

**ARTICLE 17**  
**PROMOTIONS**

Section 17.1. Promotional Opportunity for NTT Faculty

1. The parties agree that there will be one additional promotional step/title for full-time continuing NTT Faculty beyond the promotion in title and salary that is associated with conversion to continuing status.
2. Part-time continuing NTT Faculty shall not be eligible for promotion in rank. NTT Faculty members who are promoted pursuant to this Article shall carry titles as below:

<u>Degree Held</u>	<u>Title</u>
BA/BS	Instructor
MA/MS	Lecturer
Terminal (e.g., MFA/Ph.D/JD/MLS)	Professor of Practice, or Clinical Professor

3. An NTT Faculty member promoted under this article may choose to retain the title held prior to promotion at her/his discretion. Such request shall be communicated to the contract administrator (presently the Associate Provost for Academic Administration) within 30 days of notification of the promotion.
4. Nothing herein shall prevent the Board from granting an Emeritus title to a retired faculty member.
5. The Board may at its discretion, hire a faculty member at any rank allowable by University Policy or by this agreement.

Section 17.2. Creation of Standards for Promotion

College-level standards for promotion shall be developed in consultation with separate college-level steering committees constituted by appropriate stakeholders, including NTT Faculty members.

1. The steering committee shall be appointed by the Dean of each College. The Association shall have the right to appoint up to three committee members.
2. The college-level steering committees shall not include tenured faculty.
3. The college-level steering committees may include A/P faculty administrators (e.g., Department Chairs, Associate Deans).

4. College-level standards for promotion shall be approved by the Dean and Provost before being memorialized in a promotional standards document that is independent of the College Operating Paper. Such standards shall be communicated to NTT Faculty and shall be publicly available for review (e.g., website posting).

5. Subsequent amendment to the college-level standards shall be passed by 1) a majority vote of NTT Faculty in the college, 2) approval of the Dean, and 3) approval of the Provost. All three must occur before amendments to the standards are approved.

### Section 17.3. Timeline for Promotion.

NTT Faculty who have held Continuing Status for eight semesters shall be eligible to apply for promotion. The Board shall establish and promulgate deadlines for NTT Faculty to submit dossiers for review and for the NTT Promotional Panel to transmit its promotion recommendation to the Dean. Announcement of the dossier submission date shall occur no later than 30 days prior to the submission deadline. Promotion determinations shall be completed no later than May 15 of any year in which applications for promotion are under review<sup>4</sup>. Promotions in rank, and accompanying salary increases (see section 17.8) shall be effective on July 1 of the fiscal year that follows the promotion determination.

The Provost's office shall provide workshops to candidates and deans/deans' designees.

### Section 17.4. Promotion Review Process

During each step of the promotion review process, a faculty member's evaluation with respect to the College<sup>1</sup> standards for promotion shall be made in the context of the scope/nature of the faculty member's workload assignments, taking into account that not all NTT faculty have academic teaching assignments. (e.g., for a faculty member whose workload assignment has been 100% teaching there shall be no expectation of service contributions in the evaluation process).

1. Once a dossier approval form has been signed by the promotion candidate prior to initiation of dossier review, the only materials that can be added to the dossier are the Panel Review Letter, the Dean's Letter, the Provost's letter, and any rebuttal letter submitted by the applicant.
2. An advisory university-level NTT Promotional Panel shall review the candidate's dossier and shall prepare a letter of recommendation regarding the candidate's promotion.
3. The NTT Promotional Panel shall include one (1) senior-level<sup>5</sup> (i.e., promoted to highest available rank) NTT Faculty member from each academic college.

---

<sup>1</sup> For the purpose of this article, the School of Education and the Head Start Program function as a College.

4. The advisory panel's recommendation letter shall be provided to the candidate by the Provost's office and shall be added to the dossier before it is forwarded to the Dean for review.
5. The Dean shall review the dossier (including the advisory panel's recommendation letter) and shall provide a written letter that includes the Dean's recommendation on promotion. The Dean's letter shall be added to the dossier before it is forwarded to the Provost for review.
  - a. If a Dean's recommendation on promotion is contrary to the recommendation of the panel, the Dean's reasons for his/her recommendation shall be stated in detail.
  - b. The Dean's decision letter shall be provided to the promotion candidate for review. In cases of a negative recommendation by the Dean, the candidate shall have the right to write a response, and such response shall be included in the dossier if received by the Dean's office within seven (7) working days. Such response shall be limited to responding to the negative recommendation of the Dean; no new material may be included in such a response.
6. At any step in the promotion process prior to transmission of the dossier to the Provost's office, candidates may request in writing to the Provost that their dossier be withdrawn from further consideration.
7. The Provost shall review the dossier (including the panel's recommendation letter, the Dean's recommendation letter, and any response from the candidate) and shall make a final determination on promotion.
  - a. If the Provost's recommendation is negative regarding promotion, s/he shall provide a written decision letter summarizing the reasons for the negative determination.
  - b. The Provost's decision letter shall be provided to the promotion candidate.
8. A recommendation by the Provost to promote an NTT Faculty member is subject to ratification by the Board of Trustees.

#### Section 17.5. Considerations related to Negative Promotion Determinations by Provost

In the event that the Provost does not recommend promotion, the faculty member shall retain her/his current faculty status and rank, with no loss of continuing status and with no reduction in salary. A negative decision letter shall not be stored in the NTT Faculty member's personnel file.

An NTT Faculty member whose application for promotion is not approved may apply for promotion in a subsequent academic year without penalty.

## Section 17.6 Dossier

A required, university-wide, standardized dossier format shall be used. The dossier shall include the following components (not necessarily in the order listed):

1. Request for promotion review form (submitted by candidate to initiate process).
2. Promotional review / recommendation signature page.
3. University Level NTT Promotional Panel letter.
4. Dean's letter of recommendation (and any candidate response as defined above).
5. Employment Information:
  - a. Offer letter, if applicable
  - b. Employment summary form (including, EG, date of hire, any prior promotions)
  - c. Candidate's CV
  - d. Copies of workload assignments
  - e. Copies of annual evaluation forms / letters including 3<sup>rd</sup>-year review letter, if available.

The components should document at minimum, the eight semesters immediately preceding the submission of the dossier. Candidates may submit documentation that spans beyond these eight semesters but shall not be required to do so.

## Teaching / Pedagogy Module

1. Candidate's reflective statement on teaching / pedagogy as it pertains to his or her job assignment (2-3 pages)
2. Summary of Teaching/Workload assignments
3. Evidence and Summary of Sustained Excellence and innovation in Teaching / Pedagogy (examples include but are not limited to:)
  - a. Summary of student/client evaluation of teaching / pedagogy, if applicable;
  - b. Peer reviews of teaching / pedagogy.
  - c. External reviews of teaching / pedagogy, if appropriate;
  - d. Summaries of other external indicators of excellence and innovation.

## Supplemental Materials

Supplemental materials may include evidence of research and service that are not part of the faculty member's appointment or workload assignment. No faculty member shall be denied promotion for having or not having supplemental materials. Supplemental materials might include summaries of other activities / accomplishments that directly relate to and support and /or provide additional evidence of sustained excellence in teaching / pedagogy.

## Section 17.7. Grievance and Arbitration

Procedural violations of this article shall be grievable under the grievance article of the Agreement. Neither the substantive recommendation of the Dean nor the substantive determination of the Provost shall be subject to grievance.

If a grievance is filed under this Agreement, an arbitrator has no authority or jurisdiction to make academic judgments on the standards and criteria for awarding promotion, the application of those standards and criteria to individual NTT Faculty members, and whether or not to award promotion. Nor shall an arbitrator have any authority or jurisdiction to award promotion or order that the Board award promotion to any NTT Faculty member. The arbitrator may order the administration to do the review a second time with different administrators substituting for the Dean and/or Provost.

#### Section 17.8. Salary Increase

Upon promotion under this article, the NTT Faculty member shall receive a \$550 per month increase in 1.0 FTE base salary, effective July 1 of the fiscal year that follows the promotion determination.

#### Section 17.9. School of Law

The School of Law shall not be subject to this Article. All School of Law NTT Faculty promotions shall follow the process in the CLINICAL FACULTY HIRING PROMOTION AND CONTRACT RENEWAL DOCUMENT Approved by faculty on 05/10/2021.

#### Section 17.10. Head Start

For NTT Faculty in Head Start, the Director shall fulfill the responsibilities of the Dean as articulated in this article.