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Promotion Procedures for Instructional Faculty

College of Liberal Arts

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Rationale

The College of Liberal Arts benefits from a number of talented and dedicated individuals who have served many years as non-tenure-track faculty. This proposal creates an appropriate system of advancement for non-tenure-track instructional faculty. The following policy would apply only to instructional faculty in the College of Liberal Arts with a 1.00 FTE appointment.

Titles for Instructional Faculty Promotion

The promotion procedures pertain to faculty with the instructor or instructional assistant professor title. Instructors may be promoted to Lecturers and Senior Lecturers. Instructional Assistant Professors may be promoted to Instructional Associate Professors and Instructional Professors.

Appointment

Except for extraordinary circumstances, appointment to the instructional faculty will be at the level of instructor or instructional assistant professor, and will follow currently established procedures. Minimum qualifications will be proposed by each academic department and approved by the Dean. In no case will the minimum qualifications be less than those established by the Southern Association of Colleges and Schools. Instructional assistant professors have the appropriate terminal degree. Base salaries will be established consistent with the qualifications.

Rights, Privileges, and Responsibilities

Decisions regarding membership in, and leadership of, the professorial faculty are historical legacies of the professoriate. Consequently, instructional faculty will not participate in tenure and promotion decisions of the professorial faculty, nor in the review of academic administrators. In other academic matters, such as curriculum design, advising, scholarship and assistantship recommendations, searches, etc., their role shall be determined by each academic department, with the approval of the Dean. Although instructional faculty members are not eligible for tenure, individuals holding the rank of Lecturer or Senior Lecturer cannot be terminated without a minimum of twelve months' notice. Additionally, individuals holding the rank of Instructional Associate Professor or Instructional Professor cannot be terminated without

a minimum of twelve months' notice. Exceptions could be made under extraordinary circumstances as follows: 1. Financial exigencies as declared by the Board of Trustees; 2. Termination or reduction of programs, academic or administrative units as approved by the Board of Trustees; 3. Malfeasance, inefficiency or contumacious conduct; 4. For Cause.

Promotion Criteria

I. From Instructor to Lecturer or from Instructional Assistant Professor to Instructional Associate Professor

- A. **Time in Rank.** The general requirement is that one should serve five years in the rank of Instructor before being considered for promotion to the rank of Lecturer. Five years in rank shall be defined as five years of service for which Faculty Activity Reports and administrative evaluations are available for review (see note at the end of this document for initial implementation). The faculty member will thus be considered for promotion during his or her sixth year of service, and the promotion will become effective at the beginning of the seventh year.
- B. **Teaching.** Teaching effectiveness shall be the principal criterion for promotion. Consequently, evidence to support a record of teaching effectiveness should be systematic, comprehensive, and thorough. Evidence documenting this effectiveness should include the following essential elements:
 - 1. Student evaluations of all courses taught during the period of review.
 - 2. Structured classroom observations by professorial faculty,
 - 3. Documents for each course taught, including a recent syllabus, samples of recent exams and other assignments, online resources if appropriate, and grade distributions.
 - 4. Copies of annual departmental reviews.
 - 5. Documentation of activities designed to maintain currency in the discipline and in pedagogy (see the criteria pertaining to scholarship).
 - 6. Other documents as determined by the academic department.
- C. **Scholarship.** Instructional Assistant Professors have obligations for promotion as defined in a department's IAP Promotion Document. Although instructors do not have a specific obligation to engage in research, such activity will be considered favorably as a part of the promotion dossier. Evidence of active scholarship would include the publication or presentation of academic papers at the local or regional level in either the discipline or in pedagogy. Instructors do have an obligation to remain informed of current scholarship in their discipline, and in the scholarship of teaching in higher education. Any application for promotion must demonstrate that the Instructor sustains knowledge of developments in the discipline and in the related areas of pedagogy.
- D. **Service.** Instructors are expected to be active in service to their discipline, academic departments, the College of Liberal Arts, the University, and to their students. Such service may be documented through participation in professional organizations, departmental and university committees, advising, or other academic support activities.

II. From Lecturer to Senior Lecturer or from Instructional Associate Professor to Instructional Professor

- A. Time in Rank. The general requirement is that one should serve six years in the rank of Lecturer before being considered for promotion to the rank of Senior Lecturer. Six years in rank shall be defined as six years of service for which Faculty Activity Reports and administrative evaluations are available for review. The faculty member will thus be considered for promotion during his or her seventh year of service as Lecturer, and the promotion will become effective at the beginning of the eighth year.
- B. Teaching. Teaching effectiveness shall be the principal criterion for promotion. Persons recommended for promotion to Senior Lecturers should be regarded as exemplary teachers, and should be prepared to assume leadership or mentoring roles for graduate instructors and junior members of the faculty. Consequently, evidence to support a record of teaching effectiveness should be systematic, comprehensive, and thorough. Evidence documenting this effectiveness must include the following essential elements:
1. Student evaluations of all courses taught during the period of review.
 2. Structured classroom observations by professorial faculty.
 3. Documents for each course, including a syllabus, copies of exams and other assignments, online resources if appropriate, samples of student work (A, B, and C work, with identification removed), and grade distributions.
 4. Copies of annual departmental reviews.
 5. Documentation of activities designed to maintain currency in the discipline and in pedagogy (see the criteria pertaining to scholarship).
 6. Other documents as determined by the academic department.
- C. Scholarship. Instructional Associate Professors have obligations for promotion as defined in a department's IAP Promotion Document. Although Lecturers do not have a specific obligation to engage in research, such activity will be considered favorably as a part of the promotion dossier. Evidence of active scholarship would include the publication or presentation of academic papers at the local or regional level in either the discipline or in pedagogy. Lecturers do have an obligation to remain informed of current scholarship in their discipline, and in the scholarship of teaching in higher education. Any application for promotion must demonstrate that the Lecturer sustains knowledge of developments in the discipline and in the related areas of pedagogy, and that such knowledge is thoughtfully and effectively applied to teaching duties.
- D. Service. Lecturers are expected to be active in significant service to their discipline, academic departments, the University, and to their students. Such service may be documented through participation in professional organizations, departmental and university committees, advising, or other academic support activities.

Promotion Procedure

The procedure established for the review of tenure and promotion dossiers for tenure-track faculty provides a generally satisfactory model for the review of instructional faculty. Some important exceptions are as follows:

- The Dean of the Graduate School and the VC for ORSP do not participate in the review.
- The Departmental review and vote will be from the tenured faculty. An unfavorable vote from the tenured faculty terminates the application.
- Letters from outside evaluators are not required.

Promotion Dossier

In order that promotion evaluations are based on sound evidence, an instructional faculty dossier documenting the case for promotion must be compiled. This dossier is created by the Provost's Office as a digital folder on UM Box. The instructional faculty promotion candidate (hereafter, the "candidate") is charged with uploading the application section of the dossier in coordination with the department chair. (If there is no chair of the unit involved, the appropriate dean or director shall act in place of the chair.) Instructional faculty will follow the "Dossier Guide" that the Provost's Office has prepared for all promotions (see attached).

This policy document with the College of Liberal Arts' deadlines will be sent to chairs annually, as well as posted on the College of Liberal Arts website. Candidates are obligated to inform the Chair of their intention to stand for promotion by the stated deadline in the annual policy. Before applying for promotion, the candidate should read any departmental policies for instructional faculty. Instructional Assistant Professors, particularly, should read the department's "IAP Professor Promotion" document that establishes the department's promotion criteria for IAPs.

The Chair shall insure that the candidate has a copy of any departmental instructional faculty promotion document. The Chair may set a timetable for the submission of the dossier before the College deadlines so that the dossier is available to the tenured faculty. The Chair is responsible for leading a departmental review and vote from the tenured faculty of instructional faculty seeking promotion. As noted earlier, an unfavorable vote from the tenured faculty terminates the application. The Chair is responsible for writing a recommendation letter with the dossier. The Chair's letter should explicitly address how the candidate demonstrates teaching effectiveness and ongoing professional development.

Dean's Advisory Committee for Instructional Faculty Promotion

The Dean may appoint faculty members to serve on a Dean's Advisory Committee. The Dean shall select members with regard for disciplinary balance and other service obligations. The committee shall consist of two tenured faculty members and two members of the instructional faculty (minimum rank of lecturer or instructional associate professor) for staggered three year terms.

Review Schedule

The timetable for the presentation and review of the promotion dossier shall be as follows:

- Notification to the Department Chair of application for promotion – July 1
- Completed dossier presented to the Department chair – September 1
- Departmental recommendation to the Dean, College of Liberal Arts – November 21
- Dean's Advisory Committee recommendation to the Dean, College of Liberal Arts – December 10
- Dean's recommendation to the Provost – January 3
- Provost's decision – March 20
- Chancellor's Final Action – March 31

At each stage in the process, the candidate will be notified of the recommendation or decision.