate the candidate's teaching, compare the candidate's performance to departmental norms and expectations, examine any discrepancies between peer review and CATE evaluations, and address areas in which improvement is needed and expected. Where available, the evaluation should include evidence for, and analysis of, (1) student learning outcomes; (2) student publications, honors, or awards arising from coursework; (3) evidence of self-improvement such as participation in teaching workshops or other forums; (4) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, program development materials, service on curricular committees; and (5) evidence of recognition, such as awards or honors for teaching or other contributions.

The department chair's recommendation will (1) specify the term and classification of the requested appointment, (2) independently evaluate the candidate's previous teaching performance, and (3) address the candidate's teaching responsibilities for the period of the requested appointment in the context of enrollment trends and projections, and present and future departmental needs.

The dean will review the recommendations of the chair and the departmental committee, and provide to the candidate and the department chair a written decision on the request for consecutive appointment by May 1<sup>st</sup>.

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### **Multiple year appointments**

#### Hiring

Multiple year appointments will only occur as the result of an approved search. Appointments may be made for up to five years. Initial multi-year appointments will ordinarily be made for no more than three years. Search committees will generally consist of the associate dean, the department chair and the program coordinator. The department chair and the department personnel committee will recommend multi-year appointments to the dean.

Review for consecutive multiple-year appointments will follow the same procedures as those for single-year appointments.

#### Promotion

Graduate students and people lacking doctorates will be hired as instructors. A teaching faculty member who is initially appointed as an instructor and acquires the needed credentials will be promoted to lecturer. A teaching faculty member who is initially appointed as a lecturer may be considered for promotion to senior lecturer after five years total university teaching, with at least three of the most recent years being at Temple University. A teaching faculty member who is initially appointed as a senior lecturer may be considered for promotion to distinguished lecturer after 10 years total university teaching, with at least five of the most recent years being at Temple University.

Nomination for promotion may be initiated by the candidate or the department chair. Promotion to senior lecturer will be based upon experience, the high quality of teaching

demonstrated, sustained development, contributions to the teaching and educational mission of the department and/or College and professional maturity. Acceptable evidence of these qualities is described in the President's Guidelines for the Review of Tenure and Promotion Applications. The candidate's application for promotion will be reviewed by the departmental personnel committee and the department chair, in consultation with the associate dean, and a recommendation will be forwarded to the dean.

Candidates for promotion will provide the departmental personnel committee with a current CV, a teaching portfolio and a self-assessment describing his/her development as a teacher and, where appropriate, evidence of successful program leadership. The personnel committee will review all program materials, CATE results for the period of the appointment, copies of course syllabi, and reports of class visits by peers and the department chair.

The departmental personnel and the department chair will write independent recommendations that evaluate the candidate's development as a teacher, addressing areas of strength and weakness, areas where improvement is necessary and future contributions the candidate can be expected to make to the department and College. Where available, the evaluation should include evidence for, and analysis of, (1) individual student learning outcomes and program outcomes; (2) student publications, honors, or awards arising from coursework; (3) evidence of self-improvement such as participation in teaching workshops or other forums; (4) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of program and teaching materials, service on curricular committees; and (5) evidence of recognition, such as awards or honors for teaching or other contributions.

The dean's decision will be communicated to the candidate and the department chair in writing by May 1. Promotion, if approved, will be effective at the beginning of the next academic year.

#### Performance review

Faculty members on multi-year appointments who are not in the last year of their current appointment will be reviewed annually by both the department chair and the associate dean. The faculty member will provide to the department chair a current signed CV and evidence of teaching quality as well as, where appropriate, evidence of program quality. The department chair will prepare a summary of CATE results for the period of the previous appointment, analyses of syllabi, reports of peer evaluations and data related to program quality. The chair will write an evaluation of the faculty member's teaching, comparing the candidate's performance to departmental norms and expectations, examining any discrepancies between peer analysis and CATE evaluations, and addressing areas in which improvement is needed and expected. The chair's evaluation will also describe the candidate's teaching and other responsibilities for the coming year, and discuss any enrollment trends or programmatic changes that may affect the possibility of future consecutive appointment. This process will be completed by April 1<sup>st</sup> of each year.

After the review processes described above have been completed, in accordance with Article 15.8 of the TAUP contract, the dean or the associate dean will meet with each teaching faculty member to discuss the results of the review process, including the decision on consecutive appointment where applicable. A written summary of the meeting will be given to the faculty member, and a copy placed in the faculty member's personnel file.

### **Compensation**

1. Salary will be set in accordance with the minimum established by the Temple University - TAUP contract.
2. As provided by the Temple University - TAUP contract, non-tenure track teaching faculty are bargaining unit members. They receive across-the-board salary increases and are eligible for selective salary increases based on merit. Teaching faculty will also receive any bonus payments for which they are eligible as members of the bargaining unit.
4. In accordance with the Temple University - TAUP contract, Temple University may grant salary adjustment awards to teaching faculty when Temple deems such awards to be in the best interest of the University.

## **DRAFT**

### **Procedures for Appointment, Consecutive Appointment and Promotion of Non-Tenure Track Clinical Faculty in the College of Education**

These are guidelines for implementing in the College of Education University policy and the provisions of the TAUP contract that apply to the appointment, consecutive appointment, and promotion of non-tenure track clinical faculty. Any provision of these guidelines found to be in conflict or otherwise out of compliance with either Temple University policy or the Temple University-TAUP contract is superseded by the pertinent policy or contract provision.

Clinical faculty members are appointed to teach courses and contribute to the educational mission of the college. In cases where teaching faculty also have administrative assignments, their administrative responsibilities will generally involve program development, program coordination, and clinical supervision. Although they may engage in research on their own initiative, and in some cases may be appointed to perform a combination of teaching and research, their primary activity as faculty members is teaching and supervision, and they will normally be assigned 4/4 loads or the equivalent assignment of teaching and administrative responsibilities. Clinical faculty titles include: clinical assistant professor, clinical associate professor and clinical professor.

Teaching faculty be evaluated for initial appointment, consecutive appointment, and promotion on the basis of their contribution to the educational mission of the college. Each consecutive appointment, whether single-year or multiple year, is independent of any previous appointment.

#### **Single-year appointments**

##### Hiring

Department chairs, in consultation with the associate dean, may request single-year appointments. Documentation and review processes for initial appointments will comply with all applicable policies and guidelines established by the offices of the President and the Provost as well as the Office of Affirmative Action. Review of candidates by the departmental personnel committee will occur at the discretion of the department chair. The candidate will provide a current signed CV, teaching references and teaching evaluations or other proof of teaching ability, evidence of professional experience in clinical settings and other credentials and references appropriate for the assignment.

##### Procedures for Reappointment

Review for consecutive appointment will begin in the spring semester as soon as possible after CATE results from the previous fall are made available. The candidate will prepare a report of current activity and achievement of performance standards based on the initial letter of appointment. The departmental personnel committee will review: the faculty member's self-report, a current signed CV and teaching portfolio, CATE forms, copies of course syllabi, reports of class visits by peers and/or the department chair, and appropriate field-based performance reviews. In addition, the committee will request and review evidence of successful program development or program coordination including

enrollment figures, course and program development materials, student satisfaction surveys and evidence of student achievement.

If a departmental personnel committee reviews the candidate, its recommendation will evaluate the candidate's teaching and overall performance, compare the candidate's performance to departmental norms and expectations, examine any discrepancies between peer review and CATE evaluations, and address areas in which improvement is needed and expected. Where available, the evaluation should include evidence for, and analysis of, (1) individual student learning outcomes and program outcomes; (2) student publications, honors, or awards arising from coursework; (3) evidence of self-improvement such as participation in teaching workshops, professional meetings or other forums; (4) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, program development materials, service on curricular committees; and (5) evidence of recognition, such as awards or honors for teaching or other contributions.

The department chair's recommendation will (1) specify the term and classification of the requested appointment, (2) independently evaluate the candidate's teaching and clinical performance, and (3) address the candidate's teaching responsibilities and field assignments for the period of the requested appointment in the context of enrollment trends and projections, and present and anticipated future departmental needs.

The dean or associate dean will review the recommendations of the chair and the departmental committee, and provide to the candidate and the department chair a written decision on the request for consecutive appointment by May 1.

### **Multiple year appointments**

#### Hiring

Multiple year appointments will only occur as the result of an approved search. Appointments may be made for up to five years. Initial multi-year appointments will ordinarily be made for no more than three years. Search committees will generally consist of the associate dean, the department chair and the program coordinator. The department chair and the department personnel committee will recommend multi-year appointments to the dean.

Review for consecutive multiple-year appointments will follow the same procedures as those for single-year appointments.

#### Promotion

A clinical faculty member who is initially appointed as an assistant professor may be considered for promotion to associate professor after five years total university experience, with at least three of the most recent years being at Temple University. A clinical faculty member who is initially appointed as an associate professor may be considered for promotion to professor after 10 years total university experience, with at least five of the most recent years being at Temple University. Nomination for promotion may be initiated by the candidate or the department chair. Promotion to associate or full

professor will be based upon experience, the high quality of teaching demonstrated, sustained development, contributions to the teaching and educational mission of the department and/or College and professional maturity. Acceptable evidence of these qualities is described in the President's Guidelines for the Review of Tenure and Promotion Applications. The candidate's application for promotion will be reviewed by the departmental personnel committee and the department chair, in consultation with the associate dean, and a recommendation will be forwarded to the dean.

Candidates for promotion will provide the departmental personnel committee with a report on current activities, a current CV, a teaching portfolio and a self-assessment describing his/her development as a teacher and supervisor and, where appropriate, evidence of successful program leadership. The personnel committee will review all program materials, CATE results for the period of the appointment, copies of course syllabi, reports of class visits by peers and the department chair, and evaluations of field-based performance.

The departmental personnel and the department chair will write independent recommendations that evaluate the candidate's development, addressing areas of strength and weakness, areas where improvement is necessary and future contributions the candidate can be expected to make to the department and College.

Where available, the evaluation should include evidence for, and analysis of, (1) individual student outcomes and program outcomes; (2) student publications, honors, or awards arising from coursework; (3) evidence of self-improvement such as participation in teaching workshops, professional meetings or other forums; (4) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of program and teaching materials, service on curricular committees; and (5) evidence of recognition, such as awards or honors for performance and teaching or other contributions. Departmental review will be complete by April 1.

The dean's decision will be communicated to the candidate and the department chair in writing by May 1. Promotion, if approved, will be effective at the beginning of the next academic year.

#### Performance review

Faculty members on multi-year appointments who are not in the last year of their current appointment will be reviewed annually by both the department chair and the associate dean. The faculty member will provide to the department chair a report on activities, a self-assessment, a current signed CV and evidence of teaching and supervision quality as well as, where appropriate, evidence of program quality. The department chair will prepare a summary of CATE results (or other teaching evaluations) for the period of the previous appointment, analyses of syllabi, reports of peer evaluations and data related to program quality. The chair will write an evaluation of the faculty member's teaching, comparing the candidate's performance to departmental norms and expectations, examining any discrepancies between peer analysis and CATE evaluations, and addressing areas in which improvement is needed and expected. The chair's evaluation

will also describe the candidate's teaching and supervision and other responsibilities for the coming year, and discuss any enrollment trends or programmatic changes that may affect the possibility of future consecutive appointment.

After the review processes described above have been completed, in accordance with Article 15.8 of the TAUP contract, the dean or the associate dean will meet with each clinical faculty member to discuss the results of the review process, including the decision on consecutive appointment where applicable. A written summary of the meeting will be given to the faculty member, and a copy placed in the faculty member's personnel file.

### **Compensation**

1. Salary will be set in accordance with the minimum established by the Temple University - TAUP contract.
2. As provided by the Temple University - TAUP contract, non-tenure track clinical faculty are bargaining unit members. They receive across-the-board salary increases and are eligible for selective salary increases based on merit. Clinical faculty will also receive any bonus payments for which they are eligible as members of the bargaining unit.
4. In accordance with the Temple University - TAUP contract, Temple University may grant salary adjustment awards to clinical faculty when Temple deems such awards to be in the best interest of the University.

## **DRAFT**

### **Procedures for Appointment, Consecutive Appointment and Promotion of Non-Tenure Track Research Faculty in the College of Education**

These are guidelines for implementing in the College of Education University policy and the provisions of the TAUP contract that apply to the appointment, consecutive appointment, and promotion of non-tenure track faculty whose primary responsibility is research. Any provision of these guidelines found to be in conflict or otherwise out of compliance with either Temple University policy or the Temple University-TAUP contract is superseded by the pertinent policy or contract provision.

Research faculty members are appointed to write, oversee and evaluate grants and contribute to the research mission of the college. In cases where research faculty also have administrative assignments, their administrative responsibilities will generally involve development of research activity or grants coordination. Although they may engage in teaching on their own initiative, and in some cases may be appointed to perform a combination of teaching and research, their primary activity as faculty members is research. Research faculty titles include: research assistant professor, research associate professor and research professor.

Research faculty be evaluated for initial appointment, consecutive appointment, and promotion on the basis of their contribution to the research mission of the college. Each consecutive appointment, whether single-year or multiple year, is independent of any previous appointment.

#### **Single-year appointments**

##### Hiring

Department chairs, in consultation with the associate dean, may request single-year appointments. Candidates may also be nominated by the Center for Research in Human Development and Education, the Institute on Disabilities or another research center or by the dean. Documentation and review processes for initial appointments will comply with all applicable policies and guidelines established by the offices of the President and the Provost as well as the Office of Affirmative Action. Review of candidates by the departmental personnel committee will occur at the discretion of the department chair. The candidate will provide a current signed CV, proof of research activity and other credentials and references appropriate for the assignment. Initial appointment will generally require full salary support from external grant funding, research overhead funds or a combination of both. The terminal date for an appointment will normally coincide with the termination of the external funding that supports the faculty member's salary.

Research faculty may be appointed on either an academic year (9-month) or fiscal-year (11-month) contract. Research faculty appointed for an academic year will be eligible for summer salary in accordance with the policies of the University and the provisions stated by the funding source that supports their salary. Normally, someone appointed as a research faculty member will have post-doctoral experience.

### Procedures for Reappointment

Review for consecutive appointment will begin in the semester before the appointment terminates. The departmental personnel committee will review: the faculty member's current signed CV and report on research activities, copies of SPAFs and grant letters, copies of publications including impact data and citation analysis, and any other information relevant to the faculty member's research. In addition, the committee will request and review evidence of successful research program development or program coordination.

The faculty or administrator supervising the research faculty member will provide to the departmental personnel committee a review of the faculty member's research performance during the term of the contract. Its recommendation will evaluate the candidate's research and compare the candidate's performance to departmental norms and expectations and address areas in which improvement is needed. Where available, the evaluation should include evidence for and analysis of; (1) research outcomes, such as grant submissions and awards; (2) published and submitted reports and papers; (3) books; (4) documentation of recognition such as invited talks, awards or honors.

For research faculty who also teach, the departmental personnel committee will evaluate the candidate's teaching, compare the candidate's performance to departmental norms and expectations, examine any discrepancies between peer review and CATE evaluations, and address areas in which improvement is needed and expected. Where available, the evaluation should include evidence for, and analysis of, (1) student outcomes; (2) student publications, honors, or awards arising from coursework; (3) evidence of self-improvement such as participation in teaching workshops or other forums; (4) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, program development materials, participation in student research, service on curricular committees; and (5) evidence of recognition, such as awards or honors for teaching or other contributions.

The department chair's recommendation will (1) specify the term and classification of the requested appointment, (2) independently evaluate the candidate's previous research performance, and (3) address the candidate's research activity for the period of the requested appointment in the context of the departmental and College research agenda, and present and future departmental and College needs. Where appropriate, the chair will also address the candidate's teaching responsibilities in the context of enrollment trends and present and future departmental needs.

The Dean will review the recommendations of the Chair and the departmental committee, and provide to the candidate and the department chair a written decision on the request for consecutive appointment by May 1.

### **Multiple year appointments**

#### Hiring

Appointments may be made for up to five years. Initial multi-year appointments will ordinarily be made for no more than three years. Consistent with University policy, if the previous appointment was made with an affirmative action waiver, an approved search will be conducted before a consecutive appointment is made. Search committees will generally consist of the dean or associate dean, the department chair and a faculty member appointed by the chair. The department chair and the department personnel committee will recommend multi-year appointments to the dean.

Review for consecutive multiple-year appointments will follow the same procedures as those for single-year appointments.

#### Promotion

A research faculty member who is initially appointed as an assistant or associate professor may be considered for promotion after three years at Temple. Nomination for promotion may be initiated by the candidate or the department chair. Promotion will be based upon experience, the high quality of research activity demonstrated, sustained development, contributions to the research mission of the department and/or College and professional maturity. The candidate's application for promotion will be reviewed by the departmental personnel committee and the department Chair, in consultation with the associate dean, and a recommendation will be forwarded to the dean.

Candidates for promotion will provide the departmental personnel committee with a current CV, a self-assessment describing his/her development as a researcher, copies of SPAFS and award letters, reports, papers and publications, including impact and citation analyses, evidence of recognition, including invited talks, presentations, honors or awards and, where appropriate, evidence of successful teaching. For research faculty who are also teaching, the personnel committee will review CATE results for the period of the appointment, copies of course syllabi, and reports of class visits by peers and the department chair.

The departmental personnel committee and the department chair will write independent recommendations that evaluate the candidate's development as a researcher, addressing areas of strength and weakness, areas where improvement is necessary and future contributions the candidate can be expected to make to the department and College. The reviews should compare the candidate's performance to departmental and College norms and expectations and address questions of fit and contributions to strategic objectives.

The dean's decision will be communicated to the candidate and the department chair in writing by May 1. Promotion, if approved, will be effective at the beginning of the next academic year.

#### Performance review

Faculty members on multi-year appointments who are not in the last year of their current appointment will be reviewed annually by both the department chair and the associate dean. The faculty member will provide to the department chair a current signed CV and evidence of research quality and productivity as described above as well as, where

appropriate, evidence of teaching quality. The department chair will prepare a summary of research quality and results for the period of the previous appointment. The chair will write an evaluation of the faculty member's research activity, comparing the candidate's performance to departmental and College norms and expectations and addressing areas in which improvement is needed and expected. The chair's evaluation will also describe the candidate's research objectives and responsibilities for the coming year, and discuss changes in departmental capacity or strategic objectives that may affect the possibility of consecutive appointments.

After the review processes described above have been completed, in accordance with Article 15.8 of the TAUP contract, the dean or the associate dean will meet with each research faculty member to discuss the results of the review process, including the decision on consecutive appointment where applicable. A written summary of the meeting will be given to the faculty member, and a copy placed in the faculty member's personnel file.

### **Compensation**

1. Salary will be set in accordance with the minimum established by the TempleUniversity - TAUP contract.
2. Salary and benefits will ordinarily come from external grant funds. If insufficient external grant funds are available, the faculty member's salary and benefits may be drawn from other overhead recovery funds, in compliance with University policy, and with the approval of the dean.
3. As provided by the Temple University - TAUP contract, research faculty are bargaining unit members. They receive across-the-board salary increases and are eligible for selective salary increases based on merit. Research faculty will also receive any bonus payments for which they are eligible as members of the bargaining unit.
4. In accordance with the Temple University - TAUP contract, Temple University may grant salary adjustment awards to research faculty when Temple deems such awards to be in the best interest of the University.