Promotion Guidelines for Instructors
AddRan College of Liberal Arts

In applying for promotion, AddRan College Instructors are expected to follow the guidelines below. These guidelines are consistent with the Provost's Procedures for Preparation of Recommendation for Tenure and Promotion and the AddRan College Tenure and Promotion File Format (revised Jan. 2020.)

1. Before initiating applications for promotion, Instructors are encouraged to request a Professional Development Review (PDR) in order to seek guidance from their department chair and department advisory committee regarding the strength of their promotion case. If a PDR is not possible, the Instructor should provide the chair and advisory committee with the following items:

    i)   an updated Curriculum Vita (TCU Vita Format)
    ii) copies of SPOT summary statistics for each course taught over the past five years, copies of all peer teaching evaluations, sample syllabi, and other evidence of teaching effectiveness from the time of one's initial appointment as an AddRan Instructor or most recent promotion
    iii) copies of all annual review letters or previous PDR letters from the time of one's initial appointment or most recent promotion

2. The decision to apply for promotion rests with the Instructor, not with the department chair or advisory committee.

3. Instructors who choose to apply for promotion should read carefully the instructions below before compiling their promotion portfolios. It is advisable to view a sample of a dossier compiled by a previous successful applicant, if available. Please note that the key to building a persuasive case for promotion is the quality of one's contributions, not the length of one's dossier.

Each candidate for promotion will compile one comprehensive file in an online Box folder that will be provided by the Dean's Office. This folder will be presented for examination by relevant people in the Department, the College Advisory Committee, the Dean, and those above. Contents listed below should be uploaded into the corresponding sub-folders within the Box folder.

FOLDER CONTENTS

1. Dean's Recommendations – *All recommendations will be uploaded by the Dean's office to the folder after the candidate's access has been removed.*

2. College Recommendations – *All recommendations will be uploaded by the Dean's office to the folder after the candidate's access has been removed.*

3. Department document on Instructor appointment, evaluation, and promotion

4. Previous evaluation letters

5. Vita, in TCU format

6. Personal statement (<u>two pages maximum</u>) describing the candidate's contributions in teaching, professional development, service, and student interaction. This statement should lend context and coherence to the dossier materials. It also affords candidates an opportunity to express, if they wish, why their case warrants consideration for promotion.

7. Evidence of teaching accomplishments

   Examples of activities may include, but are not limited to, the following:

   - Listing of all courses taught (including directed studies and team-taught courses), including dates and numbers of students enrolled
   - Peer reviews of teaching
   - Teaching and mentoring awards
   - Student Perception of Teaching (SPOT) results:
     i)   Provide in chronological order. Each set of evaluations should be scanned or saved as one file or document. Please make sure uploaded documents are legible.
     ii) Provide copies of the statistical summaries for all courses taught.
     iii) Copies of <u>all</u> student comments received over the past <u>two</u> years
   - Course syllabi
   - Course assignments, learning aids or activities (e.g., in-class experiments or simulations), exams, or uses of TCU Online
   - Implementation of new ideas; review of teaching techniques
   - New courses developed and taught (or substantial revisions, such as adoption of new textbooks)
   - Teaching of existing study abroad courses
   - Implementation of new technologies

8. Evidence of Professional Development

   Examples of activities may include, but are not limited to, the following:

   - Publication of scholarly writing (including pedagogical inquiry or the scholarship of teaching and learning)
   - Presentation of scholarly writing in academic conferences, workshops, or seminars
   - Participation in academic conferences, workshops, or seminars
   - Participation in pedagogical conferences, workshops, seminars or training sessions designed to improve teaching
   - Academic coursework or self-directed reading
   - Editorships or peer reviews of academic work
   - Leadership in professional organizations
   - Grant writing (internal or external, including instructional development)

- Other activities indicating continued professional development beyond and apart from one's normal teaching and service duties

9. Evidence of service accomplishments

   Examples of activities may include, but are not limited to, the following:

   - Service at department, college, or university level
   - Leadership of university, college, or department committees
   - Membership on a university, college, or department committee
   - Service to a national or international professional association
   - Sponsoring or advising student organizations
   - Conducting seminars or workshops on a professionally related subject
   - Lectures or speaking engagements to non-departmental audiences on a professionally-related subject
   - Professionally related community service activities
   - Participation in departmental events
   - Other professional, university, college departmental, or community service activities
   - Developing a new study-abroad program
   - Any other activities of a service nature deemed important or relevant

10. Evidence of Student Interaction

    Examples of activities may include, but are not limited to, the following:

    - Student advising and interaction
    - Career counseling
    - Participation in co-curricular activities, student organizations, or special department projects

11. Professional Ethics

    All instructors are expected to conduct themselves in accord with the Statement on Professional Ethics included in the *Handbook for Faculty & Staff*. Please make a clear statement on your observance of the Professional Ethics requirement.

12. List of all available additional materials available

    In addition to the specific items enumerated above, Instructors may list additional materials they deem important to their case. Digital copies of additional items may be saved in the Box folder. Hard copies of materials should be maintained in the Department Office and made available should the Dean, Provost, or members of the College or University Faculty Advisory Councils wish to consult them.