

**West Texas A&M University  
Department of Communication  
Standards of Faculty Evaluation**

**Programs:     Communication Studies and Media Communication  
(Revised: January 24, 2022)**

The Standards of Faculty Evaluation for the Department of Communication are meant to supplement the faculty handbook for West Texas A&M University and do not supersede any handbook requirements, rules, and procedures. The standards below are for tenured and tenure-track faculty members on 4/4 or 3/3 teaching loads in West Texas A&M University's Department of Communication (hereafter referred to as the Department), and for non-tenure-track and fixed term faculty members on 5/5 or 4/4 teaching loads as defined in the West Texas A&M University (hereafter referred to as the University) faculty handbook standards for tenure and promotion. The standards for the Department will be regularly reviewed and adjusted to match any changes to the University standards for annual evaluation or tenure and promotion.

According to the University faculty handbook: "Continued employment at West Texas A&M University, merit pay increases, and eventual tenure and promotion depend on the faculty member's performance in three recognized categories of activity and achievement" (Section III.D): Instructional Responsibilities, Intellectual/Creative Contributions, and Professional Service. Additionally, Collegiality/Professionalism is expected of all University faculty members. The ratings for the first three categories are Outstanding (3.50 to 4.00 points), Excellent (3.00 to 3.49 points), Satisfactory/Excellent (2.50 to 2.99 points), Satisfactory (2.00 to 2.49 points), Unsatisfactory (0.00 to 1.99 points), and Not Applicable (used only when a category does not pertain to the faculty member's job requirements). Additionally, a faculty member's professionalism and collegiality are reviewed by the Department head during the annual review of faculty performance and by tenure and promotion committees.

All faculty members are evaluated annually by their students, their peers, and by their direct supervisor. Faculty members are expected to maintain accurate records in the Faculty Information System and annually submit a summary of their performance for the evaluation calendar year by Feb. 1 of the following year. The department head, in consultation with tenured faculty members within the department, employs a holistic approach to determine each faculty member's annual ratings. These annual reviews cumulatively provide the basis for tenure and promotion decisions. While activity in each category is expected, it is the totality of a faculty member's accomplishments that must be evaluated. **Collegiality is highly valued and earnestly cultivated**; issues or concerns with a faculty member's collegiality will be addressed and handled by the department head, in consultation with other faculty members and administrators as warranted. Each faculty member and the department head will decide on the suggested weight for the three major areas of responsibility in their annual interview.

Non-tenure-track faculty and Fixed Term faculty will, in general, have a higher weight placed on the category of instructional responsibilities. In addition, non-tenure-track and

fixed term faculty have similar service expectations as tenured and tenure-track faculty. Intellectual contributions are expected in the form of professional and program development. The faculty handbook outlines the required intellectual contribution elements for promotion for non-tenure-track faculty: (1) professional development to stay informed about teaching/program areas; (2) program leadership; and (3) program development (Section III.B.d.2.1.4 and 2.2.1).

Annual evaluations are conducted using the Annual Review of Faculty form at the end of section III.D in the faculty handbook. Evaluations of faculty performance are on the three categories as outlined below. Please note that the bulleted items for each of the three categories evaluated are not all-inclusive. These are a guide for what is evaluated annually.

**Instructional Responsibilities:**

Faculty Rating	Standards
<p>A rating of <i>Unsatisfactory</i> in the area of Instructional Responsibilities will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Has a course evaluation Instructor Mean of 2.00 or lower.</li> <li>• Does not maintain and develop student-centered syllabi.</li> <li>• Does not maintain office hours or make time available to meet with students.</li> <li>• Does not participate in classroom assessments.</li> <li>• Makes no effort to improve teaching.</li> <li>• Does not participate in student advising.</li> <li>• Fails to submit an annual professional summary for evaluation.</li> <li>• Refuses to incorporate technology in teaching.</li> </ul>
<p>A rating of <i>Satisfactory</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Has a course evaluation Instructor Mean of 2.01-2.50 (course evaluation scores count no more than 30 to 40% of assessment of instructional responsibilities).</li> <li>• Carries a below average course load.</li> <li>• Minimally participates in classroom assessments.</li> <li>• Has limited availability and communication with students.</li> <li>• Generates course syllabi late.</li> <li>• Lacks timely responses to students and feedback about student work.</li> <li>• Minimally participates in the on-going departmental assessment of student learning.</li> <li>• Has limited professional interaction with colleagues.</li> </ul>
<p>A rating of <i>Satisfactory/Excellent</i> will</p>	<ul style="list-style-type: none"> <li>• Has a course evaluation Instructor Mean of 2.51-2.99 (course evaluation scores count no more</li> </ul>

<p>be assigned to a faculty member who:</p>	<p>than 30 to 40% of assessment of instructional responsibilities).</p> <ul style="list-style-type: none"> <li>• Has an average course load (adjusted by independent studies, theses, course reductions, etc.).</li> <li>• Minimally participates in course assessment efforts.</li> <li>• Maintains accurate and detailed course syllabi that is uploaded in a timely manner.</li> <li>• Often responds to students and returns graded student work in a timely manner.</li> <li>• Is regularly available to students and communicates effectively with students both in and out of class.</li> <li>• Regularly advises students as assigned.</li> <li>• Participates in on-going assessment of student learning.</li> <li>• Participates in Innovation/Assurance of learning activities.</li> <li>• Professionally connects with colleagues in meetings and as necessary.</li> </ul>
<p>A rating of <i>Excellent</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Has a course evaluation Instructor Mean of 3.00-3.40 (course evaluation scores count no more than 30 to 40% of assessment of instructional responsibilities).</li> <li>• Has an above-average course load (adjusted by independent studies, theses, course reductions, etc.).</li> <li>• Demonstrates good course assessment efforts.</li> <li>• Maintains accurate and detailed course syllabi, uploaded on time.</li> <li>• Responds to students and returns graded student work in a timely manner.</li> <li>• Participates in peer review of teaching by observing colleagues and inviting colleagues to observe classes.</li> <li>• Demonstrates above average participation in innovation/assurance of learning activities.</li> <li>• Professionally connects and collaborates with colleagues.</li> </ul>
<p>A rating of <i>Outstanding</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Has a course evaluation Instructor Mean of 3.41 or better (Course evaluation scores count no more than 30 to 40% of assessment of instructional responsibilities).</li> </ul>

	<ul style="list-style-type: none"> <li>• Has an above average course load (adjusted by independent studies, theses, course reductions, etc.).</li> <li>• Demonstrates strong course assessment efforts.</li> <li>• Maintains accurate and detailed course syllabi, uploaded on time.</li> <li>• Responds to students and returns graded student work in a timely manner.</li> <li>• Demonstrates outstanding communication with students in advising, classes, and department activities.</li> <li>• Participates in peer review of teaching by observing colleagues and inviting colleagues to observe classes.</li> <li>• Demonstrates significant participation in innovation/assurance of learning activities.</li> <li>• Professionally connects and collaborates with colleagues, creating a supportive environment.</li> </ul>
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To document effectiveness in the category of **Instructional Responsibility**, faculty can include weblinks to the following as part of their annual professional summary provided through the Faculty Information System:

- A sample course syllabus
- A sample of graded student work
- A sample class activity
- A summary of students' comments from classroom assessments
- A list of teaching awards

Evidence of Innovation and Assurance of Learning can be in any of the following areas. It is recommended that the narrative provided by the faculty member as part of the Annual Review of Faculty Performance explains how they demonstrate **three** means of innovation and assurance of learning in the classroom such as noted below:

- Service learning
- Sample syllabi
- Classroom innovation
- Use of technology in the classroom
- Development/revision of courses
- Honors/award/recognition for teaching
- Participation in pedagogical training
- Participation in technological training
- Participation in faculty development

Peer Evaluation Process (Recommended):

- Ask peers in the Department of Communication to observe a class. It is also valuable to ask peers outside the department.

- Meet to discuss the observations. The purpose of the meeting will be to share teaching ideas noted from the observations. The observer should also write a letter of support for the faculty member’s promotion folder.

### Intellectual/Creative Contributions

This category sets out different standards for tenured/tenure-track and non-tenure-track faculty and are not all-inclusive. The Intellectual/Creative Contributions category expectations are significantly different so please refer to the section pertaining to the appropriate faculty status.

Faculty Rating	Standards
<b>Tenured and Tenure-Track Faculty Intellectual/Creative Contributions</b>	
A rating of <i>Unsatisfactory</i> will be assigned to a tenured/tenure-track faculty member in the area of Intellectual/Creative Contributions who:	<ul style="list-style-type: none"> <li>• Does not maintain active membership in professional academic associations.</li> <li>• Does not attend or make presentations at annual academic conferences.</li> <li>• Has no ongoing research program.</li> <li>• Makes no effort to keep informed about new research/developments in the discipline.</li> <li>• Has no publication or presentation activity.</li> <li>• Fails to submit an annual professional summary for evaluation.</li> </ul>
A rating of <i>Satisfactory</i> will be assigned to a tenured/tenure-track faculty member who:	<ul style="list-style-type: none"> <li>• Has shared professional expertise in workshop or academic settings at local venues.</li> <li>• Has no publications but does have demonstrable publication activity.</li> <li>• Works with colleagues; participates in few departmental intellectual activities.</li> </ul>
A rating of <i>Satisfactory/Excellent</i> will be assigned to a tenured/tenure-track faculty member who:	<ul style="list-style-type: none"> <li>• Attends area/state workshops, seminars or exhibitions in area of specialization.</li> <li>• Demonstrates publication activity, including works in progress.</li> <li>• Academically engages in the local community (e.g., local publications, workshops).</li> <li>• Works with colleagues; participates in departmental intellectual activities.</li> </ul>
A rating of <i>Excellent</i> will be assigned to a tenured/tenure-track faculty member who:	<ul style="list-style-type: none"> <li>• Presents and participates at academic and/or professional conferences at regional or higher level.</li> <li>• Demonstrates publication activity; works in progress.</li> </ul>

	<ul style="list-style-type: none"> <li>• Publishes an academic or pedagogical article or book chapter.</li> <li>• Works with colleagues; participates in departmental intellectual activities.</li> <li>• Applies for grant awards for intellectual contribution support as needed.</li> </ul>
<p>A rating of <i>Outstanding</i> will be assigned to a tenured/tenure-track faculty member who:</p>	<ul style="list-style-type: none"> <li>• Presents and participates at academic and/or professional conferences at regional or higher level.</li> <li>• Demonstrates publication activity; works in progress.</li> <li>• Publishes a peer-reviewed academic original research-based article or book chapter.</li> <li>• Works with colleagues; participates in departmental intellectual activities.</li> <li>• Uses expertise to support community and/or consulting activities at level appropriate for rank.</li> <li>• Applies and receives grant awards for intellectual contribution support as needed.</li> </ul>
<p><b>Non-tenure-track &amp; Fixed Term Intellectual/Creative Contributions:</b> This area focuses on required elements for promotion: (1) professional development to stay informed about teaching/program areas; (2) program leadership; and (3) program development (Section III.B.d.2.1.4 and 2.2.1).</p>	
<p>A rating of <i>Unsatisfactory</i> will be assigned to a non-tenure-track/fixed term faculty member in the area of Intellectual/Creative Contributions who:</p>	<ul style="list-style-type: none"> <li>• Does not maintain active membership in professional and/or academic associations.</li> <li>• Does not use expertise in a manner that furthers the communication program.</li> <li>• Makes no effort to keep informed about new research/developments in the discipline.</li> <li>• Has no demonstrable activity related to the development of program area and leadership.</li> <li>• Fails to submit an annual professional summary for evaluation</li> </ul>
<p>A rating of <i>Satisfactory</i> will be assigned to a non-tenure-track/fixed term faculty member who:</p>	<ul style="list-style-type: none"> <li>• Shares professional expertise in community and local groups.</li> <li>• Demonstrates minimal effort to keep informed about new research/developments in the discipline.</li> <li>• Demonstrates minimal activity related to the development of program area and leadership.</li> </ul>
<p>A rating of <i>Satisfactory/Excellent</i> will be assigned to a non-</p>	<ul style="list-style-type: none"> <li>• Shares professional expertise in community and local groups.</li> </ul>

<p>tenure-track/fixed term faculty member who:</p>	<ul style="list-style-type: none"> <li>• Participates in activities to keep up with new research/developments in the discipline.</li> <li>• Demonstrates minimal activity related to the development of program area and leadership.</li> </ul>
<p>A rating of <i>Excellent</i> will be assigned to a non-tenure-track/fixed term faculty member who:</p>	<ul style="list-style-type: none"> <li>• Shares professional expertise in community and local groups.</li> <li>• Participates in activities to keep up with new research/developments in the discipline.</li> <li>• Demonstrates excellence in program outcomes (awards, adjudication, recognition, etc.).</li> </ul>
<p>A rating of <i>Outstanding</i> will be assigned to a non-tenure-track/fixed term faculty member who:</p>	<ul style="list-style-type: none"> <li>• Shares professional expertise in community and local groups.</li> <li>• Participates in activities to keep up with new research/developments in the discipline.</li> <li>• Demonstrates excellence in program outcomes (awards, adjudication, recognition, etc.).</li> <li>• Demonstrates leadership in program.</li> </ul>

To document ***Intellectual Contributions***, faculty can include links to the following as part of their annual professional summary provided through the Faculty Information System (list is not exhaustive):

- A copy of a published article, book review
- Materials prepared for a professional workshop
- Notification letters for grant awards
- Convention program listings for panel and paper presentations
- A list of awards for scholarly achievement
- A list of student research completed under faculty member’s guidance
- A link to creative contributions
- A link to professional development activities

**Professional Service**

Faculty Rating	Standard
<p>A rating of <i>Unsatisfactory</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Does not attend departmental meetings and functions.</li> <li>• Holds no committee memberships at the departmental, college, or university level.</li> <li>• Has no professional service activity in a professional association.</li> <li>• Does not submit reports in a timely fashion as requested by the department head.</li> </ul>

<p>A rating of <i>Satisfactory</i> would be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Fulfills duties as expected of university faculty, including submitting reports and other needed materials as requested by the department head.</li> <li>• Engages in responsible advising.</li> <li>• Regularly attends department meetings and functions.</li> <li>• Serves on an academic committee of any kind, at any level.</li> </ul>
<p>A rating of <i>Satisfactory/Excellent</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Fulfills duties as expected of university faculty, including submitting reports and other needed materials as requested by the department head.</li> <li>• Engages in responsible advising.</li> <li>• Regularly attends department meetings and functions.</li> <li>• Serves as an academic committee member of any kind, at any level, OR as an organization sponsor.</li> <li>• Participates in departmental assessment projects, including in the classroom.</li> <li>• Participates in student mentoring.</li> </ul>
<p>A rating of <i>Excellent</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Fulfills duties as expected of university faculty, including submitting reports and other needed materials as requested by the department head.</li> <li>• Engages in responsible advising and mentoring.</li> <li>• Regularly attends department meetings and functions.</li> <li>• Serves on an academic committee of any kind, at any level, OR as an organization sponsor.</li> <li>• Participates in departmental assessment projects, including in the classroom.</li> <li>• Participates in recruiting and retention efforts.</li> <li>• Serves the field in a capacity fitting the discipline and faculty rank.</li> </ul>
<p>A rating of <i>Outstanding</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Fulfills duties as expected of university faculty, including submitting reports and other needed materials as requested by the department head.</li> <li>• Engages in responsible advising.</li> <li>• Regularly attends department meetings and functions.</li> <li>• Serves on an academic committee of any kind, at any level, OR as an organization sponsor.</li> <li>• Holds a leadership position in professional service to an organization or committee (internal or external).</li> </ul>

	<ul style="list-style-type: none"> <li>• Participates in departmental assessment projects.</li> <li>• Demonstrates leadership in student and colleague mentoring.</li> <li>• Actively participates and leads recruiting and retention efforts.</li> <li>• Serves the field in a capacity fitting the discipline and faculty rank.</li> <li>• Serves the community related to professional expertise or connection to the University.</li> </ul>
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To document **Professional Service**, faculty should include the following as part of their annual professional summary provided through the Faculty Information System (list is not exhaustive):

- A list of committees and explanation of duties performed
- Explanation of advising duties (number of advisees, participation in NSO events)
- A list of service awards
- Support of departmental service, such as recruiting & retention activities.

### **Tenure and Promotion Eligibility for Tenure-Track Faculty Members**

All assistant professors are required to go through a third-year review process. Candidates must receive a statement from the EVPA that they are making adequate progress toward tenure and promotion, or that they are making adequate progress but have areas for improvement. Candidates who have not made adequate progress toward tenure and promotion will be offered a terminal, 9-month appointment.

To be eligible for **promotion to the rank of Associate Professor**, a faculty member must be considered “Outstanding” or “Excellent” in the evaluation categories of Instructional Responsibilities, Intellectual/Creative Contributions, and Professional Service. A tenure-track Assistant Professor may not apply for the award of tenure without simultaneous application for promotion.

To be eligible for **promotion to the rank of Professor**, a faculty member must have served a minimum of four years in the rank of Associate Professor. The applicant must be considered “Outstanding” in at least one of the two evaluation categories of Instructional Responsibilities or Intellectual Contributions and “Excellent” in the other of these two categories and in the category of Professional Service. Faculty members with evaluations from all administrative levels lower than “Excellent” in the appropriate categories of evaluations during the **two years** preceding their application for promotion are not eligible for promotion.

The following extends the expectations of annual review to the expectations of tenure and promotion over a multi-year period for Excellent and Outstanding in each category.

### **Instructional Responsibilities:**

Faculty Rating	Standards
<p>A rating of <i>Excellent</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Has a consistent course evaluation Instructor Mean of 3.00-3.40 or better over the promotion period.</li> <li>• Has consistent course support for the program with good enrollment and active engagement in independent enrollments such as independent studies, applied projects, thesis committee member and/or chair, etc., over the promotion period.</li> <li>• Demonstrates assessments of their courses and the program each year.</li> <li>• Maintains accurate and detailed course syllabi each semester.</li> <li>• Responds to students and returns graded student work in a timely manner each semester.</li> <li>• Participates in peer review of teaching by observing colleagues and inviting colleagues to observe classes (2 letters recommended over promotion period).</li> <li>• Demonstrates above average participation in innovation/assurance of learning activities.</li> <li>• Professionally connects and collaborates with colleagues.</li> </ul>
<p>A rating of <i>Outstanding</i> will be assigned to faculty member who:</p>	<ul style="list-style-type: none"> <li>• Has a consistent course evaluation Instructor Mean of 3.40 or better.</li> <li>• Has consistent course support for the program with good enrollment and active engagement in independent enrollments such as independent studies, applied projects, thesis committee member and/or chair, etc., over the promotion period.</li> <li>• Demonstrates strong course and program assessment participation each year.</li> <li>• Maintains accurate and detailed course syllabi each semester.</li> <li>• Responds to students and returns graded student work in a timely manner each semester.</li> <li>• Demonstrates outstanding communication with students in advising, classes, and department activities.</li> <li>• Participates in peer review of teaching by observing colleagues and inviting colleagues to observe classes (3 letters recommended over promotion period).</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates significant participation in innovation/assurance of learning activities each year.</li> <li>• Professionally connects and collaborates with colleagues; creating a supportive environment.</li> </ul>
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### Intellectual/Creative Contributions

**Please note that in this category, tenure and promotion standards are specified for each rank. This is not all-inclusive but a guideline to help with preparation for tenure and promotion.**

Faculty Rating	Standards
<p><b>Assistant Professors aspiring to become Associate Professors must meet the following standards:</b></p>	
<p>A rating of <i>Excellent</i> will be assigned to an <u>Assistant Professor</u> who:</p>	<ul style="list-style-type: none"> <li>• Annually presents and participates at academic and/or professional conferences at regional or higher level.</li> <li>• Demonstrates a research agenda beyond tenure and promotion.</li> <li>• Regularly publishes peer-reviewed original research and/or pedagogical articles, with original research articles being prioritized.</li> <li>• Receives adjudicated recognition for productions/products where the faculty member is the primary creator.</li> <li>• Demonstrates professional and collaborative support of colleagues over the promotion period.</li> <li>• Applies for grants and fellowships that demonstrate significant intellectual contribution.</li> </ul> <p>Faculty should have at least 3 peer-reviewed original research publications in combination with pedagogical articles, adjudicated productions, or other appropriate intellectual contributions (which could include additional peer-reviewed original research).</p>
<p>A rating of <i>Outstanding</i> will be assigned to an <u>Assistant Professor</u> who:</p>	<ul style="list-style-type: none"> <li>• Annually presents and participates at academic and/or professional conferences at regional or higher level.</li> <li>• Demonstrates a research agenda beyond tenure and promotion.</li> <li>• Regularly publishes peer-reviewed original research and/or pedagogical articles, with original research articles being prioritized.</li> </ul>

	<ul style="list-style-type: none"> <li>• Receives adjudicated recognition for productions/products where the faculty member is the primary creator.</li> <li>• Demonstrates professional and collaborative support of colleagues over the promotion period.</li> <li>• Is awarded grants and fellowships that demonstrate significant intellectual contribution.</li> </ul> <p>Faculty should have at least 4 peer-reviewed original research publications in combination with pedagogical articles, adjudicated productions, or other appropriate intellectual contributions (which could include additional peer-reviewed original research).</p>
<p><b>Associate Professors aspiring to become Professors must meet the following standards:</b></p>	
<p>A rating of <i>Excellent</i> will be assigned to an <u>Associate Professor</u> meeting the following:</p>	<p>In addition to expectations of assistant professors aspiring to become associate professors, those aspiring to become full professors must demonstrate:</p> <ul style="list-style-type: none"> <li>• Leadership in their field based on their expertise through such activities as community involvement, consulting, invited speaking engagements, etc.</li> </ul>
<p>A rating of <i>Outstanding</i> will be assigned to an <u>Associate Professor</u> meeting the following:</p>	<p>In addition to expectations of assistant professors aspiring to become associate professors, those aspiring to become full professors must demonstrate:</p> <ul style="list-style-type: none"> <li>• Leadership in their field based on their expertise through such activities as community involvement, consulting, invited speaking engagements, invited journal reviewer for manuscripts, invited editorial board, journal editor, etc.</li> <li>• Departmental leadership in areas such as curriculum development, new directions, assessment, etc.</li> </ul>

**Professional Service**

Faculty Rating	Standard
<p>A rating of <i>Excellent</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Fulfills duties as expected of university faculty, including submitting reports and other needed materials as requested by the department head each semester.</li> <li>• Engages in responsible advising and student mentoring each semester.</li> <li>• Frequently attends department meetings and functions each semester.</li> </ul>

	<ul style="list-style-type: none"> <li>• Serves annually on academic committees of any kind, at any level, and/or as an organization sponsor.</li> <li>• Participates in departmental assessment projects each year.</li> <li>• Participates in recruiting and retention efforts each year.</li> <li>• Serves the field in a capacity fitting the discipline and faculty rank over the promotion period.</li> </ul>
<p>A rating of <i>Outstanding</i> will be assigned to a faculty member who:</p>	<ul style="list-style-type: none"> <li>• Fulfills duties as expected of university faculty, including submitting reports and other needed materials as requested by the department head each semester.</li> <li>• Engages in responsible advising each semester.</li> <li>• Frequently attends department meetings and functions.</li> <li>• Annually serves on academic committees of any kind, at any level, and/or as an organization sponsor over the promotion period.</li> <li>• Holds a leadership position in professional service to an organization or committee (internal or external) at some point in the promotion period.</li> <li>• Demonstrates leadership in departmental assessment projects over the promotion period.</li> <li>• Demonstrates leadership in student and colleague mentoring over the promotion period.</li> <li>• Actively participates in recruiting and retention efforts annually.</li> <li>• Continuously serves the field in a capacity fitting the discipline and faculty rank over the promotion period.</li> <li>• Serves the community related to professional expertise or connection to the University annually.</li> </ul>

**Promotion Eligibility for Non-Tenure-Track Faculty Members**

Non-tenure-track faculty will be reviewed on an annual basis by the department head and respective dean. Such review will include requirements established in the initial letter of appointment and any additional requirements added during annual reviews. Promotion of non-tenure-track faculty at the rank of instructor goes through department, college, and dean levels for promotion to Senior Instructor.

Promotion of non-tenure-track faculty at the ranks of Assistant and Associate Lecturer (Fixed-Term Faculty) follows the procedures and timeline provided in the university Promotion and Tenure policy. Fixed-term faculty status is awarded to those who are uniquely qualified to provide a specialized service to the department and university.

Applicants for promotion in Fixed Term Faculty ranks will not be evaluated by the University Promotion and Tenure committee. The applicant’s portfolio will be evaluated by the Department Promotion and Tenure Committee, the direct supervisor, the dean, EVPP, and the President as noted in the Faculty Handbook (3.2.2.)

Non-tenure-track faculty interested in promotion should follow the expectations of tenure-track faculty in the areas of Instructional Responsibilities and Professional Service. For Intellectual/Creative Contributions, non-tenure-track faculty should meet the following standards:

Faculty	Standard
<p>A rating of <i>Excellent</i> will be assigned to a non-tenure-track/fixed term faculty who:</p>	<ul style="list-style-type: none"> <li>• Annually uses professional expertise for community and local groups.</li> <li>• Annually participates in activities to keep up with new research/developments in the discipline.</li> <li>• Demonstrates excellence in program outcomes (student accolades, awards, adjudication, recognition, etc.).</li> </ul> <p>Faculty should be able to demonstrate consistent and regular program and professional development and excellence in leadership in their program.</p>
<p>A rating of <i>Outstanding</i> will be assigned to a non-tenure-track/fixed term faculty who:</p>	<ul style="list-style-type: none"> <li>• Shares professional expertise with community and local groups.</li> <li>• Participates in activities to keep current with new research/developments in the discipline.</li> <li>• Demonstrates excellence in program outcomes (awards, adjudication, recognition, etc.).</li> <li>• Demonstrates effective leadership in their program.</li> </ul> <p>Faculty should be able to demonstrate consistent and regular program and professional development as well as outstanding leadership in their program.</p>