

**E. Appointment, Evaluation, and Promotion Procedures for Continuing Non-Tenure Track Faculty:**

- for Instructor/Lecturer and Senior Instructor/Lecturer:

*Term(s) of Appointment:* Initial appointments at the Instructor/Lecturer or Senior Instructor/Lecturer will be for one-year terms. Subsequent appointments can be for one-, two-, or three-year terms. All appointments, regardless of their duration, will be reviewed on an annual basis.

*Initial Appointment:* The evaluation for initial appointment of an Instructor/Lecturer or a Senior Instructor/Lecturer will be made by the Department Head and/or Program Director, Dean, and Provost. The candidates for these positions must have an advanced degree or its equivalent appropriate for the course(s) to be taught. In addition, the candidate must have some level of documented teaching experience appropriate for the course(s) to be taught.

*Evaluations:* After the initial appointment, the Instructor/Lecturer or Senior Instructor/Lecturer will have established a record of teaching at WPI. Continuing performance evaluations, based on course evaluations, project evaluations, and other relevant feedback, will be made by the Department Head and/or Program Director (with input from departmental and/or program faculty members), the appropriate Dean, and the Provost on a year-by-year basis. These annual evaluations will include a written evaluation to be kept on file.

*Promotions:* Recommendations for promotion from Instructor/Lecturer to Senior Instructor/Lecturer or from Instructor/Lecturer (of either level) to Assistant Teaching Professor will be made by the Department Head and/or Program Director (with input from departmental and/or program faculty members) and the appropriate Dean, and presented to the Provost for action. These recommendations will be made based on the evaluations accounting for course evaluations, project evaluations, and other relevant feedback. Promotion to Assistant Teaching Professor will be made only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with teaching credentials appropriate to the corresponding tenured or tenure-track rank.

- for Assistant, Associate, or (full) Teaching Professor:

*Term(s) of Appointment:* Initial appointments of Assistant, Associate, or (full) Teaching Professors will be for one-year terms. Subsequent appointments can be for one-, two-, or three-year terms. All appointments, regardless of their duration, will be reviewed on an annual

basis. Multi-year appointments may be shortened due to unforeseen changes in WPI's strategic needs. The titles of Assistant, Associate, and (full) Teaching Professor will be awarded only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with teaching credentials appropriate to the corresponding tenured or tenure-track rank.

*Initial Appointment:* The evaluation for the initial appointment of an Assistant, Associate, or (full) Teaching Professor will be made by a search committee consisting of a Department Head and/or Program Director and at least two tenured faculty members. This group could be the same as the Department's standing tenure committee. The initial appointment of Assistant Teaching Professors will require approval of the appropriate Dean and the Provost. The initial appointment of Associate or (full) Teaching Professors will require both review by COAP and approval of the appropriate Dean and the Provost. The candidate for an Assistant, Associate, or (full) Teaching Professor position should have both a Ph.D. degree (or the recognized highest degree for the discipline) and teaching credentials and accomplishments appropriate to the corresponding tenured or tenure-track rank.

*Evaluations:* After the initial appointment, the Assistant, Associate, or (full) Teaching Professors will have established a record of teaching at WPI. Continuing evaluation of teaching performance, based on course evaluations, project evaluations, and other relevant feedback, will be made by the Department Head and/or Program Director, the appropriate Dean, and the Provost on a year-by-year basis. Annual performance evaluations will also take into consideration any other activities described in the official letter of appointment from the Provost. These annual evaluations will include a written evaluation to be kept on file.

*Promotions:* Recommendations for promotion to the Associate and (full) Teaching Professors level will be made by the Department Head and/or Program Director (with input from departmental and/or program faculty members) and the appropriate Dean, reviewed by COAP, and then passed to the Provost for action. The standards used to grant these promotions should be identical (with respect to teaching performance and credentials) as those used in the corresponding promotions of the tenured faculty (see Section 7F).

- for Assistant, Associate, or (full) Research Professors:

*Term(s) of Appointment:* Terms of appointments of Assistant, Associate, or (full) Research Professors are negotiated on a case-by-case basis with one- or two-year appointments the most common. The titles of Assistant, Associate, and (full) Research Professor will be awarded only to those

individuals with both a Ph.D. degree (and the recognized highest degree for the discipline) and with research credentials appropriate to the corresponding tenured or tenure-track rank.

*Initial Appointment:* The evaluation for the initial appointment of an Assistant, Associate, or (Full) Research Professor will be made by the Department Head and/or Program Director, and members of the WPI Faculty whose research is most relevant to the work to be done by the candidate. The initial appointment of an Assistant Research Professor will require approval of the appropriate Dean and the Provost. The initial appointment of Associate or (full) Research Professors will require both review by COAP and approval of the appropriate Dean and the Provost. The candidate for an Assistant, Associate, or (full) Research Professor position should have both a Ph.D. degree (or the recognized highest degree for the discipline) and research credentials and accomplishments appropriate to the corresponding tenured or tenure-track rank.

*Evaluations:* After the initial appointment, the Assistant, Associate, or (full) Research Professors will have established a record of research at WPI. Continuing performance evaluations, based primarily on research accomplishments at WPI, will be made by the Department Head and/or Program Director, members of the WPI Faculty whose research is most relevant to the work done by the candidate, the appropriate Dean, and the Provost on a year-by-year basis. Annual performance evaluations will also take into consideration any other activities described in the official letter of appointment from the Provost. These annual evaluations will include a written evaluation to be kept on file.

*Promotions:* Recommendations for promotion to the Associate and (full) Research Professor level will be made by the Department Head and/or Program Director (with input from members of the WPI Faculty whose research is most relevant to the work done by the candidate and from other departmental faculty members as is appropriate) and the appropriate Dean, reviewed by COAP, and then passed on to the Provost for action. The standards used to grant these promotions should be identical (with respect to research performance and credentials) as those used in the corresponding promotions of the tenured and tenure-track faculty members (see Section 7F).

- for Professors of Practice:

*Term(s) of Appointment:* Initial appointments of Professors of Practice will be for a maximum of five years. All appointments, regardless of their duration, will be reviewed on an annual basis. Multi-year appointments may be shortened due to changes in WPI's strategic needs.

Professors of Practice are full-time non-tenure track faculty members who, by virtue of their non-academic industry-related experiences, are hired to bring a unique, current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise.

After five years at WPI, if the Professor of Practice has maintained significant relevant currency within the field, has demonstrated high quality performance at WPI, and there remains a strong continued institutional need that still cannot be filled by hiring a tenured or tenure-track faculty member, then a Professor of Practice may receive an additional appointment (reviewed annually) for a maximum of three years. Multi-year appointments may be shortened due to changes in WPI's strategic needs. Subsequent (maximum) three-year appointments can be made under the same circumstances as the first three-year appointment. Such appointments may be shortened due to changes in WPI's strategic needs.

*Initial Appointment:* The evaluation for the initial appointment of a Professor of Practice will be made by a search committee consisting of a Department Head and/or Program Director and at least two tenured faculty members. This group could be the same as the Department's standing tenure committee. The initial appointments of Professors of Practice will require both review by COAP and approval of the appropriate Dean and the Provost. The candidate for Professor of Practice should, by virtue of his or her non-academic industry-related experiences, bring a unique current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise. The review by COAP should be based on the extent to which these criteria are met, and on the quality of the candidate's experience to date.

*Evaluations:* After the first year at WPI, the Professor of Practice will have established a record of teaching at WPI. Annual evaluations will include assessment of high quality teaching (based on course evaluations, project evaluations, and other relevant feedback) and documented evidence that the Professor of Practice has maintained significant relevant currency in the field. These evaluations will be made by the Department Head and/or Program Director, the appropriate Dean, and the Provost, and will also take into consideration any other activities described in the official letter of appointment from the Provost. These annual evaluations will include a written evaluation to be kept on file.

*Appointments beyond five years:* After five years, the Department Head and/or Program Director (with input from members of the department and/or program and the appropriate Dean) may recommend that a Professor of Practice receive subsequent (maximum) three-year appointments, to be reviewed annually subjected to the annual evaluations described above. These three-year appointments are to be reviewed by COAP and passed on to the Provost for action. The Professor of Practice to be reappointed, should by virtue of his or her non-academic industry-related experiences, continue to bring a unique current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise. The review by COAP should be based on the extent to which these reappointment criteria are met, on the quality of teaching performance (and of any other activities described in previous appointment letters) at WPI, and on documented evidence that the Professor of Practice has maintained significant relevant currency in the field (see Section 7F). These appointments are contingent on a continued institutional need for the Professor's of Practice specific area of expertise. Any multi-year appointments may be shortened due to changes in WPI's strategic needs.

**F. Criteria for promotion to the indicated non-tenure track ranks:**

(Approved by the Faculty, April 17, 2014)

- **Assistant Teaching Professor** The candidate for promotion to assistant teaching professor must possess a PhD. degree (or the recognized highest degree for the discipline) and have demonstrated effective teaching ability.
- **Associate Teaching Professor** The candidate for promotion to associate teaching professor must have completed at least three years as an assistant teaching professor, and will normally have completed at least five years. The candidate must have exhibited high quality teaching (undergraduate and/or graduate). High quality teaching can be evidenced in many ways, including (but not limited to): course evaluations; faculty peer evaluations; evaluations by alumni; the quality of the Major Qualifying Projects, Interactive Qualifying Projects, the Humanities Inquiry Seminar or Practicum, and graduate student work; freshman advising, academic advising; teaching innovations; new course introductions; and redesign of existing courses. 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).

- **(Full) Teaching Professor** To be considered for promotion to teaching professor, an associate teaching professor must have demonstrated considerable professional growth and development of qualities of leadership. This usually requires at least five years as an associate teaching professor. The candidate must have recent accomplishments of high quality in teaching as well as demonstrated leadership in some aspect of teaching. This leadership must be recognized by peers within WPI, and acknowledgement by external peers would be viewed favorably. High quality teaching can be evidenced in many ways, including (but not limited to): course evaluations; faculty peer evaluations; evaluations by alumni; the quality of the Major Qualifying Projects, Interactive Qualifying Projects, the Humanities Inquiry Seminar or Practicum, and graduate student work; freshman advising, and academic advising; teaching innovations; new course introductions; and redesign of existing courses. In evaluating teaching qualifications, the Committee on Appointments and Promotions will consider innovations in teaching and adaptability to the needs of WPI, effectiveness as measured by students, alumni, and colleagues, and the candidate's overall impact and importance in WPI academic programs. Leadership accomplishments in teaching may be demonstrated by some or all of the following: exceptionally high quality teaching that serves as a model for others, development of new courses or other academic activities such as project experiences, leadership in curricular revisions or other academic initiatives within WPI, leadership of teaching- and learning-related grant proposals and funded projects, publications and presentations related to teaching, and leadership roles in appropriate professional organizations. 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).
- **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).

### **Criteria for re-appointment as Professor of Practice**

- **Professor of Practice** The candidate for re-appointment as Professor of Practice must demonstrate that he/she continues 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 his/her 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.