

Committee on Appointments and Promotions

Re-appointment Procedures for

Professors of Practice

2018-19

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 7E and 7F (excerpt attached below).

Calendar

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:

- Name of Advocate
- List of six Professional Associates
- Candidate's Dossier for Reappointment Review

After these documents are received, a Joint Committee is formed consisting of six elected members of COAP with the Nominator and Advocate

Term B The Joint Committee receives letters of appraisal from Professional Associates (typically by December 20); continued receipt of student/alumni evaluations

Term C Joint Committee review of complete dossier for reappointment

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, Sections 7E and 7F). The nominator and candidate for reappointment must send all supporting materials to Penny J. Rock, Faculty Governance Executive Assistant, at 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 October 20:

- **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 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 Reappointment 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 reappointment 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.
- **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
 - (*Optional*) Sample artifacts of scholarly contributions and professional expertise
 - Indicators of impact and professional currency

II. Information provided by the Nominator

By September 20:

1. Initial **statement of intention to nominate** the candidate for reappointment.

By October 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 his or her last multi-year appointment.
 - c. 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.
 - d. 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.
 - e. **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 the Faculty Handbook, Section D.1.4.

III. Information provided by Faculty Governance Office

The Faculty Governance Office collects summary student course ratings for all courses taught by the candidate in the last five years and the Instructional Activity Reports and Sponsored Research Activity Reports for the last five years. In addition, on behalf of the Joint Committee, the office will send an invitation to comment on the candidate's reappointment to the following:

- *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 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 Reappointment Committee.

Procedural Summary for Reappointment as a Professor of Practice

After the initial statement of nomination, the candidate submits the documentation in a reappointment review dossier (see next section), 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 Committee. The Joint 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.

Nominators and candidates for reappointment will submit their materials to COAP during the break between Term A and Term B. After receiving the candidate's reappointment dossier, 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 Committee also sends a teaching survey to a random selection of former students and alumni whom the candidate has taught in the last five years.

In Term C of the academic year of the reappointment review, the Joint Committee meets to consider the merits of the nomination for reappointment. The Joint Committee reviews the complete 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 review. When all the members of the Joint Committee agree that there has been sufficient discussion, a vote is taken by the six voting members of the Joint Committee for or against reappointment (no abstentions) by means of a secret ballot, with the majority ruling. By the end of Term C, 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 and Dean review each case. The Provost will notify the candidate for reappointment of the reappointment decision 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).

Documentation in a Reappointment Review Dossier

The candidate's dossier will include the following: curriculum vitae (CV) and personal statement; a teaching portfolio to document high quality teaching; and, at the discretion of the candidate, sample artifacts and/or 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 and scholarly contributions. Typically, the personal statement will include sections on teaching, professional expertise and industry-related experiences, and service, and future plans. This statement is normally equivalent to five single-spaced pages 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. Typical elements in a teaching portfolio include a reflective statement of the candidate's approach to teaching and learning, samples of teaching materials and teaching innovations, and measures of teaching effectiveness or materials that demonstrate student learning.
- *(Optional)*: **Sample artifacts** to document the candidate's scholarly contributions, professional expertise, or industry-related experiences.
- *(Optional)*: **Indicators of impact** in teaching, professional expertise or other scholarly contributions. Candidates may submit indicators of quality, impact, professional currency, or other areas as appropriate.

Overall, the candidate should use this documentation to present the case that they have achieved the criteria for reappointment. **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 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 Reappointment Committee will add four **other sources of information** to the complete reappointment dossier: 1) Summary student ratings for all courses and projects taught at WPI in the last five years. 2) Responses to a teaching evaluation sent to a random selection of former students and alumni whom the candidate has taught in the last five years. 3) Instructional Activity Reports and Sponsored Research Activity Reports for the last five years. 4) Letters of appraisal solicited by the committee from internal and external peers (the Professional Associates) for a confidential evaluation of the materials submitted by the candidate for the dossier.

Curriculum Vitae: Format Requested by COAP

To facilitate this review, COAP requests that candidates for reappointment as Professor of Practice provide information on their CV in the order listed below. Please use the sub-categories listed for Professional Experience, Teaching and Service. Under Professional Expertise and Industry-Related Experiences, please create appropriate sub-categories for the candidate's area(s) of expertise.

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)

Teaching

4. Teaching innovations at WPI
5. Courses taught at WPI (by term, title, and enrollment)
6. Projects, Theses and Dissertations (Please list each IQP, MQP, Humanities Project/Sufficiency, Thesis and Dissertation advised or co-advised, with the names of students and co-advisors)
7. Independent studies conducted at WPI
8. Academic advising at WPI
9. Honors, awards and recognition related to teaching

Professional Expertise and Industry-Related Experiences

10. Professional activities in the area of professional expertise [please define sub-categories appropriate to your background and industry-related experiences. These might include:]
11. List of publications, 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 publication in the candidate's area of expertise first*, followed by other categories *in descending order of importance* for this area of expertise, field or discipline.
12. Presentations at conferences, seminars, and colloquia
13. Patents awarded or pending
14. 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
15. Work-in-Progress: ongoing consulting or professional work; manuscripts submitted, in press, or in preparation; or other examples of work in progress
16. Other Items
17. Honors, awards and recognition for professional expertise

Service

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

Other:

24. Other experiences

Criteria for Re-appointment as Professor of Practice

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

- **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.