

NTT Promotion Overview

Agenda

Promotion Eligibility

Promotion timeline

Promotion to Senior Lecturer & Senior Lecturer II

Submitted materials

Promotion to Senior Lecturer III

Submitted Materials

NTT Ranks

Associate Lecturer

Automatically converts to

Lecturer

Must apply for

Senior Lecturer

Must Apply for

Senior Lecturer II

Must Apply for

Senior Lecturer II

Above also includes Nursing clinical ranks

Promotion Eligibility: 21.12.1

Lecturers/Clinical Lecturers to Senior Lecturer/Senior Clinical Lecturers

- Requires six (6) years of full time equivalent. Full time is 4/4 load.

Senior Lecturers/Clinical Senior Lecturers to Senior Lecturer II/Clinical Senior Lecturer II

- Requires six (6) years of full time equivalent.
- **Senior Lecturer II/Clinical Senior Lecturer II to Senior Lecturer III/Clinical Senior Lecturer III**
- Requires six (6) years of full time equivalent.

Clinical Assistant Professor to Clinical Associate Professor

- Requires six (6) years of full time equivalent.

Promotion: Timeline & Process

The Master Calendar contains the actual dates of promotion actions.

https://www.umb.edu/editor_uploads/images/provost/Master_Calendar_AY_22-23_11.1.22.pdf

May 14, 2022: Inform of your intent

- No later than this day, inform in writing to your chair your intent to file for promotion in 2023. This is not a commitment to submit a file.

January 27, 2023: Submittal of Promotion materials

- Submit materials to your Chair.
- The Chair informs the Dean of those being reviewed.

January 31, 2023 : Materials given to DPC

- The Chair provides the DPC with your file.

Promotion: Timeline & Process

February 21, 2023: DPC review complete

- DPC forwards review to Chair. This contains their recommendation.

March 10, 2023: Chair review complete

- File forwarded to Dean to be forwarded to CPC.

April 18, 2023: CPC review complete

- CPC forwards review to the Dean. Contains CPC recommendation.

June 9, 2023: Dean review complete

- Recommendations sent to Provost.

August 15, 2023

- Faculty informed if promoted

Promotion: Preparing

Speak to your Chair

- Do it before the end of Fall semester.
- Remind your Chair that you are submitting a promotion file.
- Ask how you should submit your materials.
- When submit, ask for confirmation of receipt.

Table of Contents

- Create one. You want to make sure all levels of review know what is in your file.

Review Article 21.12.3

- This is the section on promotions.

SLI and SL2: Promotion Materials

Personal Statement

- Speak to your Chair and colleagues on expected length
- Focus on your areas of responsibility – teaching and service.
 - Teaching philosophy including in the classroom, outside the classroom and use of technology. Examples are good.
 - Service activities: Cover those in your AFR. Why you do this service?
- If you have scholarship, please include but after discussing teaching and service.

SLI and SL2: Promotion Materials

Vitae

- Submit the latest one.

Awards

- If any from UMB, make sure include.
- If any in your field, make sure include

AFRS

- The Collective Bargaining Agreement does not state if added.
- You may or may not want to include copies for the last six years.

NOTE: Student Evaluations

- Your Chair will include this information.

SLI and SL2: Promotion Materials

Syllabi

- You do not need to submit each one!
- Select a sample of where you made changes in assignments, in-class activities or how use technology.
- Explain why you are submitting the selected syllabi.

Assignments

- You do not need to submit each one!
- Select a sample of those that you feel enhances the student learning experience.
- Explain why you are submitting the selected assignments.

SLI and SL2: Promotion Materials

Evaluators

- You provide a list of individuals who, if asked, will write a letter on your behalf.
- Your chair shall contact the evaluators to submit a letter.
- Who should I ask to be an evaluator?
 - Inside UMB: Those from other departments who can provide an evaluation on your teaching and/or service or scholarship activity.
 - Outside UMB: Must be able to provide insight to your areas of responsibility.
- How many names should I supply?
 - Probably 3 but no more than 5.

SL3: Promotion Materials

This only pertains to those applying in January 2023

Curriculum Vitae

- Submit the latest one.

Cover Letter

- No more than four (4) pages.
- Summarize your teaching and service (and scholarship, if applicable) since your promotion to SL2.

SL3: Promotion Review

This only pertains to those applying in January 2023

Department Chair

- Receives vitae and cover letter
- Adds AFRs since last review
- Adds sample of last three years of course evaluations (subject to departmental policies)
- Forwards to DPC

DPC

- Writes a concise recommendation letter based on the review of the submitted materials.

SL3: Promotion Review

This only pertains to those applying in January 2023

Department Chair

- Reviews the DPC recommendation and materials and writes a letter of recommendation.

CPC

- Receives the DPC recommendation letter, the department chair letter, and the submitted materials for the applicant.
- Writes a concise recommendation.

Dean and Provost review – same as promotion to SL and SL2

Promotion: Every Level Action

How do I know the status of my promotion?

- At each stage you are provided a copy of that level's recommendation.
- Example: When DPC sends file to your Chair with their recommendation, you are simultaneously informed with a copy of the recommendation.

When does my promotion become effective?

- The beginning of the academic year, September 1st

Do I get a pay raise if promoted? (article 26.3)

- Promotion to both Sr. Lecturer and Sr. Lecturer II is \$6500.
- Promotion to Sr. Lecturer III is \$6500.

Promotion: Next Year

May 15, 2023

- Must inform your intent to file to your Chair by this date.

Check your WISER to verify the number of classes taught.