Provost’s Annual Promotion Workshop

April 29, 2016
University Suites, Room 106

This guide and additional materials are available at www.uml.edu/PandT.
These guidelines developed by the Provost’s Office are designed to provide candidates with a framework for developing portfolios for promotion in a manner that presents faculty candidate accomplishments effectively. They are intended to assist reviewing committees, chairs and deans in making useful assessments of the portfolio.

This document is intended to serve as a guide and in no way supersedes or replaces the language of the MSP contract. These guidelines aim to achieve consistency in organization of the portfolio, which in turn, will help to ensure ready access to the components by the various levels of review: department personnel committee, chair, college personnel committee, dean, provost, and chancellor.

Faculty candidates, members of personnel committees and chairs are expected to review the relevant sections of the MSP Contract, especially Articles II, VII and VIII and Appendix 9, as well as effective memoranda of agreement. Departmental chairs are expected to mentor and advise all new faculty members. In particular, faculty should be informed of all promotion requirements.

**INFORMATION FOR ALL CANDIDATES**

All candidates for promotion are expected to prepare a portfolio containing a record and complete documentation of the maintenance of expertise and credentials (as applicable), their accomplishments in professional activities, instructional activity, and service. Clinical faculty and lecturers are not required to present accomplishments in research and scholarship.

All candidates are encouraged to submit the portfolio in digital format.

The promotion and tenure calendar, which provides candidates and reviewing authorities with a timetable of due dates for the given academic year, can be found at www.uml.edu/PandT.
Clinical Faculty and Lecturer Guidelines for Organizing the Portfolio and Supplemental Materials

The guidelines below describe the organization of the portfolio, regardless of format. The Provost's Office provides additional materials intended to assist candidates with the preparation of the electronic documents, including a user guide and basic template. These items can be found at www.uml.edu/PandT.

Candidates wishing to initiate the creation of an electronic folder for the 2016-2017 promotion and tenure cycle should submit an email to PandT@uml.edu by Friday, September 2, 2016. Please include name, department, current rank, and type of promotion.

Questions about electronic portfolio creation and submission may be directed to PandT@uml.edu.

Candidates for promotion may choose to submit the portfolio in hard copy. Hard copy materials should be presented in three-ring, large capacity binders, with sections separated by labeled dividers.

1. **Cover Page:** The portfolio begins with a cover sheet that includes the candidate's:
   - name
   - present rank
   - college
   - department
   - date of appointment at the University of Massachusetts Lowell and rank awarded
   - dates of leaves of absence (indicating the nature of leave)
   - dates and places of previous promotions
   - area of specialization within the discipline.

2. **Letter of Application:** The letter presents an overview of the candidate’s accomplishments to date, including a statement outlining the vision and philosophy that guide the candidate’s efforts in teaching and service. It may be helpful to include a statement of professional interests and goals, including specific plans to further these interests and to achieve these goals in future years. Typically, this letter should not exceed five pages.
   - **One Page Summary:** In order to assist reviewing parties, candidates may consider including in the letter a one-page, bulleted summary of major accomplishments in support of the application for promotion.

3. **Curriculum Vitae:** A copy of the curriculum vitae should be included. The curriculum vitae should follow the format outlined in Personnel Form #6 (Appendix 9) of the MSP contract.
4. **Maintenance of Expertise and Credentials:** Where applicable, show evidence of the candidate’s qualifications, credentials, and professional competence by attaching certificates or documentation of maintenance of required expertise.

5. **Professional Activity:**

   - **Professional Association Participation:** Show evidence of presentations at professional meetings, including the title and date of the presentation, the name and location of the meeting, and a one- or two-sentence description of the presentation.

   Include materials detailing professional service. Show evidence of offices held in professional associations, including titles, dates of terms, and method of selection. Show evidence of memberships on editorial boards, activities as referee for scholarly journals, activities as referee for granting agencies, memberships on evaluation panels, and services as critic, juror, and/or consultant for professional organizations; include dates of service.

   Show evidence of support of local, state, national, or international organizations, including contributions in consultancies, memberships on advisory boards, and offices held; include dates of service.

   - **Professional Honors and Awards:** Show evidence of recognition by national, scholarly, and professional associations. Include titles and dates of honors, awards, fellowships, and internships. The candidate may include an explanation of the significance of these recognitions and method of selection, as appropriate.

   - **Other Professional Recognition within the Discipline:** Show evidence of requests for colloquium presentations or workshops, reviews of publications, films, video productions, theatrical works, exhibitions, or performances. Show evidence of citations and references to the candidate’s work by others, invitations to exhibit, and guest performances; include dates.

   Also show evidence of meritorious public service related to the discipline, including assistance to governmental agencies and development of community, state, or national resources; include dates of service.

6. **Instructional Activity:**

   - **Teaching:** Provide a list of courses taught during the preceding five years. For each course, include date taught, title and number, number of students, and grade distribution. The candidate may provide a copy of the most recent syllabus used for each course, selected examinations and quizzes, reading lists or handouts (or comparable information given to students), a list of special projects, and an indication of student accomplishments. Document student perceptions of
teaching; include the results of student evaluations. Include peers'/Chair’s written assessments based on classroom observations.

List independent studies, honors theses, graduate theses and dissertations; for each, include name of student, title of project, date completed, and a one- or two-sentence description of the project.

• **Field Supervision**: Clinical faculty should include documentation of their excellence in supervision at field sites.

• **Special Recognition or Awards for Instruction**: Show evidence of special recognition. Include type of award and date. The candidate may include an explanation of the significance of these recognitions and method of selection, as appropriate.

• **Other Activity and Accomplishments Related to the Instructional Function**: Show evidence relating to publication in the scholarship of teaching and learning. Provide evidence relating to professional development activity related to teaching, pedagogy, and assessment of student learning outcomes. Include evidence of participation in workshops or conferences related to innovative teaching methods, assessment, service learning, or other topics related to teaching.

7. **Service**:

• **Service to Colleagues/the Department**: Provide evidence of consultation about educational problems, reviews of manuscripts, collaboration on research projects, assistance with film, video, or dramatic productions, artistic exhibitions, or musical performances, and contributions to programs in other concentrations, areas, or schools.

List memberships on departmental committees, development of programs, and activities. List only contributions not related to professional development or instruction.

• **Service to the College/University/System**: List committee memberships, roles, significant contributions, and periods of service.

• **Service to the Community/Public Related to Professional Field**: Provide evidence of lectures, speeches, presentations, performances, and short courses offered; include dates.

8. **Research**: While there is no requirement for evidence in support of research and scholarship, and clinical faculty and lecturers shall not be required to perform research, scholarship, or creative work, the candidate may include evidence of research activity such as grant proposal writing and scholarly authorship.
9. **List of Supplemental Materials**: If applicable, include a brief table of contents for supplemental materials; indicate in which format the materials are provided. Materials should be arranged following the order of the main portfolio.

**Organization of the Supplemental Materials**

Supplemental materials may be presented in electronic format or in hard copy, or in a combination of both formats. If the candidate presents both electronic and hard copy supplemental materials, contents should not be duplicated.

Supplemental materials may include evidence related to instruction, such as copies of assignments, supervised theses, and complete sets of student evaluations, as well as letters and documents relating to service contributions. Though research is not required of clinical faculty or lecturers, the candidate has the option to include materials related to scholarly activity.

**Electronic Format**: Electronic supplemental materials should not be included in the main portfolio. The candidate may prepare a separate document in digital format (.pdf). Materials should be arranged following the order of the main portfolio, and major sections should be clearly bookmarked.

**Hard Copy**: Supplemental materials should be compiled in a sturdy, lidded file box. Materials should be arranged following the order of the main portfolio, and major sections should be clearly labeled.
**INFORMATION ON EXTERNAL REVIEW LETTERS**

External review letters are not required for non-tenure track candidates. Candidates may include solicited letters from colleagues and experts from other institutions in the main portfolio as appropriate.

**INFORMATION FOR CANDIDATES SEEKING PROMOTION FROM LECTURER TO SENIOR LECTURER I**

Lecturers may continue to serve without promotion indefinitely. Lecturers may be considered for promotion to Senior Lecturer I during or following their sixth year of service as a Lecturer at UMass Lowell.

**INFORMATION FOR CANDIDATES SEEKING PROMOTION FROM ASSISTANT CLINICAL PROFESSOR TO ASSOCIATE CLINICAL PROFESSOR**

Clinical faculty may continue to serve without promotion indefinitely. Assistant Clinical Professors may be considered for promotion to Associate Clinical Professor during or following their fifth year of service as Assistant Clinical Professor at UMass Lowell.

**INFORMATION FOR CANDIDATES SEEKING PROMOTION FROM SENIOR LECTURER I TO SENIOR LECTURER II OR FROM ASSOCIATE CLINICAL PROFESSOR TO FULL CLINICAL PROFESSOR**

Faculty at the rank of Senior Lecturer I or Associate Clinical Professor may continue to serve without promotion indefinitely. Applications for promotion to Senior Lecturer II or Clinical Professor may be made after six years of excellent performance.
INSTRUCTIONS ON ASSESSMENT TO COMMITTEES, CHAIRS, AND DEANS

1. **Instructional Activity Assessment:** Evidence of teaching effectiveness normally includes materials demonstrating innovation in and continuous improvement of pedagogy, curriculum and course development, and the results of student evaluations as well as chair/peer evaluations.

2. **Service Assessment:** The Departmental and College Personnel Committees may include an indication of the types of service assessments used in the unit. University, professional and community accomplishments constitute appropriate activity in this area of assessment.

   **Notes on Service:**
   In general, service will be considered primarily on the basis of its benefits to the University of Massachusetts Lowell.

   Promotion to Senior Lecturer II or Clinical Professor should include significant participation not only in departmental, college, and university committees, but also in activities such as professional associations and contributions to the community at large.

   In areas in which a candidate believes substantial contributions have been made (as may be indicated in the candidate's statement on service), it may be useful for the department to provide information about the effectiveness or importance of the candidate’s service in its letter.

**Note:** For candidates for promotion to Senior Lecturer II or Clinical Professor, the primary emphasis of the assessment is work done since promotion to Senior Lecturer I or Associate Clinical Professor.