

PROCESS FOR PROMOTION OF FIXED TERM FACULTY

Introduction

Fixed term instructors who have more than six years of continuous service at SBA are eligible for promotion to the rank of senior instructor. Promotion will be based on an assessment of the candidate's performance in terms of teaching and service to the SBA and Portland State University.

Evaluation Content

Promotion Criteria

Promotion to the rank of Senior Instructor requires the individual to have made significant contributions to the School of Business and Portland State University through teaching and service. Teaching contributions would include, but not be limited to, high quality teaching, curricular innovations and developing improved teaching methods. Service to the SBA and PSU community includes attendance in faculty meetings, participating in committee work, and contributing to the life of the university and the SBA in ways consistent with the job description.

Promotion Evidence

Evidence presented to indicate teaching effectiveness includes, but is not limited to:

- 1) a statement of teaching philosophy,
- 2) student course evaluations for at least the most recent three years,
- 3) course syllabi and other materials developed for use in courses,
- 4) contributions to course and curriculum development,
- 5) letters from a sample of former students,
- 6) teaching honors and/or awards, and
- 7) published teaching-oriented scholarship.

Evidence presented to indicate service activities includes, but is not limited to:

- 1) committee service at the School and/or University level,
- 2) activities that enrich School and University life, such as attending commencement or serving as advisor to student groups, and
- 3) activities relating to community outreach as they are related to the SBA and university missions.

Contributions to the research literature related to the discipline in which the candidate teaches will be considered as evidence supporting the candidate's promotion.

Evaluation Process

Promotion File

The candidate will prepare a file containing materials in support of the candidate's promotion. This promotion file must include:

- 1) Curriculum Vitae, prepared in the form of Appendix I of PSU's promotion and tenure guidelines dated May 17, 1996,
- 2) Statements of teaching and service philosophy, achievements and accomplishments,¹
- 3) Samples of course syllabi and other course materials,
- 4) Summaries and examples of student evaluations,
- 5) Letters from former students.

Promotion Committee

a. Committee Selection. The committee shall be formed to investigate and independently review the candidate's performance and submitted portfolio. A committee of three individuals shall be selected to evaluate the candidate. The committee will be chosen by the area director of the candidate's primary teaching area in consultation with the candidate, and must be approved by the Associate Deans. If more than one candidate in a primary teaching area applies for promotion in a given year, the committee may, at the pleasure of the committee and the candidates, evaluate multiple candidates. All tenured faculty members are eligible to be members of this committee. The committee will comprise two tenured faculty members and a fixed term faculty member who has already achieved the rank being sought. If no qualified fixed term faculty member will serve on the committee, the Associate Deans will identify an appropriate third committee member from the remaining fixed term tenured faculty. All committee members will be from the School of Business. The appointed members of the committee shall select the Chair of the committee.

b. Student Letters. The committee shall have the responsibility of soliciting letters from students to assess teaching effectiveness.

i. The committee will ask the candidate for a list of students (at least four). The candidate may also provide a list of possible students perceived as negative or biased; although inclusion of a name on this list will not preclude a request for an evaluation letter, the candidate's exception will be included as a matter of record, if an evaluation letter is requested. At least twelve additional student reviewers will be selected by the committee from past class lists. It is expected that committee-solicited requests from students for evaluation letters will yield, at best, a modest response rate.

ii. The student evaluator shall be advised that the letter of evaluation is not confidential and will be available for the candidate's review.

iii. In conformity with University policy for external peer reviews, in cases when promotion is denied, student evaluation letters may be used in subsequent considerations for a period of three years.

iv. A complete file of evaluation letters must include at least two letters from student reviewers. At least one letter must be from the list provided by the candidate's committee.

¹ Candidates may wish to reference sections E.3., E.4., and F. of PSU's promotion and tenure guidelines dated May 17, 1996 for examples of items to consider when assembling evidence of teaching and service achievements and accomplishments.

c. Committee Report. The committee's report shall be in the form of a written narrative. The report must address the effectiveness in teaching and service, and provide a recommendation to the dean regarding the promotion of the candidate. The committee must make one of two recommendations and the vote of the committee be recorded on the recommendation form. The candidate is entitled to a copy of the report. The report must be provided to the candidate within 10 calendar days of the vote of the committee. The file and the report then will be forwarded to the Dean.

- i. Positive Decision: This decision is appropriate for faculty whose attainments warrant promotion.
- ii. Negative Decision: This decision is appropriate for faculty whose attainments do not warrant promotion at this time.

d. Candidate response to report. Within ten calendar days of receipt of the committee's report, the faculty member may submit written comments to reinforce or rebut the report. The comments may be based on procedural or substantive issues. The faculty member should prepare whatever supportive material is pertinent and submit it to the Dean with the comments.

e. Dean's decision. Within 10 calendar days of the receipt of the candidate's response to the report, if any, the Dean must make a decision for promotion. The candidate is to be notified of the Dean's decision within 5 calendar days of the decision. The Dean's decision regarding promotion is final.

e. Reapplication after denial of promotion. In cases in which the promotion is denied to the candidate and the candidate wishes to reapply, the candidate must wait two years. Candidates may apply for promotion only once every three years.

f. Timeline. By May 31 of each academic year, the Dean will notify each faculty member who has sufficient time in grade to apply for promotion.

Candidates seeking promotion must notify the Dean of their intent by October 1 of the academic year in which they are seeking promotion.

In years when candidates are intending to seek promotion, the Fixed Term Promotion Committee must be chosen by November 1.

Candidates seeking promotion must prepare their promotional materials by January 1 of the academic year in which they are seeking promotion.

The Fixed Term Promotion Committee must complete its assessment of the promotional materials and forward its recommendation to the Candidate and the Dean by March 1 of the academic year in which the Candidate is seeking promotion.