

nTT Faculty Reappointment and Promotions.

The purpose of this document is to provide a resource for Non-Tenure-Track (Continuing Track) faculty in Biology to find information relevant to their appointments and promotions.

Lecturer Reappointment

I. Who is eligible and when?

- A. The following information is taken directly from the Office of the Provost's Website on [Dates and Deadlines](#). Lecturers will be informed of the timing of these personnel actions by the Department Chair.

For faculty members whose current appointments expire August of the current academic year:

Department Head/Chair recommendations due in deans' office for reappointment or non-reappointment of faculty members.

- Second year of service: *October 15*
- First year of service: *January 15*

Dean recommendations due in Provost's Office for reappointment or non-reappointment of faculty members.

- Second year of service: *November 15*
- First year of service: *February 1*

Department Head/Chair must send notification of reappointment or expiration of appointment

- Second year of service: **December 15***
- First year of service: **March 1****

*If an initial two-year appointment terminates during an academic year, notification of reappointment or expiration of appointment must be given at least six months in advance of its termination.

**If an initial one-year appointment terminates during an academic year, notification of reappointment must be given at least three months in advance.

For faculty members whose current appointments expire in August of the NEXT academic year.

Second or later year of service:

February 15

Department Head/Chair recommendations due in dean's office for reappointment of faculty members.

May 1

Dean recommendations due in Provost's Office for reappointment of faculty members.

August 15 (or the preceding business day)

Department Head/Chair must send notification of reappointment or expiration of appointment.

For faculty at less than 50% FTE:

Department Head/Chair must send notifications of reappointment or non-reappointment of appointment.

- End Fall: *December 1*
- End Spring: *May 1*

II. Reappointment materials

A. Candidates create a reappointment packet that includes the following. These items are incorporated into a single PDF in the order indicated below.

1. CV
2. Teaching Summary Table. Provide a table listing each of the courses taught using the example provided below

Teaching Summary Table Example						
Course #	Course Name	Credits	Years taught	Lecture /Lab	Co-taught	Student #
Biol 105	Biol Social Issues	4	S 2017 - 20	Lecture	Yes: 3 Instrs	~375

3. Teaching statement (suggested maximum of 2 pages). This statement may address any or all of the following:
 - a) *Your* conception of how learning occurs
 - b) A description of how *your* teaching facilitates student learning
 - c) A reflection of why *you* teach the way you do
 - d) The goals *you* have for yourself and for your students
 - e) How *your* teaching enacts your beliefs and goals
 - f) What, for *you*, constitutes evidence of student learning
 - g) The ways in which *you* create an inclusive learning environment
 - h) *Your* interests in new techniques, activities, and types of learning
 - i) The ways in which you seek out opportunities to improve the quality of your teaching

4. Service statement (suggested maximum of 1 page). This statement may address any or all of the following:
 - a) What kinds of service have you done at the department, college and University level? Why did you choose these particular kinds of service over others? What do you value in them?
 - b) What kinds of service have you done in your profession? Why did you choose these activities? Why do you value them?
 - c) What's important about your service?
 - d) What difference have you made? What has changed because of your work?
 - e) What would you like to continue doing? Why?
 - f) What do you want to try next? Why?
 5. Professional development statement (suggested maximum of 1 page). This statement might address any or all of the following:
 - a) What are your goals in professional development?
 - b) What activities have you engaged in to meet these goals?
 - c) What was the impact of your professional development activities on your teaching and/or service efforts?
 6. Names, affiliations and email addresses of 3 letter writers
- B. Materials required but supplied by the PC
1. AFR's
 2. SRTI scores
 3. List of additional letter writers

III. Reappointment Standards, Criteria, and Process

- A. The standards and criteria employed to determine reappointments is as follows:
 1. Meritorious performance in the area(s) of the candidate's responsibility
 2. Promise of continuing professional development and achievement
- B. The process of reappointment is the same whether the employee is being reappointed for a set period of time or a continuous appointment. It includes the following steps.
 1. Upon review of the faculty reappointment packet, SRTI scores, AFR's and letters of recommendation, the Biology PC provides a memo to the Department chair with their recommendation regarding a candidate for reappointment.
 2. The Biology Chair then makes a recommendation to the CNS Dean.
 3. The Dean's recommendation is then provided to the Provost.

Lecturer Promotion

IV. Who is eligible and when?

- A. The following information is taken directly from the Office of the Provost's Website on [Dates and Deadlines](#).
- B. Lecturers must initiate the process of promotion, which involves contacting the Department Chair to express interest in initiating a promotion review.
- C. Lecturers who have completed six years of full-time equivalent service are eligible for promotion to Senior Lecturer.

- D. Senior Lecturers who have completed six years of full-time equivalent service in that title are eligible for promotion to Senior Lecturer II.
-

First day of the spring semester

NTT Faculty members applying for promotion submit applications through APWS to the Department Head/Chair.

March 1

Department Personnel Committee (DPC) must advance through APWS their recommendations for promotion.

March 15

Department Head/Chair must advance through APWS their recommendations to the college-level non-tenure track (NTT) review committee.

April 15

College-Level NTT review committees must advance through APWS their recommendations to the Dean.

July 1

Deans must advance through APWS their recommendations to the Provost.

V. Promotion materials*

- A. This procedure is completed on the APWS website.
- B. Candidates upload the following materials when directed by either the Department Chair or the PC.
 - 1. CV
 - 2. Teaching Summary Table – see sample above
 - 3. Personal Statement, which includes:
 - a) Teaching statement – see guidance above
 - b) Service statement – see guidance above
 - c) Professional Development statement – see guidance later in this document
 - 4. Names, affiliations, and email addresses of 3-5 letter writers from faculty (typically from your own department)
 - 5. Names, affiliations, and email addresses of 3-5 letter writers who are current or former students
- C. Materials supplied by the PC
 - 1. AFR's

2. SRTI scores

*Please note that per the MSP Contract Bargaining Agreement, the only **required** documents to be included in a Lecturer Promotion package are 1) a personal statement; 2) a CV; 3) SRTI's (or other course evaluations used by the university). The personal statement and CV are provided by the candidate, the SRTI's are uploaded by the department. **The candidate has the choice to include any other supporting documents above and beyond those required, per the MSP contract.** The above list represents the supporting documents **recommended** by the DPC and the CNS Lecturer Promotion Review Committee.

*Please also note that per the MSP Contract Bargaining Agreement, if the candidate chooses to ask the Chair to solicit letters from **outside** the department or the university, then the Chair may add to that list of letter writers.

VI. Promotion Standards, Criteria, and Process.

- A. The standards and criteria employed to determine promotion is as follows:
 1. Meritorious performance in the area(s) of the candidate's responsibility
 2. Promise of continuing professional development and achievement
- B. The process of promotion is the same whether the employee is being considered for promotion to Senior Lecturer or Senior Lecturer II.
 1. Upon review of the faculty promotion materials, SRTI scores, AFR's and letters of recommendation, the Biology PC provides a memo to the Department chair with their recommendation regarding a candidate for promotion.
 2. The Biology Chair then writes a memo, which is uploaded to APWS and once the Chair is done, the packet becomes available to the CNS Lecturer Review Committee, which is the CNS CPC for Lecturers. They then review the promotion materials and make a recommendation to the CNS Dean.
 3. The Dean's recommendation is then provided to the Provost.
 4. The Provost makes the final decision regarding promotion and provides that information to the Department Chair and the candidate.

VII. Service Guidance and Resources

- A. What is Service? Service is the productive participation in the organization, activities, and/or projects of the department/college that enhance the college's mission to serve its students and the community.
- B. Guidance on when to engage in service activities
 1. Year 1.
 - a) Attend faculty meetings
 - b) Engage in any service roles your chair assigns. This will usually be negligible in the first year
 - c) Speak with other faculty to learn what the different service opportunities are on campus
 2. Year 2.
 - a) Attend faculty meetings
 - b) Engage in any service roles your chair assigns. Feel free to suggest service role that appeal to you

- c) Possibly attend faculty senate meetings to learn about service opportunities outside of the department
 - 3. What **NOT** to do in Years 1 and 2
 - a) Take on leadership roles in service activities unless you feel comfortable doing so
 - 4. Years 3, 4, 5, 6:
 - a) Attend faculty meetings
 - b) Engage in any service roles your chair assigns. Feel free to suggest service role that appeal to you.
 - c) Engage in service roles outside of the department
 - 5. After promotion to Senior Lecturer
 - a) Continue to engage in varying service roles
 - b) Take on leadership roles in your service roles
- C. The Service Role includes service to the faculty member's department, the college, the university the profession, and/or the community.
- 1. Department. Some activities to be considered in this category are:
 - a) Serving on departmental committees
 - b) Attending departmental meetings
 - c) Assisting colleagues in using technology, sharing instructional materials
 - d) Writing letters of nomination/recommendation
 - e) Assisting and supporting department chair and other administrators
 - 2. College and University. Some activities to be considered in these categories are:
 - a) Serving on college and/or university committees
 - b) Sponsoring a student organization
 - c) Working with the honors program
 - d) Attending student, faculty, and/or college sponsored events and activities
 - 3. Professional. Some activities to be considered in this category are:
 - a) Attending professional meetings
 - b) Serving as an editor, reviewer, panel member
 - 4. Community. Some activities to be considered in this category are:
 - a) Outreach activities
 - b) Serving on town/state/community committees relevant to the candidates areas of expertise
 - c) Mentoring students, parents, and others in the candidates area of expertise

VIII. Professional Development Guidance and Resources

- A. What is Professional Development? Expanding your professional skill sets and knowledge base in teaching
- B. Guidance on when to engage in professional development
 - 1. Year 1.
 - a) Do what you were hired to do and simply get used to UMass
 - b) Learn who your peers are propose informal meetings to learn about their professional development activities

- c) Start to search through the university resources of professional development to find topics of interest
 - 2. Years 2 & 3
 - a) Work with the Center for Teaching and Learning (CTL) - Workshops, trainings, syllabus review, midyear assessment
 - b) Work with Workplace Learning and Development (WLD) - Supervisory workshops, coaching, team forming
 - c) Identify professional opportunities beyond the university
 - 3. Years 4 & 5.
 - a) Add and expand the above activities
 - b) Perhaps apply for a CNS teaching fund to pursue opportunities to increase your effectiveness as an instructor.
 - c) Expand your professional development network
 - 4. What NOT to do in Years 1-5
 - a) First year - Do not add extra work. Concentrate on what you were hired for
 - b) Second – fourth years - Do not take on too much too fast
 - (1) Do not hesitate to seek support from fellow lecturers, your department head, and DPC.
 - (2) Avoid becoming overwhelmed and seek help as soon as you notice you are feeling overwhelmed.
 - c) Senior Lecturer to Senior Lecturer II
 - (1) Continue with teaching development, New technologies, New teaching methods (TBL, flipped classrooms, etc.)
 - (2) Teach a RAP, freshman seminar, or honors section
- C. The university of professional communities provides numerous professional development opportunities. This list is partial and will be updated on a yearly basis - but consider it simply a place to start!
 - 1. Flex grants through The Institute for Teaching Excellence & Faculty Development (TEFD). Grants of \$500 that are intended to support faculty professional development related to teaching. These grants are funded by the campus through the Massachusetts Society of Professors (MSP) contract and are available to faculty every year.
 - 2. Massachusetts Society of Professors (MSP) grants for research development. Individual awards of up to \$1,000 to bargaining unit members who are active in research and who do not have access to significant alternative funding, such as Research Trust Funds, gifts, external research grants, etc.
 - 3. Bargaining unit members who are active in research and who do not have access to significant alternative funding may also apply for such awards for reimbursement of eligible expenses that are expressly disallowed by their alternative funding sources.
 - 4. College of Natural Sciences (CNS) Teaching Grants. Provides small grants - typically ranging from \$500 to \$1500 - to CNS faculty who wish to pursue opportunities to increase their effectiveness as a researcher or instructor. The goal of the program is to improve the quality of research and teaching within the College.

5. College of Natural Sciences (CNS) Lecturer's Professional Development Fund Awards eligible lecturers funding for activities that contribute to their scholarship and effectiveness as teachers and mentors. Lecturers can apply for grants of up to \$2,000 each for professional development activities that involve teaching, research, and/or creative endeavors.
6. The Jackie Pritzen Fund. The Jackie Pritzen Fund, a portion of the endowment of Five Colleges, Incorporated, will be used to support Five College programs, including certificate programs, interdisciplinary programs, area studies, dance, theater, faculty development, and the Jackie Pritzen Lecture. Jackie devoted much of her time and energy to exploring and/or building new academic collaborations and strengthening recently established academic collaborations; preference may be given to making awards to support opportunities such as these (exploring, launching, sustaining, enriching) which need funding. Directors, chairs, and coordinators of Five College groups are invited to make application for awards from the fund in the range of \$1,500 to \$3,500 for projects and initiatives that would enhance some element of their collaborative programs and would involve faculty members from at least three of the campuses in the planning
7. Senior Lecturer Professional Improvement Fellowship. Provides one semester of paid leave to work on a professional development project proposed in the Fellowship proposal. Only Senior Lecturers or above may apply. Only 3 proposals are advanced from each college. Only 6 total are awarded by the university each semester.