

SCHOOL OF COMMUNICATION AND THEATER

**PROCEDURES FOR APPOINTMENT, CONSECUTIVE APPOINTMENT, AND
PROMOTION OF NON-TENURE TRACK FULL TIME TEACHING FACULTY IN
THE SCHOOL OF COMMUNICATIONS AND THEATER**

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SCT PROCEDURES FOR APPOINTMENT, CONSECUTIVE APPOINTMENT, AND PROMOTION OF NON-TENURE TRACK FULL TIME TEACHING FACULTY IN THE SCHOOL OF COMMUNICATIONS AND THEATER

1. Overview

These are guidelines for implementation in the School of Communications and Theater of Temple University policy and the provisions of the TAUP contract that apply to the appointment, consecutive appointment, and promotion of Teaching Non-Tenure Track (NTT) faculty (hereafter Teaching or NTT 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conflict or otherwise out of compliance with either Temple University policy or the Temple University-TAUP contract is superseded by the pertinent policy or contract provision.

Hiring and renewal of Teaching faculty occur in the context of department and school needs. Teaching faculty members are those persons appointed to specialize in teaching and/or provide other contributions to the educational mission of the college. Although they may engage in research on their own initiative, and in some cases may be appointed to perform a combination of teaching, research, and service their primary activity as faculty members is teaching. Teaching faculty titles are: Instructor, Lecturer, Senior Lecturer, and Distinguished Lecturer. Teaching faculty are to be evaluated for initial appointment, consecutive appointment, and promotion on the basis of their contribution to the educational mission. Each consecutive appointment, whether single-year or multiple year, is independent of any previous appointment. The term “continuing appointment” applies only to multi-year appointments that have not yet terminated.

Teaching faculty will be reviewed annually, on a schedule appropriate to fair and timely decision-making, in accordance with department procedures. A letter of review will be provided the faculty member and placed in the faculty member’s departmental personnel file. The candidate will have access to guidelines specifying expectations for Teaching faculty, based primarily on the guidelines for evaluation of teaching contained in Temple University *Guidelines for the Review of Tenure and Promotion Applications*

. Department recommendations for renewal, and the letter provided to the faculty member, will be forwarded to the Office of the Dean for approval.

Teaching faculty may be assigned teaching mentors, in accordance with department policy and practice.

2. Single Year Appointments

A. Documentation for Appointments

In compliance with University policy, if the previous appointment was made with an Affirmative Action waiver, the position must undergo an approved search before any consecutive appointment is made. All departmental requests for a single-year appointment

must be supported by a recommendation from the department Chair. Review by a departmental personnel committee also may be required at the discretion of the department.

B. Initial Appointment Review Process

1. Documentation and review processes for initial appointments will comply with all applicable policies and guidelines established by the offices of the President and Provost as well as the office of Affirmative Action. The faculty member will provide to the departmental personnel committee a current signed CV and teaching evaluations.

C. Consecutive Appointment Review Process

1. Reviews for consecutive appointment for the upcoming academic year(s) will begin no later than early in the Spring semester of the previous year, as soon as possible after Course And Teaching Evaluation (CATE) results for the previous Fall semester are made available to the College and Department. Review of first-year teaching faculty should begin in Fall Semester, including with mid-semester student evaluations, peer teacher evaluations, or other suitable methods.
2. The faculty member will provide to the departmental personnel committee a current signed CV, *documentation of teaching related professional development activities* and evaluations and other evidence of the caliber of her or his teaching, assembled in accordance with department and collegial requirements.
3. The department will provide to any convened departmental personnel committee (i) all CATE results for the period of the previous appointment, consistent with Presidential policy on the use of CATE forms, (ii) copies of course syllabi and previous evaluations of syllabi (when the faculty member is responsible for the creation of the syllabus), and (iii) reports of class visits by peer faculty evaluators.
4. A departmental personnel committee's review 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, (i) student outcomes, such as performance on common final exams; (ii) student publications, honors, or awards arising from coursework; evidence of achieving acceptable standards such as comparative grade distributions; (iii) evidence of self-improvement such as participation in teaching workshops or other forums; (iv) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, participation in undergraduate student research, textbooks, software, service on curricular committees; and (v) evidence of

- recognition, such as awards or honors for teaching or other contributions; (vi) any available input from a faculty mentor.
5. The department Chair's recommendation will (i) specify the term and classification of the requested consecutive appointment, (ii) independently evaluate the candidate's previous teaching performance, and (iii) address the candidate's teaching responsibilities for the period of the requested appointment in the context of enrollment trends and projections, and present and anticipated future departmental needs.
 6. The Dean will review the recommendations of the Chair and the departmental personnel committee, and provide to the candidate and the department chair a written decision on the request for consecutive appointment.

3. Multiple Year Appointments

A. Documentation for Appointments

Appointments may be made for up to five years. In compliance with University policy, if the previous appointment was made with an Affirmative Action waiver, the position must undergo an approved search before any consecutive appointment is made. If a faculty member hired as the result of a local search is a candidate for a multi-year consecutive appointment, a national search for that position should be conducted before consecutive appointment. All departmental requests for multi-year consecutive appointments must be supported by the recommendation of both the department Chair and the departmental personnel committee.

B. Initial Appointment Process

1. Documentation and review processes for initial appointments will comply with all applicable policies and guidelines established by the offices of the President and Provost as well as the office of Affirmative Action. The faculty member will provide to the departmental personnel committee a current signed CV and teaching evaluations. Initial multiple-year appointments will ordinarily be made for no more than 2 two years.

C. Consecutive Appointment Review Process

1. Reviews for consecutive appointment for the upcoming academic year(s) will begin no later than early in the Spring semester of the previous year, as soon as possible after Course And Teaching Evaluation (CATE) results for the previous Fall semester are made available to the College and Department. Review of first-year teaching faculty should begin in Fall Semester, including with mid-semester student evaluations, peer teacher evaluations, or other suitable methods.

2. The faculty member will provide to the departmental personnel committee a current signed CV, *documentation of teaching related professional development activities*, and evaluations and other evidence of the caliber of her or his teaching, assembled in accordance with department and collegial requirements.
3. The department will provide to the departmental personnel committee (i) all CATE results for the period of the previous appointment, consistent with Presidential policy on the use of CATE forms, (ii) copies of course syllabi and previous evaluations of syllabi (when the faculty member is responsible for the creation of the syllabus), and (iii) reports of class visits by peer faculty evaluators.
4. The departmental personnel committee's review 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, (i) student outcomes, such as performance on common final exams; (ii) student publications, honors, or awards arising from coursework; (iii) evidence of achieving acceptable standards such as comparative grade distributions; (iv) evidence of self-improvement such as participation in teaching workshops or other forums; (v) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, participation in undergraduate student research, textbooks, software, service on curricular committees; and (vi) evidence of recognition, such as awards or honors for teaching or other contributions; (vii) any available input from a faculty mentor.
5. The department Chair's recommendation will (i) specify the term and classification of the requested consecutive appointment, (ii) independently evaluate the candidate's previous teaching performance, and (iii) address the candidate's teaching responsibilities for the period of the requested appointment in the context of enrollment trends and projections, and present and anticipated future departmental needs.
6. The Dean will review the recommendations of the Chair and the departmental personnel committee, and provide to the candidate and the department chair a written decision on the request for consecutive appointment.

4. Promotion During a Multiple Year Appointment:

A. Nominations for Promotion

1. 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 5 years total university teaching, with at least 3 of the most recent years

being at Temple University. A Senior Lecturer may be considered for promotion to Distinguished Lecturer after 10 years total university teaching, with at least 7 of the most recent years being at Temple University. Nomination for promotion may be made by the department Chair, by any other member of the Department faculty, or by the candidate: If the nomination is made by another faculty member, the candidate must agree to the nomination, in writing, for the promotion process to begin. Promotion to Senior Lecturer or Distinguished Lecturer will be based upon experience, manifested not in duration alone, but in high quality of teaching, sustained development, improvement, 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, and will be forwarded to the Dean for decision.

B. Promotion Process

1. The candidate for promotion to Lecturer will provide to the departmental personnel committee evidence of the needed credentials. The candidate for promotion to Senior Lecturer or Distinguished Lecturer will provide to the departmental personnel committee a current CV and other qualitative measures of teaching effectiveness, as defined by her/his department. Recommended measures are a teaching portfolio developed according to guidelines and a self-assessment of her/his development as a teacher.
2. The department will provide to the departmental personnel committee (i) all CATE results for the period of the previous appointment, consistent with Presidential policy on the use of CATE forms, (ii) copies of course syllabi and previous evaluations of syllabi (when the faculty member is responsible for the creation of the syllabus), and (iii) reports of class visits by peer faculty evaluators for the period of the candidate's appointment at Temple.
3. Both the departmental personnel committee and the department Chair will write independent recommendations that evaluate the candidate's development as a teacher, addressing areas of achievement and strength, areas where further improvement is needed or possible, and future contributions the candidate may be expected to make to the department. The evaluations should include evidence for and analysis of student outcomes, such as (i) performance on common final exams; (ii) student publications, honors, or awards arising from coursework; (iii) evidence of achieving acceptable standards such as comparative grade distributions; (iv) evidence of self-improvement such as participation in teaching workshops or other forums; (v) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, participation in undergraduate student research, or creative activity, textbooks, software, service on curricular committees; (vi) evidence of recognition, such as awards or honors for teaching or other contributions; (vii) any available input from a faculty mentor.

4. The Dean's decision will be communicated in writing to the candidate and the department. Promotion, if approved, will be effective as of the beginning of the next academic year.

5. Performance review for faculty members on multi-year appointments

1. Faculty members on multi-year appointments who are not in the last year of their current appointment will be reviewed annually by the department. The faculty member will provide to the department Chair a current signed CV and teaching portfolio. 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 responsibilities for the coming year, and discuss any enrollment trends or programmatic changes that may affect the possibility of future consecutive appointment.

6. Annual review meeting

1. After the review processes described above have been completed, in accordance with Article 15.8 of the TAUP contract, department chairs 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 departmental personnel file.