

# Term Faculty Advancement

Overview of process

How to prepare a successful dossier

# Meeting Agenda



# Faculty Handbook 5.4.1.3

- ▶ Timing and eligibility - all are non-mandatory
- ▶ Preparing a portfolio
- ▶ Review by the department
- ▶ Review by the college
- ▶ Review by the university

# Timing and eligibility

- ▶ Assistant to Associate rank - after 5 years of employment
  - ▶ May include previous service at another institution
  - ▶ Advancement to the term associate rank denotes a record of successful contributions to the mission of the university or the professional field as defined in the PRS and promise of further accomplishment
- ▶ Associate to Professor rank - no set term
  - ▶ Based on the assessment of the record since the last advancement
  - ▶ Advancement to the term professor rank is appropriate for term faculty who have proven their excellence in the primary responsibilities identified in their PRS and effectiveness in any other areas of their PRS

# Preparation - getting ready

- ▶ Understand your PRS
  - ▶ Does it clearly define your responsibilities?
  - ▶ Do you understand expectations for each component?
  - ▶ Are the % efforts reflective of your actual work?
  - ▶ Do you review it annually with your department chair?
- ▶ Understand your departmental expectations and culture
  - ▶ Consult with your mentor regularly
  - ▶ Attend faculty meetings, events and special meetings
  - ▶ Meet with your peers to understand the broader department goals
  - ▶ Discuss your role in the department's mission with your department chair

# Preparation - build your repertoire

- ▶ Consider how to enhance/improve/innovation your teaching
  - ▶ Engage with CELT - try new approaches - document outcomes
- ▶ **Keep track of teaching assessments**
  - ▶ **Class climate surveys**
  - ▶ **Departmental averages by semester/course type**
- ▶ Receive peer evaluation of teaching
  - ▶ Consult department curriculum committee or chair on what is expected
  - ▶ Participate in CELT trainings and use assessment tools
- ▶ **Document teaching improvements and innovations**
- ▶ Contribute and document your service contributions
  - ▶ Be engaged and take on tasks
  - ▶ Demonstrate how you have made an impact

# Preparation - setting a plan

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- Discuss timing with mentor
  - Discuss timing with department chair
  - Read department governance document
  - Meet with department committee
  - Attend college workshops
  - Attend university workshops

# Preparation - launching

- ▶ Notify department chair of your plan to request advancement
  - ▶ Follow departmental governance document timing
  - ▶ College requests departments to provide list of cases a year in advance
- ▶ Understand what documentation you need
  - ▶ Review departmental guidelines
  - ▶ Consider faculty handbook descriptions
- ▶ Set a timeline for yourself
  - ▶ Know when it is due to the review committee
  - ▶ Set deadlines for drafts - give time for mentor to review
- ▶ Turn materials in on time



# Preparing your portfolio

The candidate is responsible for submitting a faculty portfolio documenting their performance with respect to the responsibilities identified in their PRS. Each college must establish guidelines and a template for faculty indicating how faculty seeking advancement shall document their performance.

- ▶ Candidate submits
  - ▶ All PRSs
  - ▶ Curriculum vitae (no page limit)
  - ▶ CALS Template for Summary of Candidate Accomplishments (10 pages)
    - ▶ On the CALS website

### Department committee reviews the materials

- According to governance document
- Report summary is prepared
- Typically a faculty meeting and discussion is held
- Vote taken - may be only committee or full faculty



### Department chair reviews the summary and vote

- Prepares their own letter of assessment
- Meets with candidate to discuss the outcome
- Submits materials to college by February 1



### College associate deans review each case

- Prepare a summary letter for the Dean
- Discuss cases with the Dean
- Dean reviews/edits summary letter
- Notifies candidates of outcome
- Submits materials to Provost by March 1