Committee on Appointments and Promotions Re-appointment Procedures for

Professors of Practice

This document describes the timetable and process in considering a nomination for reappointment of a Professor of Practice. The Committee on Appointments and Promotions (COAP) provides this list of documents that are typically the most relevant to a reappointment review; however, candidates may submit additional supporting documents at their discretion. For the criteria to be applied in evaluating professors of practice for reappointment, please see the Faculty Handbook, Part Two, Sections 7G (excerpt attached below).

Criteria for Re-appointment as Professor of Practice
(Faculty Handbook, Part Two, Section 7G)

- **Professor of Practice**

  Professors of Practice must demonstrate that they continue to bring a unique current area of expertise, by virtue of non-academic industry-related experiences, in an area of institutional need, to teaching, and that their teaching performance is of high quality. The professional expertise and continued currency in the field must be supported by documented evidence, such as by reviews from knowledgeable persons external to WPI. Appropriate activities could include such industry-related experiences as summer or part-time positions, production of commercial designs or other artifacts, consulting activities that are material in terms of time and substance, leadership positions in recognized professional societies, relevant, active service on boards of directors, documented continuing professional education experiences, scholarly or professional publications or presentations, and significant participation in professional conferences.

Calendar for Reappointment

September 20   Deadline for receipt by COAP of the initial statement of intention to nominate a Professor of Practice for reappointment from the Department Head or Program Director. The Faculty Governance Office sends a teaching survey to former students/alumni and collects other material during the fall.

October 20   Deadline for the candidate to provide to the Faculty Governance Office:
- List of 4-6 Professional Associates
- Candidate's Dossier for Reappointment Review

Term B   Continued receipt of student/alumni evaluations

December 20   Professor Associate Letters Due
December 20   Nominator Letter Due

Term C   COAP reviews of complete dossier for reappointment, incorporates nominator as needed

March   Deadline for COAP to send reappointment recommendations to the Provost

Term D   Provost informs candidate of reappointment decision

Nomination Procedures for Reappointment as Professor of Practice

The nominator is normally a department head or program director. Nominators should consult the criteria for appointment and reappointment of Professors of Practice in the Faculty Handbook (Part Two, Section 7G). The nominator and candidate for reappointment must send all supporting materials to Penny J. Rock, Faculty Governance Executive Assistant, at prock@wpi.edu. The nominator will need to provide a letter by December 20th that clearly articulates how the candidate has met the criteria, with particular attention to how the candidate has maintained currency.

The following section outlines information to be provided by the Nominator, the Candidate, or the Faculty Governance Office.

I. Information provided by the Nominator
By September 20:
1. Initial **statement of intention to nominate** the candidate for reappointment.

By December 20:
2. **A nomination letter** that includes:
    a. A description and analysis of the quality of the **nominee's teaching**. The committee already has access to student ratings and alumni evaluations but would welcome additional information on the candidate's teaching.
    b. A description and analysis of the nominee's **professional expertise and currency in the field** (including scholarship, if appropriate). The nomination letter must state how the nominee has maintained significant currency in the relevant field of expertise since receiving their last multi-year appointment.
    c. An explanation of how this Professor of Practice's **professional expertise is distinct** from that which would be brought by a conventional tenured or tenure-track faculty member and how it is aligned with a specific institutional need or required area of expertise.
    d. A description and analysis of the **nominee's service** to the department or programs, the university, the profession, or the community. The CV should list all activities; however, this does not always provide a complete picture of the nominee's contributions to WPI.
    e. **Any additional information** that will be helpful to COAP in its deliberations
    f. When drafting this nomination letter, please keep in mind the advice to reviewers on implicit and explicit bias in the Faculty Handbook, Section D.1.4.

II. Information provided by the Candidate
By October 20:
- **List of Professional Associates**:
    - *Professional Associates* are contacted by the candidate at the time of the initial nomination and must agree, at that time, to supply a letter of appraisal when later asked by the Joint Reappointment Committee.
    - COAP **needs 4-6 letters total** for the dossier to be complete with a preference for 6 letters. As some people agree but do not submit a letter on time, the candidate may consider asking 1 or 2 additional people to ensure enough letters are received.
    - The 4-6 professional associates should include a **mixture of internal peers at WPI and external peers in the candidate's areas of expertise**. Ideally, at least 2 letters are from external peers who can clarify how the candidate is maintaining currency.
- **Documentation in the Candidate's Reappointment Dossier** (see below for more detail)
    - Curriculum vitae (in format requested by COAP, see below)
    - Personal statement
    - Teaching portfolio
    - Indicators of impact and professional currency

III. Information provided by Faculty Governance Office

- The Faculty Governance office will send an invitation to comment on the candidate's reappointment to the following in the Fall:
  - *Professional Associates*: sends electronic copies of the candidate's reappointment dossier and WPI's reappointment criteria for Professors of Practice (the extract below).
  - *Former Students/Alumni*: sends a teaching survey to a random selection of former students and alumni whom the candidate has taught in the last five years (the survey has several rating items and space for comments).
- The Faculty Governance office collects summary student course ratings for all courses taught by the candidate in the last five years.

The candidate's dossier will include the following: curriculum vitae (CV) and personal statement; a teaching portfolio to document high quality teaching; and indicators of quality, impact and professional currency.

- The **CV** provides comprehensive documentation of the candidate's professional experience and accomplishments in teaching, scholarship/creativity/professional currency, and service. See the next section for the format requested by COAP.

- The **personal statement** provides a reflective summary and description of the candidate's professional accomplishments in teaching, remaining current, scholarly contributions (if applicable), and service. Thus, the personal statement should include sections on teaching, professional expertise and industry-related experiences, how currency is maintained, any scholarly contributions, and service, and future plans. This statement should be five pages (single spaced) in length.

- The **teaching portfolio** provides documentation of the candidate's high quality teaching. A teaching portfolio presents representative teaching materials and evidence of their effectiveness.

  - The teaching portfolio should include: a reflective statement of the candidate's approach to teaching and learning (4-6 pages double spaced), and teaching artifacts (e.g., syllabi, key assignments or assessments, project advising materials, examples of student work, peer review outcomes, etc.).
  - The teaching portfolio should not exceed 50 pages (including the 4-6 page double spaced reflective narrative).

- **Indicators of impact and professional currency** are particularly important for Professors of Practice because one key aspect of the re-appointment is assessing whether and how the candidate has maintained currency. Candidates should submit indicators that showcase how professional currency is being maintained, and can also submit indicators of impact in teaching, professional expertise, and/or scholarly contributions.

Overall, the candidate should use this documentation to present the case that they have achieved the criteria for reappointment. In particular, it is important for the **candidate to make it clear how they maintain high quality teaching and currency**. Scholarly contributions may combine or cut across traditional categories of teaching, scholarship/creativity and service. The candidate is invited and encouraged to use the dossier to make arguments for the quality and impact of their work.

Curriculum Vitae: Format Requested by COAP

Rationale

COAP recognizes that there are disciplinary differences in CV formatting recommendations. However, **to facilitate the review process, COAP requests that candidates for reappointment as Professor of Practice use the following guidelines when putting their CV together for promotion review**. Some of the guidelines are required and others are recommendations that you can choose to follow or not, as indicated below. Additional categories may be added to the CV if those categories are appropriate to the form and impact of the candidate's teaching, scholarly, or service contributions. Please note that the CV is the place where candidates provide detailed information about accomplishments in teaching, scholarship, professional experience, and service. Candidates are invited and encouraged to use other areas of their promotion dossier to make arguments for the quality and impact of their work.

General Formatting Guidelines

1) Please use single space rather than 1.5 or Double Spacing throughout. (Required)
2) Please list all contributions in Reverse Chronological Order (most recent to furthest in the past). (Required)
    a. This helps those reviewing the CV see the most relevant information for the current promotion first.
3) Please number contributions that come under a heading (e.g., Publications, Presentations, etc.). (Required)
4) Bolding your name (especially in the scholarship subsection) can be helpful to reviewers (Recommended, not required)
5) Please indicate if any co-authors/contributors/presenters are graduate students or undergraduate students using some notation with indication of what your notions mean (e.g., <u>denotes</u> Graduate Student co-author; <u>denotes</u> Undergraduate co-author)
    a. COAP Recommends:
        i. <u>double underline</u>= Graduate Student
        ii. <u>single underline</u> = Undergraduate Student
6) You are welcome to include information on your CV that will help individuals not in your field understand your contributions (e.g., journal impact factor, journal ranking, conference acceptance rates, course evaluation numbers). You may also provide some of this information in a separate document (e.g., Citation Index, Teaching Evaluation Summary). (Recommended, but not required)
7) If an area of the required formatting is not applicable to you/your discipline, you can indicate that by putting "N/A" under that section. COAP recognizes that not every area listed will be applicable to every candidate (e.g., HUA Sufficiency's, Patents, Theses, etc.).

CV Order (Required)

Professional Experience

1. Education (in reverse chronological order)

2. Teaching experience at WPI or other universities (in reverse chronological order)
    o Please make sure it is clear when the last promotion occurred (if applicable)

3. Work experience other than teaching (in reverse chronological order)

Teaching

4. Teaching innovations at WPI
    o You are welcome to include a short paragraph addressing teaching innovations (Recommended, but not required)
5. Courses taught at WPI (organized in a table)
    o Please organize by course, listing the terms or semesters in which each course was offered.
    o Please provide: Title of the Course, Term Taught, Enrollment, and summary evaluations for Q1 and Q2 on the WPI course report. (Required)
6. Projects, Theses and Dissertations
    o Please list and number each Humanities Project/Sufficiency, IQP, MQP, Thesis, and/or Dissertation (Required)
    o Please organize this section based on the type of project (Required)
        ▪ e.g., Use a subheading called "Major Qualifying Project (MQP)" and list all the MQPs under this subheading).
    o Please indicate if you advised, co-advised, or consulted each project listed (Required)
        ▪ You could also organize by the role played
            • e.g., using subheaders: MQPs Advised; MQPs Co-Advised; MQPs Consulted).
    o Please list all student names, co-advisor names, and sponsor (if applicable) for each project (Required)
        ▪ For example: Student, A., Student, B., & Student C. (Academic Year of Project). *Title of Project*. Co-Advisors: Faculty A. Sponsor: X.
    o Since your CV will go out to outside of WPI, you may wish to define IQP and MQP on your CV. Here are a few examples of how you could explain these projects on your CV:
        ▪ MQPs: These projects are required of all graduating undergraduates and are equivalent to a senior honors thesis at other institutions. The projects take two-thirds to the entire school year to complete and are equivalent to three or four courses (credit wise).
        ▪ IQPs: This society-oriented project is a degree requirement for undergraduates and typically completed in the junior year. It can be completed off-campus or on-campus. It is equivalent to three or four courses (credit-wise).
7. Independent studies conducted at WPI
    o Please provide: Term ISP was conducted, Title of ISP, Names of Students Involved.
    o Please indicate if the ISP served as a Minor Capstone (if applicable)
    o Please organize in a meaningful way (e.g., Academic Year, Title of ISP, Minor Capstones, etc.).
8. Academic advising at WPI
    o Please list the number of academic advisees each year at WPI.

- o You do **not** need to list the names of each advisee.
9. Honors, awards and recognition related to teaching

   Please list any honors, awards, or recognitions you have received related to teaching.

Professional and Industry-Related Expertise, Currency, & Scholarship

*Please note: COAP recognizes multiple forms of scholarship. COAP also recognizes that some areas listed under scholarship may be more or less applicable to different fields and types of scholarship. COAP has tried to be as inclusive as possible. If some area does not apply to you, please indicate that with an "N/A". If something important is missing, please add that category and feel free to reach out to a member of COAP for clarification.

10. List of publications or scholarly contributions (includes exhibits, performances)
    - o You may divide the list into appropriate groups, such as: Books, Book Chapters, Journal Articles, Conference Proceedings, Reviews, Translations, Other Publications, etc. (Recommended)
    - o Please arrange these groups in the CV by ***listing the most important categories of scholarly publication or dissemination in the candidate's field first***, followed by other categories in *descending order of importance* for this field, discipline, or area of expertise. (Required)
    - o Numbering each contribution and bolding your name is helpful for reviewers (Recommended)
    - o Please include the full reference, all author names and in the original order. (Required)
      - o E.g., Author, A., Author B., & Author C., (YEAR). Title of Publication. Book/Journal/Conference, volume, page numbers.
    - o Please make sure your subheadings indicate what is peer-reviewed and what is not peer-reviewed. (Required)
      - ▪ E.g., Peer-Reviewed Conference Proceedings, Invited Talked (Not Peer-Reviewed)
    - o If authorship works in a particular way in your field, you may want to note that at the beginning of the section.
      - ▪ e.g., First authorship indicates the lead author on the entire project.
    - o For any publications, if you'd like to include information on the quality of the venue (e.g., journal impact factor), you can.
      - ▪ If not provided in the CV, the it needs to be provided somewhere else in your dossier.
11. Presentations at conferences, seminars, colloquia, and public audiences
    - o You may divide the list into appropriate groups, such as: Oral Presentations, Poster Presentations, Book Talks, Community Outreach, etc.
    - o Numbering each contribution and bolding your name is helpful for reviewers (Recommended)
    - o Please include the full reference, all presenter names and in the original order. (Required)
      - ▪ Be sure to indicate if any co-authors are graduate or undergraduate students

- E.g., Presenter, A., Presenter B., & Presenter C., (YEAR). Title of Presentation. Conference/Organization, Location.
    - o Use subheadings to clarify which presentations are peer-reviewed and which are not. (Required)
    - o If available and applicable, you are welcome to provide acceptance rates for conferences (Recommended if readily available).
12. Public Scholarship Artifacts
    - o Please provide any scholarly works that are available online, to non-academic audiences, in specific communities, or in more popular press areas.
    - o This may be especially pertinent for scholarship of integration, application and practice, teaching and learning, and/or engagement.
    - o This can include things like: popular publications (e.g., op eds), dissemination of instructional materials, dissemination of teaching and learning assessment tools, software, websites, blogs, databases, podcasts, videos, digital humanities projects, Educational, Community, or Public Outreach Programs etc.).
    - o You may divide the list into appropriate groups as needed
    - o You may provide indicators of impact such as number of views, shares, likes, etc.
13. Scholarship in progress, including manuscripts submitted, in press, or in preparation
14. Fellowships and grants—Awarded, Pending, & Denied
    - o Please provide information on all fellowships and grants that are awarded, currently pending, or applied for but not received.
    - o Please indicate your role (PI, co-PI, Senior Personnel, Consultant, etc.) and include the name of all other PIs and Co-PIs (including where they are).
    - o Please indicate the sponsor, dates, and amounts of award or request.
        - o For multiple PI/co-PI awards indicate level of contribution to the proposal and level of effort under the award
15. Post-doctoral advising, including dates of supervision and current position of advisees, if known
16. Patents awarded or pending
17. Consulting and/or Sustained Partnerships
    - o Provide any information on any consulting projects related to scholarship
    - o Provide any information on sustained partnerships with key stakeholders (e.g., communities).
18. Other Items
    - o Includes: Professional and/or Industry Experience, start-ups, software packages developed, policy adaptations, approaches, methods, and/or tools adopted and/or assessed by others, generation of major gifts to endow programs, etc.
19. Honors, awards and recognition related to scholarship/creativity

Service

* If you hold a leadership role in any of these categories, please indicate what that role was (e.g., Committee Chair and dates. If you did significant work in any service area clarify what that work

entailed (e.g., led committee, wrote motion, etc.).

20. Service to WPI
    o Use subheadings to identify the type of WPI service
        o E.g., Administrative Leadership, Campus-Wide, Department
    o Include dates served and indicate any leadership roles (e.g., Chair, Secretary, etc.)
    o Example activities: Faculty Search Committees, Staff Search Committees, Administrator Search Committees, Ad hoc task forces, University Committees, Departmental/Program Committees, Special Events (panels, workshops, open houses, etc.), Insight Advising; WPI Faculty Mentoring Programs, Advisor to student clubs, Greek life, academic groups, Accreditation activities, Professional Association Letter Writing, Student Recommendation/Reference Letter Writers.

21. Service to Profession
    o Use Subheadings to identify the type of Professional Service
        o E.g., Memberships and offices held in professional societies, letter writing (e.g., External Reviewer), Ad hoc taskforces/committees in professional societies, etc.
    o Include dates served and any leadership roles

22. Conference organization, editorial and referee services
    o Use subheadings to identify activity
    o Example Activities: Journal/Conference/Grant Reviewer, Organizer of conference, workshop, symposia, panels, Chair/Discussant for Conference Session, Editor or Editorial Board positions,
    o Please clarify role for conference organization positions as chairing a session may mean different things (e.g., showing up versus running session).

23. Non-academic contributions to student welfare
    o Example Activities: career guidance, graduate school guidance, informal mentoring/social support for students, student recruitment, advisor to student organization
    o Please clarify role in activity.

24. Significant civic, cultural, religious, and similar contributions
    o Example Activities: volunteer work for community, pro bono consulting, volunteer services to community
    o Please clarify role in activity.

25. Honors, awards and recognition for service

Other

26. Other jobs and experiences
    o If there are any other jobs or experiences that you believe are important to note, you can put those here.

Procedural Summary for Reappointment as a Professor of Practice

The department head or program director makes an initial statement of nomination (an email is sufficient) to the Faculty Governance Coordinator by September 20th. After the initial nomination has been made, the candidate submits the documentation in a reappointment review dossier and a list of 4-8 Professional Associates by October 20th. Nominators should submit an official letter of nomination by December 20th.

The Faculty Governance Office sends electronic copies of the dossier and WPI's reappointment criteria to the Professional Associates with a request that they send a letter of appraisal by December 20. The Faculty Governance Office also sends a teaching survey to a random selection of former students and alumni whom the candidate has taught in the last five years and pulls a summary of teaching evaluations from the last 5 years.

Once the dossier is complete, COAP will be notified by the Faculty Governance Coordinator and a reappointment review will occur in C Term. COAP will review the candidate's dossier, the nominator's letter, and the letters from the Professional Associates. Four to six letters are needed to make a dossier complete, and COAP recommends at least two letters are from external peers to discuss how the candidate has maintained currency. After reviewing the case, COAP will reach out to the nominator if more information is needed. COAP will also reach out and schedule a meeting with the nominator if there may be a disagreement between COAP's recommendation and the nominators recommendation. COAP then sends its recommendation on the reappointment to the Provost and the Nominator. The Provost will notify the candidate for reappointment of the reappointment decision typically during Term D. If a candidate for reappointment wishes to appeal a negative decision, faculty grievance procedures are available to the extent provided by a Faculty Review Committee (Bylaw One, IX).