

Committee on Appointments and Promotions

Promotion of Non-Tenure Track Faculty

Research Professor Ranks

2018-19

This document describes the timetable and process in considering a nomination for promotion of a continuing non-tenure-track faculty member with an appointment in the teaching professor ranks. The Committee on Appointments and Promotions (COAP) provides this list of documents that are typically the most relevant to the review a faculty member for promotion; however, candidates may submit additional supporting documents at their discretion. For the criteria to be applied in evaluating a nomination for promotion in the research ranks, please see the Faculty Handbook, Part Two, Sections 7E and 7F (excerpt attached below).

Calendar

July 1	Deadline for receipt by COAP of the initial statement of intention to nominate the candidate for promotion from the Department Head or Program Director. The nominator will submit a detailed letter of nomination in the fall
July 15	Deadline for the candidate to provide to the Nominator and to COAP: <ul style="list-style-type: none">• Name of Advocate• List of Professional Associates The Joint Promotion Committee, including the Nominator and Advocate, identifies External Reviewers
August 15	Deadline to provide the Candidate's Promotion Dossier to COAP. The Faculty Governance Office sends the dossier to Professional Associates and External Reviewers
Term A	Joint Promotion Committee receives letters of appraisal from Professional Associates and External Reviewers by October 15
Term B	Joint Promotion Committee review of complete promotion dossier
January	Deadline for the Joint Promotion Committee to send a recommendation on promotion to the Provost, in advance of the winter meeting of the Board of Trustees

Nomination Procedures for Promotion in Research Professor Ranks

The nominator is normally a department head or program director. A statement of intention to nominate must be received from the Nominator by July 1. The Nominator and Advocate should mentor the candidate well before the initial nomination deadline in order to submit a strong promotion dossier and an appropriate list of Professional Associates. Only after the candidate has submitted the list of Professional Associates can the Joint Promotion Committee identify External Reviewers (described in more detail below). All materials to support a nomination for promotion should be sent to the Committee on Appointments and Promotions via Penny J. Rock, Faculty Governance Executive Assistant, prock@wpi.edu.

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

I. Information provided by the Candidate

By July 15:

- **Name of Advocate**
 - The *Advocate* is normally a full-time faculty member who agrees to serve with the Nominator as a non-voting member of a Joint Promotion Committee.
- **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 Promotion Committee. The six professional associates should include a mixture of internal peers at WPI and external peers in the candidate's areas of expertise. All professional associates must be qualified to evaluate the candidate's promotion dossier, and they must have agreed to write a letter of appraisal when asked by the candidate before they will be contacted by the Joint Committee.

By August 15:

- **Documentation in the Candidate's Promotion Dossier** (see below for more detail)
 - Curriculum vitae (in format requested by COAP, see below)
 - Personal statement
 - Teaching portfolio
 - Sample scholarly artifacts
 - Citation index and indicators external impact or leadership

II. Information provided by the Nominator

By July 1:

1. Initial **statement of intention to nominate** the candidate for promotion. This initial nomination leads to the formation of a Joint Promotion Committee.

By August 15:

2. **External Reviewer list:** External Reviewers are selected by the Joint Promotion Committee after the candidate has identified the professional associates. External reviewers must be competent to judge the candidate's promotion dossier and must not have conflicts of interests or close personal ties to the candidate (such as co-author, co-PI, co-advisor, etc.). The candidate may not suggest external reviewers, though the candidate should tell the Nominator if anyone should not be asked, with an explanation. The Nominator and Advocate each identify potential external reviewers from which the Joint Committee then develops a priority list of reviewers. On behalf of the Joint Committee, the Nominator invites individuals from this priority list to serve as external reviewers until at least 5 to 6 external peers agree to write an independent letter of appraisal.

By October 1:

3. **A nomination letter** that includes:

- a. A description and analysis of the quality of the **nominee's scholarship/creativity**. Scholarship exists along a continuum and scholarly contributions may combine or cut across traditional categories of teaching, scholarship, and service.
- b. 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.
- c. A description and analysis of the nominee's **leadership or external impact in scholarship** or scholarly contributions (especially for candidates to Full Research Professor)
- d. **Any additional information** that will be helpful to the Joint Committee in its deliberations. When drafting this nomination letter, please keep in mind the advice to reviewers on implicit and explicit bias in Section D.1.4. Standards for Evaluation of the Promotion Dossier.

III. Information provided by Faculty Governance Office

The Faculty Governance Office collects the Instructional Activity Reports and Sponsored Research Activity Reports for the last five years (and, if relevant, summary teaching evaluations). In addition, the office will send an invitation to comment on the candidate's promotion to the following:

- *Professional Associates and External Reviewers*: sends electronic copies of the candidate's dossier and WPI's promotion criteria for the Research Professor ranks (the extract attached below).

The Faculty Governance Office will make the material returned in response to these invitations, as well as the dossier submitted by the candidate, available to all members of the Joint Promotion Committee, including the Nominator and Advocate.

Procedural Summary for Promotion in Research Professor Ranks

After the initial statement of nomination, the candidate submits the documentation in a promotion dossier (see next section for details), a list of Professional Associates, and the name of an Advocate. The Advocate is normally a full-time faculty member who agrees to serve with the Nominator as a non-voting member of a Joint Promotion Committee. The Joint Promotion Committee consists of six voting members from the Committee on Appointments and Promotions (COAP) and two non-voting members, the Nominator and Advocate. The selection and recusal of COAP members for a Joint Committee are described in Bylaw One, Section VI.

After receiving the candidate's promotion dossier, the Faculty Governance Office sends the Professional Associates and External Reviewers electronic copies of the dossier and WPI's promotion criteria with a request that they send a letter of appraisal by October 15.

In Term B of the academic year of the promotion review, the Joint Promotion Committee meets to consider the merits of the nomination for promotion. The Joint Committee reviews the complete promotion dossier, including the letters of appraisal. The welfare of the candidate must be protected by all members of the Joint Committee by observing strict rules of confidentiality during all phases of the promotion review. When all the members of the Joint Promotion Committee agree that there has been sufficient discussion, a vote is taken by the six voting members of the Joint Committee for or against promotion (no abstentions) by means of a secret ballot, with the majority ruling. By the end of Term B, the Joint Committee forwards to the Dean and the Provost a letter conveying the result of its vote as a unitary recommendation for or against promotion and summarizing the salient reasons for its recommendation.

The Provost reviews each case and consults with the Dean and the President. Subsequently, the Provost may ask to meet with the Joint Committee to discuss any of its recommendations, and must meet with the Joint Committee in the case of potential disagreement. Lastly, the Provost sends to the Board of Trustees the names of candidates for whom promotion is recommended. The Provost will inform the candidate of the Board's decision.

In the event of a negative decision on promotion, a letter to the candidate discussing the strengths and weaknesses of the case for promotion will be written by the Joint Promotion Committee, the Dean, and

the Provost. The purpose of this letter is to provide constructive advice to the candidate so that they may address any deficiencies and resubmit the case for promotion consideration in the future. The candidate should meet with the Provost, Dean, or the Nominator to discuss this letter and to receive further feedback on their case for promotion.

If a candidate for promotion wishes to appeal a negative decision, faculty grievance procedures are available to the extent provided by a Faculty Review Committee (Bylaw One, IX).

Documentation in a Promotion Dossier

The candidate's promotion dossier will include the following: curriculum vitae (CV) and personal statement; sample scholarly artifacts; and a citation index and other indicators to demonstrate the quality and impact of the candidate's scholarly contributions.

- The **CV** provides comprehensive documentation of the candidate's professional experience and accomplishments in teaching, scholarship/creativity, 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 and scholarly contributions. Typically, the personal statement for research professor ranks will include sections on scholarship/creativity, teaching (if relevant), service, and future plans. This statement is normally equivalent to five single-spaced pages in length.
- The **sample scholarly artifacts** provide documentation of the quality and impact of the candidate's scholarly contributions. For most candidates, the sample scholarly artifacts will be three peer-reviewed articles that have been published since appointment and/or promotion. However, scholarly contributions may be documented and disseminated through a variety of artifacts besides peer-reviewed articles. The continuum of artifacts through which knowledge may be documented and disseminated matches, in its inclusiveness and variety, the continuum of scholarship. Sample scholarly artifacts must be publicly available, amenable to critical appraisal, and in a form that permits exchange and use by other members of the scholarly community.
- **Citation index and indicators of external impact or leadership.** All candidates for promotion must submit a citation index and other indicators of external impact and leadership appropriate to their contributions. The citation index should include all citations of the candidate's publications, presentations or other scholarly contributions. Other indicators related to the candidate's scholarly contributions are welcome. *Candidates for promotion to Full Research Professor* may wish to include indicators that demonstrate leadership in scholarship/creativity.

Overall, the candidate should use this documentation to present the case that they have achieved the criteria for promotion. **Scholarly contributions may combine or cut across traditional categories of teaching, scholarship/creativity and service.** The candidate is invited and encouraged to use the promotion dossier to make arguments for the quality and impact of their work using these categories or in other ways if those other ways are appropriate to the form and impact of their scholarly contributions.

In addition to the above materials submitted by the candidate, the Joint Promotion Committee will add two **other sources of information** to the *complete promotion dossier*: 1) Instructional Activity Reports (if any) and Sponsored Research Activity Reports for the last five years. 2) Letters of appraisal solicited by the committee from internal and external peers for a confidential evaluation of the candidate's promotion dossier.

Curriculum Vitae: Format Requested by COAP

In order to facilitate the review process, COAP requests that all candidates supply the information on their curriculum vitae in the order listed below:

Professional Experience

1. Education, in reverse chronological order
2. Teaching experience at WPI or other universities (in reverse chronological order)
3. Work experience other than teaching (in reverse chronological order)

Scholarship

4. List of publications or scholarly contributions, with full references and all author names in the original order. Divide the list into appropriate groups, such as: books; book chapters; journal articles (separate into peer-reviewed full manuscripts, peer-reviewed abstracts, not peer-reviewed); conference proceedings (separate as above); other publications. 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 or discipline or area of expertise.
5. Presentations at conferences, seminars, and colloquia
6. Scholarship in progress, including manuscripts submitted, in press, or in preparation
7. Fellowships and grants received, applied for but not received, or pending, indicating role as PI or co-PI, sponsor, dates, and amounts of award or request, including the name of any PIs or co-PIs
8. Patents awarded or pending
9. Consulting
10. Other Items (such as software packages developed, exhibitions, or other scholarly contributions)
11. Honors, awards and recognition related to scholarship

Teaching (*if relevant*)

12. Courses taught at WPI or other universities
13. Projects, Theses and Dissertations advised or co-advised
14. Independent studies conducted at WPI
15. Academic advising at WPI
16. Honors, awards and recognition related to teaching

Service

17. WPI committee or administrative assignments, department or campus-wide
18. Memberships and offices held in professional societies
19. Editorial, conference organization, and referee services
20. Non-academic contributions to student welfare
21. Significant civic, cultural, religious, and similar contributions
22. Honors, awards and recognition for service

Other:

23. Other jobs and experiences

Criteria for Promotion for Research Professor Ranks

(Approved April 2014, Faculty Handbook, Part Two, Section 7F)

- **Associate Research Professor**

The candidate for promotion to associate research professor must have completed at least three years as an assistant research professor, and will normally have completed at least five years. The candidate must have exhibited high quality scholarship. High quality scholarship can be evidenced in many ways, including (but not limited to): peer-reviewed publications such as journal articles, conference papers, and/or book chapters; books; exhibitions, and performances; professional awards; citations in the professional literature; presentations at professional meetings; grant proposals and grants awarded; offices held in professional societies; journal editorships; reviews of papers and proposals; and patents. Service is valued and considered in the promotion review. Service can be evidenced in many ways, including (but not limited to): service to WPI (committee work, assistance to administrative offices); service to the candidate's department (such as faculty recruitment, seminar series participation and coordination); and service to the profession (participation in national and international committees and panels, in local chapters of professional societies, in conference organization).

- **(Full) Research Professor**

To be considered for promotion to research professor, an associate research professor must have demonstrated considerable professional growth and development of qualities of leadership. This usually requires at least five years as an associate research professor. The candidate must have recent accomplishments of high quality and demonstrated leadership in scholarship/creativity. This leadership must be recognized by peers within WPI, and by knowledgeable people outside WPI. Scholarship and/or creativity can take many forms. It may be demonstrated, for example, by publications in respected research or scholarly journals, by non-routine presentations at meetings of professional or scholarly societies or at seminars at other colleges, or by authorship of well-regarded textbooks or monographs. Creativity may be shown, for example, by applying knowledge as a consultant or inventor, and through artistic publications, exhibitions, or productions. In evaluating this activity, the Committee will consider how it is regarded by knowledgeable peers. Service is valued and considered in the promotion review. Service can be evidenced in many ways, including (but not limited to): service to WPI (committee work, assistance to administrative offices); service to the candidate's department (curriculum committees, MQP area coordinators, faculty recruitment, seminar series participation and coordination); and service to the profession (participation in national and international committees and panels, in local chapters of professional societies, in conference organization).