PROVOST’S GUIDELINES FOR THE PROMOTION PROCESS FOR NON-TENURE TRACK FACULTY
For Applicants, Committees, Chairs, and Deans
Approved by the Provost in April 2017
Modified on June 13, 2017

These guidelines were developed by the Provost’s Office as a recommendation to candidates developing portfolios for promotion. These guidelines are suggestions intended to assist candidates in focusing their efforts in presenting their accomplishments effectively, concisely, and without duplication or unnecessary inclusion of extraneous information.

It is our hope that these guidelines promote consistency in organization of candidates’ portfolios that will facilitate ready access of essential components to reviewers at the various levels of review: the department personnel committee, the college personnel committee, the dean, the university Rank and Tenure committee, the provost and chancellor.

These guidelines do not supersede or replace the language of the MSP contract in any way. 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 and deans are expected to mentor and advise all new faculty members, and inform faculty of nuances and expectations in their discipline and their college promotion.

INFORMATION FOR ALL CANDIDATES

Candidates for promotion are expected to prepare a portfolio documenting their accomplishments in instructional activity and service in your professional capacity as a UMass Lowell faculty member to the university, the public, or pedagogy of the discipline. The University of Massachusetts Board of Trustees requires candidate portfolios to be submitted in digital format (.pdf).

A sample promotion portfolio template is provided as an instructional tool.

Candidates intending to apply for Promotion for the 2017-2018 promotion and tenure cycle should submit an email to PandT@uml.edu by Friday, September 1, 2017. This will ensure that a dedicated folder will be established on the University’s P&T file share. Please include your name, department, current rank, and type of action sought in your email message.

The final portfolio and supplemental materials must be uploaded electronically to the P&T file share by September 18, 2017 at 11:59pm. Candidates are advised to have the portfolio reviewed by mentors prior to uploading as they may not be altered after this deadline.

Addenda to the portfolio that include significant new updates may, and should, be submitted by candidates for upload after September 18, 2017 by email to PandT@uml.edu with cc: to your department chair and college dean. Addendum updates are limited to:
• Newly received honors or awards
• Candidate rebuttals to review letters

The promotion and tenure calendar, which provides candidates and reviewing authorities with a timetable of due dates for the given academic year, may be found at www.uml.edu/PandT.

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

**Information for Candidates Seeking Promotion from Lecturer to Senior Lecturer I**

**Normal time for consideration:**

Lecturers may continue to serve without promotion indefinitely. Lecturers may be considered for promotion to Senior Lecturer I after completing six (6) years of full-time service at University of Massachusetts Lowell.

**General Principles:**
The primary objectives of the candidate’s portfolio are to demonstrate:
• Excellence of instructional accomplishments,
• Advancing the curriculum,
• Mentoring junior colleagues,
• Element of leadership for university goals,
• Collegiality, good citizenship, sharing the load, and service to the university.

**Information for Candidates Seeking Promotion from Assistant Clinical Professor to Associate Clinical Professor**

**Normal time for consideration:**

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.

**General Principles:**
The primary objectives of the candidate’s portfolio are to demonstrate:
• Excellence of instructional accomplishments,
• Advancing the curriculum,
• Mentoring junior colleagues,
• Element of leadership for university goals,
• Collegiality, good citizenship, sharing the load, and service to the university.

**Information for Candidates Seeking Promotion from Senior Lecturer I to Senior Lecturer II**

**Normal time for consideration:**
Faculty at the rank of Senior Lecturer I may continue to serve without promotion indefinitely. Applications for promotion to Senior Lecturer II may be made after completing six (6) years of excellent performance as Senior Lecturer I at University of Massachusetts Lowell.

General Principles:
The primary objectives of the candidate’s portfolio are to demonstrate:
- A sustained level of instructional performance,
- Excellence in teaching,
- Advancing the curriculum,
- Exemplary leadership in the professional discipline and/or university initiatives,
- Bringing professional experience to teaching and instructional roles,
- Mentorship of junior colleagues,
- Collegiality, good citizenship, and leadership in department governance and in university initiatives.

Information for Candidates Seeking Promotion from Associate Clinical Professor to Full Clinical Professor
Normal time for consideration:

Clinical faculty may continue to serve without promotion indefinitely. Associate Clinical Professors may seek promotion to Clinical Professor after completing six (6) years of excellent performance at the University of Massachusetts Lowell.

General Principles:
The primary objectives of the candidate’s portfolio are to demonstrate:
- A sustained level of instructional performance,
- Excellence in teaching,
- Advancing the curriculum,
- Exemplary leadership in the professional discipline and/or university initiatives,
- Bringing professional experience to teaching and instructional roles,
- Mentorship of junior colleagues,
- Collegiality, good citizenship, and leadership in department governance and in university initiatives.
PART I - The “Letter of Application”

1. Cover Page – Biographical Data
   - Name
   - Present rank
   - Department
   - College
   - Date of appointment at the University of Massachusetts Lowell and rank awarded
   - Dates of leaves of absence or sabbaticals
   - Dates and places of previous promotions
   - Area of specialization within the discipline

2. Executive Summary - Recommended Length (approximately 3 pages)
   (This should be a “thumbnail” reference of the most pertinent facts & highlights of your professional accomplishments while at UMass Lowell – this is providing the most important and salient message that you wish to convey to those who review your portfolio.)
   a. Instructional Activities
      - Major focus of teaching assignments
      - # courses taught, titles of courses taught, average teaching load per semester, total student credit hours delivered and average # SCH taught per semester; courses newly developed courses or substantially revised by you.
      - Highlight any particularly novel aspects of courses (project-based, service learning, field-based, laboratory-based, etc.)
      - Highlight major contributions to student success (curricula activity, high impact educational activities, etc.)
   b. Service Activities
      - Highlight the most significant contributions you have made within the university, to the academic community or in service to the profession or the public, particularly illustrating your leadership capacity or unique abilities (Ex: chair of xyz committee; co-organizer of abc initiative; peer reviewer for # of journals; panel member for grant review; associate editor for a journal; executive committee member for the professional society, testified to Legislative Committee on XX regarding YY, served on the board of, etc.)
      - Highlight your contribution to advising students (UG and Graduate)
      - Service does not include consulting work for which you receive a fee; however, stipended work performed within the university should be included (e.g., transfer coordinator, graduate coordinator, etc.)

3. Complete Curriculum Vitae (no page limit)
Your CV is intended to provide the accomplishments of your entire career, providing the specific details of your accomplishments at UMass Lowell. There is no page limit for the CV, see MSP contract Appendix A-9, Personnel Form #6.

PART II - Candidate’s Portfolio
This is the “main body” of your portfolio detailing all of your accomplishments for the Period Under Review:
The candidate’s portfolio should present all relevant information for the period under review, that is, since the last personnel action (the last promotion event, or the hiring date, whichever is most recent). In contrast, your CV is intended to provide your accomplishments of your entire career.

1. Instructional Activities
   a. Narrative (recommended length approximately 5 pages)
      - Tell your story illustrating your teaching philosophy, approach to active learning, student success, and efforts to continually improve your personal performance in instruction.
      - Context, perspective and focus of your teaching assignments. Demonstrate how they contribute to the overall curricula in your department. What is your place in your department’s programs, and your role in ensuring continuous improvement. Highlight course development and revision activities and the impact they have had on the course offerings in your department.
      - Discuss student evaluations and your teaching effectiveness.
      - Discuss any publications or extramural funding for instructional activities, collaborations with the private sector, NGOs, foundations, etc.
      - Describe your approach to personal student mentoring. Give examples of any thesis mentoring for graduate and/or undergraduate students’ capstone experiences, service learning, experiential learning, etc.

   b. Supporting Data (No page limit)
      - List all
        - Courses taught, semester, SCH generated. Provide a summary table of student evaluations for all courses taught during the period under review (table format recommended).
        - Courses developed
        - Service as a primary thesis advisor to masters and/or PhD students (include date matriculated or years in progress)
        - Service as a member of graduate student committees
        - Mentoring of undergraduate capstone projects (include names of students & summary of projects)
        - Other projects (graduate or undergraduate) mentored, names of students & projects
        - Average number of undergraduate advisees per semester and address the quality of advice you provide (students retained, graduating, etc.)
2. Service Activities
   a. Narrative (recommended length approximately 3 pages)
      - Describe the relevance of your contributions to the university community, the
        professional discipline, and the public.
      - Service to the professional discipline – list all service as peer reviewer, panel
        member, external reviewer, editorial boards, professional society committee and
        leadership activities, etc.

   b. Supporting Data (No page limit)
      - List service activities and committees within the university community – indicate
        positions of leadership (e.g., committee chair) or the role you have played within
        each committee.

PART III - Supplemental Material
This section should include at minimum all:
   - Annual or periodic evaluations by the Department Personnel Committee, Personnel
     Committee, Department; Chair and Dean
   - Chair’s summary statement (if available)
   - Student Evaluations

Note:
   - You may include anything in this section that you think significantly advances or
     illustrates your case that is not provided in the main body of the candidate’s portfolio
     (Part II).
   - Candidates are advised to be judicious in what they include in this section and not
     overwhelm the reviewers with marginally relevant information. Be conscious that
     overloading this section with tangential information may likely fatigue the reviewers
     and lessen the likelihood that information in this section will be read. Make it easy
     for the reviewers to find the most relevant data to support your case!

PART IV - Addenda (Provided after submission on September 18, 2017)
   - Addenda to the portfolio that include significant new updates may, and should, be
     submitted by candidates for upload after September 18, 2017 by email to
     PandT@uml.edu with cc: to your department chair and college dean. Addendum
     updates are limited to:
       o Newly received honors or awards
       o Candidate rebuttals to review letters
Instructions on Assessment to Committees, Chairs, and Deans

Candidates should be assessed on their contribution to service, leadership, and teaching effectiveness as the basis of consideration for promotional advancement.

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. Letters from a candidate's department may discuss this category.

In contrast, promotion to Clinical Full Professor and Senior Lecturer II 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, the primary emphasis of the assessment is work done since promotion to Senior Lecturer I.