

Policy on Appointment, Evaluation and Promotion Track for Continuing, Non-tenure Track McCormick Faculty

Purpose and Scope

This policy describes the procedures and criteria to be used in appointing and evaluating continuing non-tenure track (CNTT) faculty in the McCormick School of Engineering and Applied Science. While such faculty do not have indefinite tenure in the University, they are normally considered for renewal and advancement over multiple years. This policy applies to Lecturers, Senior Lecturers, Clinical Professors, and Professors of Instruction. The purpose is to clarify appointment titles, criteria and processes and to make them consistent across the McCormick School.

Position Definitions

- Lecturer ranks will normally be used for continuing non-tenure track teaching faculty who have not completed the Ph.D. A single term appointment as a Lecturer may be appropriate for recent PhD graduates with no significant teaching experience prior to transitioning into the Professor of Instruction ranks.
- Professor of Instruction ranks are intended to be the standard career trajectory for teaching faculty with earned Ph.D.'s whose responsibilities in McCormick center on educational activities.
- Clinical Professor titles are reserved for teaching faculty who are invited to McCormick because they bring substantial professional experience in their fields of expertise that is relevant to their ability to offer unique knowledge and perspectives in their assigned teaching or administrative duties.

The difference in titles in some cases may be subtle, and ultimately may be a matter of judgment on the part of the appointing unit, with review and approval by the Dean.

Appointment tracks and service requirements

Title	Typical Appointment term	Minimum experience and/or education requirement	Typical timing of promotion evaluation
Lecturer	3 years, renewable twice	Appropriate training and/or experience in salient field	In 6 th year
Senior lecturer	3 years, renewable	≥ 6 years relevant teaching experience	Not applicable
Assistant Professor of Instruction	3 years, renewable twice	Ph.D. in related field and at least 1 year of documented teaching experience	In 6 th year
Associate Professor of Instruction	3 years, renewable	Ph.D. in related field and ≥ 6 years relevant teaching experience	In 6 th year
Professor of Instruction	5 years, renewable	Ph.D. in related field and ≥ 12 years relevant teaching experience	Not Applicable
Clinical Assistant Professor	3 years, renewable twice	≥ 5 years salient experience; little teaching experience	In 6 th year
Clinical Associate Professor	3 years, renewable	≥ 10 years salient experience; little teaching experience	In 6 th year
Clinical professor	5 years, renewable	≥ 10 years salient experience; >3 years substantial, documented teaching experience	Not Applicable

Faculty holding clinical positions at the date of implementation of this policy may retain those titles or shift to parallel Professor of Instruction titles at their discretion. Typically, a shift to the Professor of Instruction title would occur at the candidate's discretion upon promotion. It is expected that faculty currently holding lecturer titles will be transitioned to the appropriate Professor of Instruction rank if they meet the education and experience criteria defined above. No non-tenure track faculty will be reduced in rank as a result of implementation of this policy.

Consideration for promotion within teaching faculty ranks will typically occur on a timeline similar to that employed within the corresponding tenure-track ranks. Unit leaders are responsible for advancing high performing non-tenure track faculty in a timely manner; more rapid advancement may be appropriate and deserved in special cases.

Process and Responsibilities

Appointment, reappointment and promotion review processes will be managed by the appropriate department or program chair, or in the case of Freshman Advisors, by the Associate Dean for Undergraduate Engineering.

For new appointments, a search will be carried out under the direction of a search committee or single faculty member, at the discretion of the unit leader. Candidates will be screened by the committee/faculty search leader based on CVs, brief teaching statements, and 3 – 5 letters of reference from knowledgeable writers. Selected candidates will be interviewed by the search committee and other members of the unit. Dossiers of preferred candidates will be brought to unit faculty for voting, and, upon approval, the unit leader will make a recommendation to the Dean, who will decide on the appointment. In the case of Freshman Advisors, no faculty vote is required, but a formal search committee must be used to select candidates.

In promotion cases, the unit leaders (for Freshman Advisors, the Associate Dean) will appoint an *ad hoc* committee of three or more faculty, at least two of whom are tenure track faculty, and one who is among the CNTT faculty of any McCormick unit, to review the case and recommend action. In the case of Freshman Advisors, ad hoc committee members may be selected from any department in McCormick. Recommendations will be brought to the faculty of the unit for a vote, and the recommended action will be communicated to the Dean, who will make the final decision. The faculty vote may be omitted for cases in which there is no traditional home department or unit including Freshman Advisor appointments and appointments in the Farley Center for Entrepreneurship and Innovation and the Segal Design Institute.

The schedule of the review cycle will normally coincide with the review processes for tenure track faculty.

The criteria for appointment and renewal are excellence in teaching, mentoring, and advising students, as reflected in these materials:

1. A current *curriculum vita* that includes relevant teaching, mentoring, and professional activities prior to and/or during the faculty member's term of appointment.
2. For reappointments:
 - a. CTEC evaluations for courses taught since the most recent appointment, both quantitative scores and student comments.
 - b. Advisor evaluation scores and comments.

- c. Course syllabi and examples of supporting materials developed for teaching.
3. For new appointments, information listed under 2a through c for those with prior teaching experience.
4. Examples of mentoring or coaching activities and achievements, and/or pedagogical innovations – new courses, new methods, new experiments, supported, where possible, with an assessment of the effectiveness of those innovations.
5. A brief statement of the candidate's teaching approach, experience, and plans.

The criteria for promotion are similar, with the expectation of clear growth in effectiveness and contributions to enhancing the quality of the educational program at Northwestern and in McCormick. Professional service and/or scholarship in the broader community of engineering education can also count as a contributing factor in promotion cases. Materials to be considered are these:

1. A current *curriculum vita* that includes significant professional activities during the faculty member's term of appointment.
2. The candidate's reflective evaluation of past accomplishments and/or future plans in teaching, professional activity, and service. This should include his/her teaching approach, a statement of accomplishments during the term of appointment, a description of achieved goals and future priorities.
3. CTEC evaluations for all courses taught since the most recent appointment, both quantitative scores and student comments.
4. Advisor evaluation scores and comments.
5. Course syllabi and examples of supporting materials developed for teaching.
6. Examples of pedagogical innovations – new courses, new methods, new experiments, supported by measures of effectiveness of those innovations – and of mentoring/coaching activities and achievements.
7. Where appropriate, a description of service to the candidate's profession, particularly documentation of leadership roles and achievements.
8. Three to five letters of assessment, solicited by the department/program chair, or in the case of Freshman Advisors, by the Associate Dean for Undergraduate Engineering, from current students and recent alumni who have studied with the candidate, and other knowledgeable academic or professional colleagues. The candidate should be invited to suggest potential letter writers, and the unit leader may add others and select letter writers from this combined set.

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