

Review the proposed **Teaching Faculty Promotion Guidelines** below.
Please vote YES or NO so we can begin the promotion process for our teaching faculty early fall.

DEPARTMENT OF ENGLISH TEACHING FACULTY PROMOTION GUIDELINES

(Teaching Faculty at all ranks in this document are intended to refer to full-time, non-tenure track faculty)

I. Benefits of Promotion

Promotion to Associate Professor of Teaching and to Professor of Teaching each include an increase in salary and an increase in length of the term of reappointment.

II. Criteria for Promotion to Associate Professor of Teaching

Assistant Professors of Teaching are vital members to the function and culture of the department. They serve as the foundation of the department's commitment to teaching excellence and quality mentorship. **Assistant Professors of Teaching** teach various lower and upper division courses, participate in faculty governance, and often mentor graduate teaching assistants during their time in the program. Retention, promotion, and support of **Assistant Professors of Teaching** should be a top priority of all faculty in the department due to the key role they play in introducing students across the university to the department in general education and core courses. After a period of five years, Assistant Professors of Teaching may apply for promotion to **Associate Professor of Teaching**. Candidates should

- Have earned an M.A., M.F.A., and/or Ph.D. from an accredited institution in the instructional discipline or related area plus have served at least five years as an instructor in the University of Memphis Department of English.
- Provide documented evidence of accomplishments in instruction and service (departmental, university, and/or professional).
- Demonstrate professional comportment consistent with the Faculty Code of Conduct and a willingness and ability to work effectively with colleagues to support the mission of the University and the common goals of the University, the College, and the Department.

Department Guidelines for Teaching Effectiveness

Teaching is the primary responsibility of an **Assistant Professor of Teaching**. A candidate for promotion should be an effective teacher. Candidates should provide a teaching narrative that may include the candidate's teaching philosophy, continuous improvements in teaching, scholarship in the content area linked to teaching, student outcomes as reflected in student success, participation in professional development in teaching, and contributions to course/curriculum development. Evidence of effective teaching may also consist of written statements by faculty colleagues and by student evaluations of teaching effectiveness (SETES). Written statements by students who are enrolled in the University at the time the candidate is being considered and by recent graduates (within the previous three years) who have been students of the candidate may also be solicited and chosen by the candidate. Any faculty evaluations of teaching must come from **Assistant Professors of Teaching, Associate Professors of Teaching**, tenure-track, or tenured faculty members in the department.

Evaluations of the candidate's teaching effectiveness should consider the following:

1. The candidate's command of subject matter;
2. A record of continued growth and development in their area of primary instruction;
3. The candidate's ability to organize subject matter and present it to the students in a way that shows how their course planning, design, and execution helped students to successfully meet the course objectives
4. The candidate's ability to motivate undergraduate and/or graduate students and to stimulate creativity, thoughtfulness, and scholarship appropriate to the student's academic level;
5. The candidate's promptness and regularity in meeting classes;
6. The candidate's willingness to confer with students outside of class, within reasonable limits
7. Any other points the candidate feels would be helpful in evaluating their teaching effectiveness.

The candidate may also submit course outlines, examinations, bibliographies, teaching awards, or anything else that will demonstrate the quality of their teaching.

Department Guidelines for Service

Collegial and effective service represents a crucial portion of any candidate going up for promotion. Candidates should provide a service statement or narrative. There may be varying degrees to the service of some candidates and candidates may have vastly different service experiences. While service that directly benefits the University, such as serving on College/University committees, may constitute an important portion of the dossier, work on departmental standing committees, ad hoc committees, and as official student mentors (thesis directors, CAP mentors, etc.) that advances the Department, the students, and the local community are essential to promotion to **Associate Professor of Teaching**. Examples of service may include:

- Outreach or public service activities
 - High school writing contest judging, assistance with an on-campus event for the public
- Institutional service activities
 - Student Advising, service on a search (or other type of) committee, participation in student recruitment events.
- Professional service activities
 - Officer or committee work in professional/scholarly organizations, work as a consultant, work as a peer reviewer, and work as a guest lecturer on other campuses

Department Guidelines for Scholarship and Creativity

Although scholarly and creative work is not required for promotion to **Associate Professor of Teaching** – and no **Assistant Professor of Teaching** will be penalized for an absence of scholarly or creative production – evidence of high quality scholarly and creative activity may be included as part of a candidate's service, particularly scholarly or creative publications, or as part of their teaching, particularly conference presentations and attendance, if that work involves pedagogical approaches to the classes in which they primarily teach or that involve one or more

of the specialties within the department. Any scholarly activity or creative work may be included as part of a candidate's teaching narrative or service statement as well as any letter of support for the candidate's work. Examples of high quality scholarly or creative work include but are not limited to:

- Presenting at regional, national, and international scholarly conferences.
- Exhibit scholarly and/or creative growth including that gained from graduate school study, exemplified by scholarship and/or creative work that extends creative perspectives or deepens knowledge in the candidate's area of study, in that it seeks to encompass new texts, scholars, and theories.
- A sole-authored book, including works of fiction, poetry, creative non-fiction, literary criticism, edited collections, scholarly editions, textbooks, workbooks, translations, long essay-style reviews
- Book chapters or journal articles in refereed journals, whether sole-authored or co-authored publications.
- Grants and fellowships may also be considered as will any public-facing work within the Memphis-Shelby County community that is connected to a field of study within the department.
- Authorship of scholarly or creative work in other modes or platforms – online journals, podcasts, social media, streaming services, etc.

III. Criteria for Promotion to Professor of Teaching

Notification of Intent to Apply for Promotion to Professor of Teaching

No **Associate Professor of Teaching** may become a candidate for promotion to Professor of Teaching until they have served at least ten years as a member of the teaching faculty at the University of Memphis. Candidates for promotion must notify the Department Chair and the Department Teaching Faculty Promotion Committee Chair of their intentions by March 31st of the year when they intend to apply for promotion.

The Department's programs require a faculty of diverse training, skills, and competencies. All full-time English faculty members, regardless of their specialties, share the following minimum requirements for promotion to professor that have been devised by the Tennessee Board of Regents, the University, and the faculty: Candidates should

- Have earned an M.A., M.F.A., and/or Ph.D. from an accredited institution in the instructional discipline or related area plus have served at least five years as an instructor in the University of Memphis Department of English.
- Provide documented evidence of accomplishments in instruction and departmental, university, and professional service.
- Demonstrate professional comportment consistent with the Faculty Code of Conduct and a willingness and ability to work effectively with colleagues to support the mission of the University and the common goals of the University, the College, and the Department.

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Evaluations of the candidate's teaching effectiveness should consider the following:

1. The candidate's command of subject matter;
2. A record of continued growth and development in the candidate's area of primary instruction;
3. Their ability to organize subject matter and present it to the students in a way that shows how their course planning, design, and execution helped students to successfully meet the course objectives
4. Their ability to motivate undergraduate and/or graduate students and to stimulate creativity, thoughtfulness, and scholarship appropriate to the student's academic level;
5. The candidate's promptness and regularity in meeting classes;
6. The candidate's willingness to confer with students outside of class, within reason;
7. Any other points the candidate feels would be helpful in evaluating the candidate's teaching effectiveness.

The candidate may also submit course outlines, examinations, bibliographies, teaching awards, or anything else that will demonstrate the quality of teaching.

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 - Professional service activities
- Officer or committee work in professional/scholarly organizations, consultants, peer reviewers, guest lectures on other campuses

IV. Composition and Functioning of Teaching Faculty Promotion Committee

The inaugural vote on promotion of teaching faculty candidates will consist of the Directors and Coordinators in the department. This group will also form the committee in the inaugural vote for promotion to **Professor of Teaching**. Following the inaugural vote on promotion to **Associate Professors of Teaching**, the candidates who are officially promoted by the University of Memphis Board of Trustees to **Associate Professor of Teaching** will comprise the Teaching Faculty Promotion Committee along with the Director of Undergraduate Studies and the Director of First-Year Writing. **The teaching faculty promotion committee will determine if the Directors will serve as voting or non-voting members.** The committee chair shall be elected for a term of two years by the members of that committee during the spring semester. The department representative to the College Tenure and Promotion Committee will also serve as the representative to the College Promotion Committee until such time as an **Associate Professor of Teaching** is elected. If a separate College Promotion Committee is created for non-tenured track faculty, the representative shall be elected from among the members of the Teaching Faculty Promotion Committee for a two-year term. A quorum of two-thirds of the membership must be present for this committee to conduct business.

No candidate for promotion may be present during the discussion or vote on their application. Spouses and family members may not vote on each other's promotion application. In order to vote, a committee member must have reviewed a candidate's dossier and have participated in committee discussion of a candidate's dossier. After each application for promotion has been reviewed and discussed, a vote will be taken by secret ballot. The committee will discuss remarks to be used in the committee's report, and the committee chair, **who will be the Director of Undergraduate Studies for the inaugural vote**, shall collate the remarks and make them available for all committee members to review before submitting the application and the committee report to the Department Chair. The candidate may not add or delete anything from the dossier following the departmental review. The Department Chair will evaluate the candidate's file, make an independent recommendation, and then meet with the candidate to report verbally the vote of the committee and the positive or negative nature of the Chair's recommendation. In addition, only for candidates for promotion to **Professor of Teaching**, the Chair will discuss the reasons for those recommendations; a candidate for promotion to master instructor/lecturer may, at this point, withdraw the application for promotion to **Professor of Teaching**.

V. Modification of Promotion Guidelines

Modifications to this document require a majority vote by the Promotion Committee in a written ballot of the full membership. The promotion guidelines are subject to review and approval by the Department Chair, Dean of the College of Arts and Sciences, and the Provost.

VI. Flowchart [This may be different depending on what the university decides]

Step	Responsibility	Action	Due Date
1	Candidate for promotion	Notify Dept. Chair and Promotion Committee Chair in writing of intent to apply for promotion	March 31
2	Candidate	Submit complete dossier and supplementary materials to Dept. Chair	Date set by Promotion Committee ¹
3	Promotion Committee	Review dossier and supplementary materials; discuss and vote in committee meeting(s); draft committee recommendation for members' review	Date set by Promotion Committee
4	Promotion Committee Chair	Finalize committee recommendation and submit it to Dept. Chair	Date set by Promotion Committee
5	Dept. Chair	Independently review candidate's dossier, external reviews, and committee recommendation; prepare recommendation	Date set by Chair in accordance with CAS Calendar
6	Dept. Chair	Inform candidate(s) for promotion to senior or master instructor/lecturer of Promotion Committee and Dept. Chair recommendations	Date set by Chair in accordance with CAS Calendar
7	Dept. Chair	Submit candidate's dossier (with selected publications as a supplement), , recommendations of Promotion Committee and Dept. Chair to Dean	Date set by Chair in accordance with CAS Calendar

TEACHING FACULTY PROMOTION DOSSIERS FOR FALL 2022 SUBMISSION
(September 2023 effective date)

Applicant Instructions: Once I have created your folder in OneDrive, a link will be sent to you and your committee chair. You will have editing access, and your committee chair will have reading access in order to monitor your progress.

¹ The specific dates for August, September, and October events are in accordance with the calendar issued by the College of Arts and Sciences.

If you have any access problems contact Jessica Abernathy, jmabrnth@memphis.edu immediately.

Upload your documents into your dossier folder according to the Table of Contents provided at the end of this document. Your committee chair will have reading access to review and advise along the way.

Upload documents only; do not create extra folders within your dossier. Be sure to use the numbering system provided.

Additional Resources

- 1) If you need copies of Annual Evaluations from previous years, contact Debra Turner (dmturner@memphis.edu) in CAS. For candidates applying for Promotion to Full Professor, you need only provide information since your Tenure and Promotion date, or five years, whichever period is shorter.
- 2) Tenure and Promotion forms are available online.
Appointment History:
https://www.memphis.edu/aa/resources/facres/tenurepromotion/docs/tp_appt_form.doc
SETE Summary:
https://www.memphis.edu/aa/resources/facres/tenurepromotion/docs/sete_summary_form.doc

Ignore the Recommendation Form link on the website. That form is uploaded by the Department Chair, not the applicant.

- 3) Your University CV is available on the Provost's website at <http://www.memphis.edu/aa/resources/facres/cvinfo/index.php>.
You must use the University CV format. If you wish to provide your "personal" CV in the Supplemental Documents (section S10), you may do so.
- 4) The College of Arts and Sciences recommends that dossier materials be submitted no later than September 1. However, your department sets the official deadline for you to be finished, so please consult with your chair and your committee chair regarding internal deadlines. When you have completed your dossier and are ready for departmental review to begin, **NOTIFY YOUR DEPARTMENT COMMITTEE CHAIR.** Your committee chair will have reading access during the time you are assembling your dossier so that s/he may check on your progress and advise you. There is no automatic notification in the system.
- 5) **For Promotion Candidates only,** you need only provide faculty evaluations and SETES for the last five years (or fewer if five years have not passed since your tenure). Also, you do not need to upload Mid-Tenure statements in section 5.

File Extensions

Some file extensions work better than others for reviewers.

<i>Good Extensions</i>	<i>Bad Extensions</i>
<i>.pdf</i>	<i>.htm</i>
<i>.doc</i>	<i>.html</i>
<i>.docx</i>	<i>.tif</i>

.jpg
 .xlsx
 .xls

Table of Contents

Table of Contents	Responsibility for Uploading	Tips
1.1 Recommendation Signature Page	Department	Scan and upload signed form. Must have dept. chair and committee chair signatures.
1.2 Appointment History Form	Applicant	Form is online
2.1 <i>Statement from the Dean</i>	Dean's office	
2.2 <i>Statement from the College/School Committee</i>	Dean's office	
3.1 <i>Statement from the Department Chair/Area Head</i>	Department	
3.2 <i>Statement from the Department/ Area Committee</i>	Department	
5.1 <i>Initial Appointment Letter</i>	Applicant	Scan – If you need help with this, contact Faculty Services Admin. (Sheila Mathis)
5.2 A <i>Annual Evaluation</i>	Applicant	Add as many 5.2s as needed.
5.2 B <i>Annual Evaluation</i>	Applicant	Scan and upload.
5.2 C <i>Annual Evaluation</i>	Applicant	
5.2 D <i>Annual Evaluation</i>	Applicant	
5.2 E <i>Annual Evaluation</i>	Applicant	
6.1 <i>Instruction: Summary of Teaching Responsibility/Philosophy</i>	Applicant	
6.3 SETE Summary Sheet	Applicant	Form is online

6.4 Peer Evaluations of Teaching	Applicant	Only if department provides these; do not solicit from friends and students
6.5 Teaching Honors and Awards	Applicant	List, no copies of certificates, letters, etc.
7.2 Internal Grants and Contracts	Applicant	List, do not attach copies of proposals, award letters, etc.)
7.3 External Grants and Contracts	Applicant	List, do not attach copies of proposals, award letters, etc.)
8.1 Service/Outreach/Advising/Mentoring/Administration: Brief Summary of Responsibilities and Accomplishments	Applicant	
8.2 Internal Grants and Contracts	Applicant	
8.3 External Grants and Contracts	Applicant	
8.4 Peer Evaluations of Service/Outreach/Advising/Mentoring/Administration	Applicant	
8.5 Honors and Awards	Applicant	
9.0 University Curriculum Vitae	Applicant	
S10.1 List of Supplemental Materials	Applicant	Optional. Many people will not have supplemental materials.
S10.2.,.3, etc. Supplemental Materials	Applicant	Optional. Many people will not have supplemental materials. Hard copies of supplemental materials may be housed in department OR electronic copies may be uploaded here.

Dean's office contacts

Jessica Abernathy, Director of Administration

jmabrnth@memphis.edu

Scates Hall 103

901-678-2251

Debra Turner, Web Specialist II

dmturner@memphis.edu