

NATURAL SCIENCES AND MATHEMATICS

POLICIES FOR APPOINTMENT, RENEWAL, AND PROMOTION IN THE TEACHING PROFESSORIAL SERIES

This document is intended to supplement the University's APT document, approved January 2015 and the Division of Natural Sciences and Mathematics Procedural Guidelines for Tenure and Promotion date November 2008

I. TEACHING INSTRUCTOR

A. HIRING OF INSTRUCTOR:

1. Individuals must have a master's degree, or be All But Dissertation, in the discipline, or a closely related field, to which they are applying for a position.
2. Evidence of high quality teaching at the college level, which may include GTA experience, as documented by:
 - a. letters of reference
 - b. lecture given during the interview process
3. Instructors have renewable one-year appointments.

B. RENEWAL WITHIN THE RANK OF INSTRUCTOR:

1. An annual reappointment review will also be conducted by the department chair or the departmental Reappointment Committee, which shall be comprised as per Section V, at the discretion of the department chair. Recommendations resulting from the formal review may be renewal within the rank (up to the maximum number of years allowable within rank), promotion to Assistant Professor, or release. If the decision to renew is negative, the faculty member's appointment shall expire at the end of the faculty member's current contract.

Requirements for renewal:

- a. Evidence of excellence in teaching as demonstrated by course assessments and improvements, self-analysis, annual chair evaluations/reports, and other assessments of teaching effectiveness
- b. Position is necessary to support departmental and programmatic curricular needs
- c. A faculty member may hold an appointment at the rank of Instructor for no more than five years except under special circumstances per section 3.4.1 of the APT

C. FORMAL REVIEW FOR PROMOTION TO ASSISTANT PROFESSOR:

1. Review for promotion to Assistant Professor may be requested by an Instructor at any time during service in the rank but will be conducted no later than during the fifth year of service in the rank.
2. The formal review will be conducted and voted on by the departmental Tenure and Promotion Committee with representation from the Teaching Professorial Series, with a separate recommendation from the department chair. Both recommendations will be submitted to the NSM Promotion and Tenure committee, which will be comprised as per Section V, for review.
3. Qualifications for promotion to the Teaching Assistant Professor Rank are found in section II. A. of this document.

II. TEACHING ASSISTANT PROFESSOR

A. HIRING AND PROMOTION TO THE RANK OF ASSISTANT PROFESSOR:

1. Minimum requirements for appointment to Teaching Assistant Professor are analogous to the teaching qualifications for Tenure Track Assistant Professors, but will not explicitly include research and publication experience.
2. Individuals must have a PhD in the discipline, or in a closely related field, to which they are applying for a position.
3. Evidence of high quality teaching at the college level, which may include GTA experience as documented by:
 - a. letters of reference
 - b. lecture given during the interview process
 - c. previous teaching experience at the college level

B. RENEWAL WITHIN THE RANK OF ASSISTANT PROFESSOR:

1. An annual review will be conducted by the department chair as per section 3.3 of the University APT.
2. An annual reappointment review will be conducted for Assistant Professors with a one year appointment by the department chair or the departmental Reappointment Committee, which shall be comprised as per Section V, at the discretion of the department chair.
3. A formal reappointment review will be conducted during the third year of the faculty member's current contract. The formal review will be conducted and voted on by the departmental Tenure and Promotion Committee with representation from the Teaching Professorial Series or the departmental Reappointment Committee, which will be comprised as per Section V, with a separate recommendation from the department chair. Both recommendations will be submitted to the Dean for review and approval. The

decision reached in the review will be shared with the faculty member in writing no later than April 1 as per section 3.4.3A. of the University APT.

Requirements for renewal:

- a. Evidence of excellence in teaching as demonstrated by course assessments and improvements, self-analysis, annual chair evaluations/reports, and other assessments of teaching effectiveness.
- b. Position is necessary to support departmental and programmatic curricular needs,
- c. Service to the department, division, university, professional community and/or public.
- d. A faculty member may hold an appointment at the rank of Assistant Professor for no more than seven years.

C. FORMAL REVIEW FOR PROMOTION TO ASSOCIATE PROFESSOR:

1. An Assistant Professor may request review for promotion to Associate Professor at any time during service at the rank of Assistant Professor. If the faculty member does not request review at an earlier time, the review for promotion from Assistant Professor to Associate Professor shall be conducted during the sixth year of service as an Assistant Professor.
2. The department chair will instruct the faculty member during the annual review in the fall quarter to prepare the materials as per Section VII for review. The formal review will be conducted and voted on by the departmental Tenure and Promotion Committee with representation from the Teaching Professorial Series or the departmental Reappointment Committee, which will be comprised as per Section V, with a separate recommendation from the department chair. Both recommendations will be submitted to the NSM Promotion and Tenure committee, comprised as per Section VI, for review. The decision reached in the review will be shared with the faculty member in writing.
3. Qualifications for promotion to the Teaching Associate Professor Rank are found in section III. A. of this document.

III. TEACHING ASSOCIATE PROFESSOR

A. HIRING AND PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR:

1. The same qualifications will be evaluated as for the hiring/renewal to Teaching Assistant Professor, but additional measures of productivity and accomplishment must be evident.
2. Excellence in teaching, possibly determined by:
 - a. student evaluations,
 - b. course assessments and improvements,
 - c. annual chair evaluations/reports,
 - d. in-class observations in the year prior to renewal,
 - e. breadth and versatility of teaching,
 - f. self-analysis, consisting of a written statement focusing on pedagogy,
 - g. other.

3. Professional Development, as determined by one or more of the following since the prior renewal:
 - a. Innovations in teaching methods accompanied by quantifiable assessment of outcomes,
 - b. Peer- reviewed publications preferably relating to pedagogy,
 - c. Conference presentations preferably relating to pedagogy,
 - d. Participation in educational research,
 - e. other.
4. A minimum of three letters of recommendation, with at least one from a colleague with first-hand knowledge of teaching performance and at least one from a student. The NSM Promotion and Tenure Committee reserves the right to ask for additional letters of recommendation.
5. Career spanning approximately six years of increasing academic responsibility at an accredited University.
6. Service to the department, division, university, professional community and/or public.

B. REVIEW FOR RENEWAL OR PROMOTION TO PROFESSOR:

1. A review for the reappointment of an Associate Professor shall include a review for promotion to Full Professor. Conversely, a review for the promotion of an Associate Professor shall include a review for reappointment. The policies and procedures for reappointment and promotion of an Associate Professor shall be the same as the policies and procedures in Section 3.4.3 C. of the APT
2. A formal review for renewal or promotion will also be conducted during the year prior to the last year of the faculty member's contract. The department chair will instruct the faculty member during the annual review in the fall quarter to prepare the materials as per Section VII for review. The formal review will be conducted and voted on by the departmental Tenure and Promotion Committee with representation from the Teaching Professorial Series, with a separate recommendation from the department chair. Both recommendations will be submitted to the NSM Promotion and Tenure committee, comprised as per Section VI, for review. Recommendations resulting from the formal review may be renewal within the rank, promotion to full professor, or release.

Requirements for Renewal:

- a. Presentation of a one-hour pedagogy related seminar to the department. The presentation should be given in the fall quarter of the review year. The presentation must be broadly and publicly announced and should be given during the regular departmental seminar time. A record of faculty in attendance will be included in the Renewal/Promotion Materials as per section VII.

- b. Excellence in teaching, possibly determined by:
 - i. student evaluations,
 - ii. course assessments and improvements,
 - iii. annual chair evaluations/reports,
 - iv in-class observations in the year prior to renewal,
 - v. breadth and versatility of teaching,
 - vi. self-analysis, consisting of a written statement focusing on pedagogy,
 - vii. other.

- c. Position is necessary to support departmental and programmatic curricular needs.

- d. Service to the department, division, university, professional community and/or public.

- e. Professional development, as determined by one or more of the following since the prior renewal/promotion:
 - i. Innovations in teaching methods accompanied by quantifiable assessment of outcomes,
 - ii. Peer-reviewed publications preferably relating to pedagogy,
 - iii. Conference presentations preferably relating to pedagogy,
 - iv. Participation in educational research,
 - v. other.

- f. A minimum of three letters of recommendation, with at least one from a colleague with first-hand knowledge of teaching performance and at least one from a student. The NSM Promotion and Tenure Committee reserves the right to ask for additional letters of recommendation.

Requirements for promotion are found in section IV. A. of this document.

IV. TEACHING PROFESSOR

A. HIRING AND PROMOTION TO THE RANK OF PROFESSOR:

1. The same qualifications will be evaluated as for the promotion/renewal to Teaching Associate Professor, but additional measures of productivity and accomplishment must be evident.
2. The candidate must display leadership in teaching.
3. Service to the department, division, university, professional community and/or public.
4. Professional development/scholarly contributions, which may include:
 - i. Refereed publications and/or conference presentations, preferably in the area of pedagogy,

- ii. Regional recognition,
 - iii. Leadership positions in curricula or teacher development, internal or external to the University of Denver.
5. Career spanning approximately eleven to fifteen years of increasing academic responsibility at an accredited University.
 6. Presentation of a one-hour pedagogy related seminar to the department. The presentation should be given in the fall quarter of the review year. The presentation must be broadly and publicly announced and should be given during the regular departmental seminar time. A record of faculty in attendance will be included in the Renewal/Promotion Materials as per section VII.
 7. Statement of impact illustrating how the faculty member's work beyond the classroom and department has significantly benefitted the University of Denver.

B. REVIEW FOR RENEWAL WITHIN THE RANK OF PROFESSOR:

1. Annual reviews will be conducted by the department chair as per section 3.3 of the University APT.
2. A formal review for renewal will also be conducted during the year prior to the last year of the faculty member's contract. The department chair will instruct the faculty member during the annual review in the fall quarter to prepare the materials as per section VII for review. The formal review will be conducted and voted on by the departmental Tenure and Promotion Committee with representation from the Teaching Professorial Series and with a separate recommendation from the department chair. Both recommendations will be submitted to the NSM Promotion and Tenure committee, comprised as per Section VI, for review. Recommendations resulting from the formal review may be renewal within the rank or release.

Requirements for renewal are:

- a. The same qualifications will be evaluated as for the hiring and promotion to Teaching Professor.
- b. Presentation of a one-hour pedagogy related seminar to the department. The presentation should be given in the fall quarter of the review year. The presentation must be broadly and publicly announced and should be given during the regular departmental seminar time. A record of faculty in attendance will be included in the Renewal/Promotion Materials as per section VII.
- c. The candidate must display leadership in teaching.
- d. Position is necessary to support departmental and programmatic curricular needs.

- e. Service to the department, division, university, professional community and/or public.
- f. Professional development/scholarly contributions, which may include:
 - i. Refereed publications and/or conference presentations, preferably in the area of pedagogy,
 - ii. Regional recognition,
 - iii. Leadership positions in curricula or teacher development, internal or external to the University of Denver.

V. REAPPOINTMENT REVIEW COMMITTEE COMPOSITION

A. TEACHING SERIES REPRESENTATION

1. The committee will be comprised of a minimum of three faculty members with a minimum rank of Associate Professor or Teaching Associate Professor and at least one member of the committee must be from the teaching professorial series.
2. One member shall be selected by the department chair, one member shall be selected by the department's Tenure and Promotion Committee, and one member shall be selected by the candidate.

VI. NSM TENURE AND PROMOTION COMMITTEE COMPOSITION

A. TEACHING SERIES REPRESENTATION:

1. When faculty in the teaching series are being considered for promotion or renewal, a minimum of one NSM associate/full teaching professor will join the NSM Tenure and Promotion Committee as a voting member.
 - a. The number of teaching associate/full faculty who will join the NSM Tenure and Promotion Committee will be proportional to the ratio of teaching lines to tenured lines within the division, rounded up, but not less than one.
 - i. Visiting, Research, Professor of the Practice lines and adjunct positions will not be counted when determining the number of tenured or teaching lines within the division.
 - b. Teaching series faculty will submit the names of individuals recommended to be on the NSM Tenure and Promotion Committee to the dean for review and approval.

VII. RENEWAL/PROMOTION MATERIALS

- A. THE FOLLOWING RENEWAL/PROMOTION MATERIALS MUST BE SUBMITTED TO THE NSM TENURE AND PROMOTION COMMITTEE (one paper copy and one electronic copy to be submitted to the Dean's Office, presented in the order as listed below). ITEMS 4 – 10 MUST ALSO BE SUBMITTED TO THE

DEPARTMENTAL TENURE AND PROMOTION COMMITTEE WITH
REPRESENTATION FROM THE TEACHING PROFESSORIAL SERIES

Tab	Contents
1.	Table of Contents (items 2-15 below)
2.	Chair's recommendation with signature
3.	Departmental committee report and recommendation with signature page
4.	Curriculum vitae
5.	Teaching statement
6.	Impact statement (if applicable)
7.	Teaching record; course syllabi
8.	Service record
9.	Selected reprints (if applicable)
10.	Pedagogy presentation summary and attendance record (if applicable)
11	Annual reports and Chair's reviews
12.	Final report from most recent renewal/promotion committee (if applicable)
13.	Biographies or CVs of external reviewers (if applicable)
14.	Sample letter to outside reviewers, waiver statement signed by candidate, list of reviewers indicating who recommended (committee or candidate) and the request status (declined to respond, did not respond, letter received) (if applicable)
15.	External review letters (if applicable)
16.	Sample letter to student reviewers, waiver statement signed by candidate, list of reviewers indicating who recommended (committee or candidate) and the request status (declined to respond, did not respond, letter received)
17.	Student review letters