

CPLS Promotion Policy and Procedures

Established April, 2020

Introduction

Promotion in rank is an option available for faculty in the College of Professional & Liberal Studies (CPLS) who are full-time employees as defined by the University of Memphis. The general policies on tenure and promotion (T&P) of the University of Memphis furnish the base upon which CPLS determines its criteria for promotion in rank. A copy of the university guidelines is available on the university website (provost office site). Questions relating to the policies and the criteria, or to any interpretation thereof, should be submitted to the CPLS Dean.

These guidelines for promotion in rank specify the criteria that are to be followed within CPLS, and the materials that should be developed by the candidate for review by the appropriate parties. This information is also designed to assist the appropriate parties when evaluating promotion in rank candidates.

Promotion of Clinical Faculty and Instructors

Faculty members with appointments as clinical assistant or associate professors as well as instructor may be promoted to a higher rank as indicated in the University of Memphis *Faculty Handbook*. However, neither clinical faculty nor instructors in CPLS may be granted tenure. In general, CPLS clinical faculty and instructors are evaluated primarily on their ability to excel in teaching and student development activities. Documented evidence of excellence in discipline-appropriate scholarly and/or creative activity, and/or service to the discipline or profession, may be included as supplemental criteria.

Instructor Ranks

As per the University guidelines, an Instructor in CPLS is eligible for promotion to Senior Instructor typically after a minimum of three (3) years of regular (full-time) service at the rank of Instructor or another equivalent full-time faculty position. A Senior Instructor is eligible for promotion to Master Instructor after a minimum of three (3) years of regular (full-time) service at the rank of Senior Instructor or another equivalent full-time faculty position. In addition to the change in title, promotion in rank should be recognized by a standard base salary adjustment.

Clinical Faculty Ranks

A CPLS Clinical Assistant Professor is eligible for promotion to Clinical Associate Professor after a minimum of five (5) years of regular (full-time) service at the rank of Clinical Assistant Professor or another equivalent full-time faculty position. A Clinical Associate Professor is eligible for promotion to Clinical Full Professor after a minimum of ten (10) years of full-time (or full-time equivalent) professional experience in the clinical discipline post-graduation and six (6) years of regular (full-time) service at the rank of Clinical Associate Professor or another equivalent full-time faculty position. In addition to the change in title, promotion in rank should be recognized by a standard base salary adjustment.

Materials to be Submitted for Promotion in CPLS

CPLS candidates for promotion in rank are expected to submit documentation from the time in current rank in support of their application and as evidence as to how the candidate has

contributed to the College's mission and goals. No hard copy materials will be used in the review process, despite what may be stated in The University of Memphis *Faculty Handbook*. While the list below, required of all CPLS candidates for promotion in rank, provides a brief summary and description of the primary documents that will be reviewed, the candidate should consult with the Dean for a complete list of the current requirements for electronic portfolio material to be uploaded to the college's shared drive.

1. The University of Memphis Curriculum Vitae

The candidate's current CV should include all relevant information up to the time of promotion in rank application with no changes made to the CV after that time.

2. Teaching Narrative

Candidates will submit a brief narrative (2-3 page, single spaced) summarizing their interests, philosophy, goals, plans, and accomplishments related to teaching. In preparing the narrative, it is helpful to remember that the intended audience includes both experts in the field as well as university colleagues who may not have similar academic backgrounds as the candidate. Candidates should consult with the Dean and/or colleagues if they have questions regarding how to construct the narrative.

3. Evidence of Teaching and Student Development Effectiveness

All CPLS candidates for promotion in rank are expected to include documentation that illustrates excellence in teaching and student development during time in current rank. Documentation should include:

- a. Formal peer evaluations drawn from personal observations/course reviews/professional engagement Annual performance evaluations
- b. Professional development activities
- c. Course development/redesign
- d. Innovative instructional techniques
- e. Teaching/advising awards or recognition
- f. Alumni surveys and student exit interviews
- g. Supervision of theses, projects and dissertations (include the student name, project title, and year of defense).
- h. Other relevant teaching/advising/mentoring information

4. Student Evaluations of Teaching Effectiveness (SETEs)

Candidates should prepare a summary report (e.g. chart) for the most recent three (3) years of the Student Evaluations of Teaching Effectiveness (SETEs), inclusive of all courses taught during a calendar year (fall, spring, summer). The report should include both quantitative and qualitative measures with candidates encouraged to upload the open-ended student comments as supplementary material to support their teaching effectiveness. Variables such as the type and nature of the course (e.g., graduate vs. undergraduate), the number of new course preparations, and class size may also be considered in the evaluation.

Materials unique to clinical faculty seeking promotion in rank include:

Evidence of professional engagement benefitting CPLS, the institution, and/or the community.

Examples may include:

- a. Demonstration of connectivity between course instruction and professional community
- b. Contracts for provision of services outside the College
- c. Membership and leadership roles in professional organizations
- d. Service or outreach

All candidates are responsible for preparing the materials and uploading them to a shared folder set up by the CPLS Administrative office. Once all materials are uploaded by the candidate, access to online materials will no longer be accessible to the candidate.

The CPLS Promotion in Rank Committee

The College Promotion in Rank Committee is annually appointed by the Dean and comprised of three (3) faculty members. The committee's first order of business is to select a chair. If there are not enough faculty at the rank above the person(s) applying for promotion to compose a committee, the Dean may request input from other academic units across campus who have faculty at the desired rank.

At least two-thirds of the committee members must be present, either face to face or virtually, for each meeting at which candidates for promotion in rank are considered and/or voted on. Deliberations of the committee will be held in strict confidence. Discussions will be objective and will be confined to the consideration of established criteria for promotion in rank. In accordance with university policies, the committee chair will make a written report of all promotion in rank candidate decisions to the Dean, including rationale for the recommendation(s). Candidates receiving an affirmative majority of votes are to be recommended for promotion.

Promotion decisions of the committee will be uploaded to the candidate's folder for subsequent review by the College Dean and Provost.

Guidelines for Evaluation

When reviewing the submitted materials, Promotion in Rank Committee members should seek evidence of (1) accomplishment in areas appropriate to the faculty members rank, and (2) potential for continued development and contributions in the future.

External Peer Review. Evaluation of the candidate's activities also requires external peer review by qualified individuals preferably not associated with the University of Memphis. The overall goal of the peer review process is an external evaluation of the breadth and scope of the diverse components of the candidate's responsibilities. The peer reviewers should be a group of individuals who, when taken collectively, can evaluate the candidate's instructional/supervisory

skills, currency of knowledge base, technical competence in the field of expertise, and, where appropriate, professional service responsibilities.

Qualified peers would usually include individuals with: (1) equal or greater level of experience in related professional area/discipline, and (2) equal or higher level of academic degree or qualification. It is acknowledged that there are exceptions to these guidelines.

The external reviewers are expected to provide informed, objective evaluations rather than testimonials. The Dean will provide a detailed letter outlining the responsibilities of the external reviewers, asking them to provide a written assessment of the candidate. The external reviewers' letters of assessment will be included as part of the candidate's professional portfolio for review at all levels of university.

Well in advance of the review process, the candidate should provide the Dean with a list of no less than five names of potential external reviewers. Include name, title, affiliation, email, addresses, telephone number, and how the person knows the candidate. The Dean, with the assistance of the CPLS Promotion in Rank Committee, will solicit letters from selected persons on the list and potentially from additional individuals not on the list. A minimum of four external reviews should be included in the candidate's materials. These will normally be equally divided between peers nominated by the candidate and peers selected independently by the Dean, with assistance of the Committee. Selection of external reviewers is to be conducted in a manner that will minimize biases for or against the candidate as indicated in the UofM Faculty Handbook (Section on External Peer Review). Each external reviewer will be requested to send the letter to the Dean and/or to the Committee chair.

Once the CPLS Promotion in Rank Committee is notified that the candidate's materials are complete, individual committee members will review the materials. Following a subsequent meeting, the Committee will provide a written recommendation to the Dean. The Dean will also submit a letter of evaluation with a recommendation. As described in the Faculty Handbook, this process continues through the Provost and the Board of Trustees.

Procedures

Exact dates for promotion timelines can be found on the Provost's/Academic Affairs website each spring. The general timeframe is as follows:

Late spring	Notify the Dean of intention to apply for promotion in rank
Late spring	Dean appoints CPLS Promotion in Rank Committee; candidate provides list of external reviewers; folders for materials created and made available for uploading documentation
Summer	External reviewers contacted by Dean and/or Committee chair
September:	All materials submitted by candidate; relevant materials sent to external reviewers; reviewer letters submitted into file

October:	Committee review; written recommendation submitted to Dean; Dean recommendation and committee recommendation included in materials
November:	All materials, letters, and decisions sent to Provost
January:	Provost recommendation shared with candidate; forwarded to President
February:	Intention to appeal decision must be submitted to Appeals Committee
March:	Sent to Board of Trustees for approval
September:	Effective date of promotion for approved candidates