

Guidelines for Non-Tenure Track Promotions (2019)

Although the procedures for the promotion of non-tenure track faculty are less elaborate than those for the tenure and promotion of the tenure-track faculty, the review and decision-making procedures should be fair, respectful of the experience of the candidates, and adhere to appropriate high academic and professional standards as in all faculty reviews at the University.

Departments may develop their own specific procedures for reviewing non-tenure track faculty members for promotion. Some may appoint a non-tenure track faculty committee, while others may assign the task to their existing promotion and tenure committee. It is important, however, that the same type of procedure be followed for all non-tenure track promotion cases from a particular department.

Any non-tenure-track faculty member recommended for promotion would be asked to prepare a dossier containing a statement of the candidate's teaching goals, current CV, and supporting materials as necessary to demonstrate excellence in teaching and service.

A complete promotion dossier should include the following:

1. The candidate's CV;
2. A brief report on departmental procedures followed in the review of the candidate, the department's evaluation of the candidate's teaching and service, a description of the candidate's contribution to the distinctive mission of the University, the department's recommendation regarding promotion, and the department Chair's own recommendations regarding promotion;
3. No external letters are required, but the department may include such letters if they deem them to be especially pertinent;
4. A statement by the candidate of the candidate's teaching goals and activities at Boston College, and statement by the candidate of the candidate's service contributions;
5. Evaluation of the candidate's teaching based on class visits by departmental colleagues and, when feasible, from student committees; candidates should include the original student course evaluation forms and course syllabi, and they are invited to provide other supporting materials; and
6. Statistical summaries of the candidate's student course evaluations, along with departmental summaries are helpful for purposes of comparison.

These materials should be posted on Canvas, and the department chair and the candidate can work with Maureen Burke in the Dean's Office to coordinate posting of the material. It would be most helpful if the material could be posted on Canvas by the first week of March.

Evaluating Teaching

The *University Statutes* require excellence in teaching for promotion. Assessment of teaching will be based upon the candidate's statement on teaching goals and activities; submitted course syllabi; statistical summaries of course evaluations (as well as the original forms with students'

written comments if supplied by the candidate); report on classroom visits by departmental colleagues; and, when possible, comments on the candidate's teaching obtained from individual students or student committees within the candidate's department or program.

Departmental Deliberations

The tenured faculty members in the department should take part in the departmental deliberations and voting on the recommendation regarding promotion. Prior to the meeting of the tenured faculty at which voting will take place, the Chair of the department will consult with the other departmental faculty members (including untenured tenure-track faculty members and full-time non-tenure track faculty members) to determine their opinions and recommendations on the candidates for promotion to be considered at that meeting. This consultation could include voting by full-time, non-tenure track faculty members who are senior to the full-time, non-tenure track candidate for promotion, but such voting would be understood as consultative and nonbinding in nature. It is essential that all who are privy to the departmental discussions and vote maintain strict confidentiality.

The Committee Hearing

The Morrissey College of Arts & Sciences Non-Tenure-Track Promotion Committee is charged with the responsibility for making an independent judgment about the candidate's past performance and future trajectory in the areas of teaching and service. As part of its assessment process, the Committee may meet with the Chair of a department that is presenting a promotion case in order to give the Chair an opportunity to highlight important dimensions of the case and the significance of the candidate's contributions to the department's or program's academic objectives and mission.

In the spring, the Dean will schedule meetings with the Full-Time Non-Tenure-Track Promotion Committee at which the department chairs can present their promotion cases. Those meetings are likely to be held in late March or early April.

After the committee meets with the chairs in the spring, the Dean will submit recommendations regarding the promotions to the Provost.