

Review for Promotions of Non-Tenure-Track Faculty

Dear Colleagues,

The new ranks and promotion pathways provided by changes in the Faculty Manual last year will accelerate the process for promoting non-tenure-track (NTT) faculty at Colorado State University moving forward. These pathways will be supported by a promotion process that largely parallels the process for tenure track and tenured faculty. NTT faculty may now be reviewed for promotion during or after their sixth year in rank, and promotion is dependent on their achievements in teaching (for those focused on teaching) or research (for those focused on scholarship) or both, depending on their workload expectations. Here, described in broad strokes, are the processes and expectations for promotion:

Process

As noted above, we expect the promotion process to largely parallel that used for tenure track faculty. The process should begin with the NTT faculty member meeting with their Chair or promotion committee to determine if they have met the formal criteria (i.e., years of service and achievement) to move to the next rank and to get a sense of the strength of the case for promotion. Once that is determined and if the faculty member wants to proceed with the process, they should use the [standard promotion and tenure form](#) on the Provost's web site to develop their promotion package. That form is comprehensive in soliciting information on accomplishments for faculty focused on either teaching or research or both. When filling out that form, we strongly recommend faculty use section [E.12.1 in the Faculty Manual](#) and their Department Code to identify specific criteria and activities that support their case for promotion. We recommend faculty work closely with the department promotion committee as they assemble their package.

The package will first be reviewed and voted on by a faculty committee. These can be sub-committees of NTT and regular faculty, but we expect all tenured and non-tenure track faculty at the desired rank or higher rank will vote. As with regular faculty, the package and memo from the faculty move to the Department Chair, who also writes a memo addressing the case for or against promotion. From the Department Chair, the package and accompanying memos move to the Dean of the College. The Dean also writes a memo addressing the case and then the package and all associated memos move to the Provost, who makes a recommendation to the President.

Since we anticipate a substantially higher number of packages to review initially, we have pushed back some deadlines. **We are requiring colleges submit all packages to our office by February 14, 2020.**

Criteria for Promotion

As noted above, the NTT faculty member should refer to [E.12](#) in the Faculty Manual and to their Department Code for guidance regarding the criteria for promotion to each rank. In general, the more specific you can be in documenting your achievements in teaching or research, the easier it will be for every level of review to place your accomplishments in the context of the requirements to reach any

given rank. We want to strongly emphasize that ‘time in rank’ is necessary for consideration but far from sufficient reason for a promotion at Colorado State.

Letters of Reference

We require at least five letters of reference for faculty promotions. For NTT faculty whose primary responsibility is in research, all five of these letters should be from faculty external to CSU at peer or aspirational peer institutions, at the rank desired or higher. All reviewers should receive section [E.12.2](#) of the CSU Faculty Manual and the Department Code so they know what the expectations are for promotion to a specific rank. Reviewers can then comment on how the candidate’s achievements, as detailed in their promotion package, line up with those expectations.

For NTT faculty whose primary responsibility is in teaching, we are piloting a new process for the coming year: we will ask teaching-focused NTT faculty to provide at least two letters of reference from faculty external to CSU. These external reviewers can be TT or NTT faculty at their own institution but must be at the rank desired or higher. We also strongly encourage applicants to seek external recommendations from faculty at institutions that have experience with NTT faculty promotion processes and expectations (this is not universal. Of the remaining three required letters of reference, during this pilot year, we are requesting that teaching-focused NTT faculty secure those letters from outside of their academic department at CSU. All reviewers should receive section [E.12.1](#) and the Department Code so they know what the expectations are for promotion to a specific rank. Reviewers can then comment on how the candidate’s achievements, as detailed in their promotion package, line up with those expectations.

Eligibility for Consideration for the Coming Academic Year

All NTT faculty **in their sixth or higher year in their current rank** are eligible for review in AY 2019-2020.

Expectations for Promotion

Since promotion to the new ranks is a new possibility at CSU, not all NTT faculty may have been addressing the activities and professional development necessary to meet the criteria for successful promotion to the next rank. Thus, even with many years of service, it may take additional time for some faculty to meet the criteria for promotion to the next rank. As already noted above, we strongly encourage NTT faculty to meet with their Chair or the department’s Promotion Committee to determine if they meet the University’s expectations for promotion to the next rank.

Senior Teaching Appointments

Our Senior Teaching Appointment faculty have already gone through a process, roughly parallel to our promotion process, when they transitioned to the Senior Teaching Appointment type. At that time, they kept their rank (mostly Instructor) and some were given minimal raises acknowledging that change. We are proposing to immediately promote all the STA Instructors to Senior Instructor for AY 2019-20, and to centrally fund appropriate raises for those STAs paid by the general fund.

The promotion clock for these new Senior Instructors will thus start now, meaning that they will

become eligible for promotion to Master Instructor after five years (although there are opportunities for early promotion for exceptional achievement).

Please do not hesitate to contact us with any questions or comments about the review process for promotion of NTT faculty.

Dan Bush, Vice Provost for Faculty Affairs

Rick Miranda, Provost and Executive Vice President