

**COLLEGE OF SOCIAL SCIENCES AND HUMANITIES  
GUIDELINES FOR ACADEMIC SPECIALIST OR  
TEACHING PROFESSOR PROMOTION DOSSIER**

**September 2020**

# 1. INTRODUCTION AND PROCEDURES

## Introduction

This document provides guidance in the preparation and submission of the Promotion Dossier for full-time Academic Specialists and Teaching Professors in the College of Social Sciences and Humanities at Northeastern University which are in addition to the more detailed guidelines on the Provost's website at:

<https://provost.northeastern.edu/resources/faculty/>

Please be sure to follow the Provost's guidelines and add the requirements of the college.

## INTRODUCTION AND PROCEDURES:

**Academic Specialists** and **Teaching Professors** are full-time, non-tenure-track members of the faculty. They are responsible for teaching six courses a year in addition to service. Any deviation from this model requires prior approval of the Dean. They are not expected to conduct research, but may do so. **Assistant Academic Specialists or Assistant Teaching Professors** are initially appointed for one year and may be renewed annually on the basis of performance, the need of the unit, and available funding. They may be considered for promotion to the next rank (**Associate Academic Specialist or Associate Teaching Professor** or **Senior Academic Specialist or Teaching Professor**) after completing three years in rank. Promotion to Associate Academic Specialist or Associate Teaching Professor results in a three-year contract. Senior Academic Specialists or Teaching Professors may receive a contract of up to five years. Academic Specialists or Teaching Professors who request promotion are evaluated on the basis of the quality of their performance in the areas of teaching and service. In cases where they are engaged in research, these activities may be considered as part of their promotion review.

## Promotion Advisement and Timeline

The College establishes the timeline for requesting promotion consideration and for the submission of promotion dossiers in order to meet the February 15 deadline for submission of all promotion dossiers to the Office of the Provost. Assistant Academic Specialists or Teaching Professors may request consideration for promotion in any academic year following three years of service, but no later than May 15 of the year in which they wish to be considered for promotion.

Once an Academic Specialist or Teaching Professor informs his or her Chair that he or she wishes to be considered for promotion, the Chair meets with the candidate to discuss whether the candidate's qualifications and accomplishments merit consideration for

promotion.<sup>1</sup> If the Department Chair or Program Director supports the request, he or she will inform the Associate Dean of Academic Affairs, Diversity and Inclusion in CSSH and the CSSH Director of Personnel Administration of the intent to proceed with the promotion process. Academic Specialists or Teaching Professors who are not advanced by their chairs may request consideration at a future date.

Candidates for promotion must submit their Dossier to their department promotion committee by October 1 of the year in which they will be considered for promotion. The department must submit the Dossier to the College for the Dean's review by December 1.

### **Criteria for Promotion**

To receive a positive recommendation for promotion, the Academic Specialist or Teaching Professor must present evidence of superior professional achievement in teaching and service during the review period. Although research is not a specific function of the Academic Specialist or Teaching Professor position, research-active faculty may submit research materials if they wish. If so, they should demonstrate how their research enhances teaching, advising and service.

While the initial promotion recommendation is made at the department level, the recommendation will become final only after it is reviewed and supported by the Dean and approved by the Provost. In addition to performance, the Dean and the Provost will consider College and University need in reviewing promotion recommendations. A negative decision on a promotion request shall not preclude further term appointments at the Academic Specialist or Teaching Professor's current level, nor shall a negative decision preclude subsequent consideration for promotion.

### **Candidates Holding Joint Appointments**

Please refer to page 10 of the Provost's guidelines regarding candidates holding joint appointments.

### **Department Promotion Committee**

The Department Promotion Committee will include three tenured professors from the department (or school) and one or two Academic Specialists or Teaching Professors at a rank higher than that of the candidate seeking promotion, if such Academic Specialists or Teaching Professors are appointed in the unit. The department chair (or school director) will be an *ex officio* member of the committee. In the case of Academic Specialists or Teaching Professors jointly appointed in more than one department, one representative from the department in which the Academic Specialist or Teaching Professor is jointly

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<sup>1</sup> Please note that throughout this document we use "chair" to refer to the unit head that may actually be a Program Director, or School Dean or Director. Likewise we use "department" to refer to the unit, whether department, program, or school.

appointed must sit on the promotion committee. The chair, or in the case of joint appointments, both chairs write letters of evaluation for the consideration of the promotion committee. The chair's letter and the letter from the promotion committee become part of the candidate's dossier.

### **Provost's Consideration of Completed Dossiers**

In addition to the department chair's recommendation and the department promotion committee's recommendation, the Dean's recommendation (along with any response made by the candidate) completes the Promotion Dossier which will be forwarded to the Provost for final approval.

## **ROLE OF THE CANDIDATE IN DOSSIER PREPARATION**

### **Dossier Preparation Format and Guidelines**

The preparation of the Dossier follows the format outlined in the Model Tenure Dossier for Full-Time Nontenure-Track Faculty on the Provost's Office website:

<https://provost.northeastern.edu/resources/faculty/>

Candidates should consult with their department chair in preparing their Dossier, to ensure that they follow any additional requirements of their department or school. Academic unit requirements/guidelines should be consistent with Provost's office requirements as outlined in this document.

Candidates who are five or more years beyond the initial hire or most recent promotion must supply information, including TRACE, for the most recent five years.

Section C. External letters of support are generally not required in CSSH. This section may be empty.

In the section of the dossier on Teaching, following the teaching statement, TRACE summary, and sample course materials, CSSH requires Peer Teaching Reviews. A minimum of 3 formal peer teaching evaluations that take into consideration the different types of courses the candidate teaches must be included.

## **DOSSIER APPENDICES**

The College requires that the Appendices be submitted electronically as a separate pdf file. Hard copy items should only include items such as books, cd's or other materials which are not easily converted to that format.

**MODEL 1.**  
**MODEL PROMOTION ADVISEMENT LETTER**  
**To be sent by Dean's Office**

Date

Judy Jones  
Department of Holistic Studies  
Northeastern University

Dear Ms. Jones:

I understand that you wish to be considered for promotion consideration in (next academic year). Enclosed is a copy of the College's promotion procedures for your review. These procedures contain important information such as the criteria for promotion, the composition of the promotion review committee, and guidelines for preparing the Promotion Dossier.

You will be responsible for submitting a Dossier that will represent and reflect the work you have done at Northeastern. In preparing your Dossier, please be sure to follow the enclosed College of Social Sciences Academic Specialist or Teaching Professor Promotion Guidelines. Your department chair can answer any questions you may have concerning your dossier preparation.

You may review your dossier both before and after your department, program or school vote. Any letters of recommendation/evaluation and/or other documents used or developed with the understanding and expectation that they would be confidential must of course remain confidential and you will not have access to them.

Once you have reviewed this letter and the College promotion procedures, please sign the acknowledgement below and return a copy of this letter to me no later than June 15.

If you have any further questions concerning promotion procedures, please feel free to contact me at any point during the process.

Sincerely,

Dean

I have reviewed this letter and the college/school departmental promotion procedures. I understand that the policies and procedures outlined in these materials will apply during my upcoming promotion consideration.

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Judy Jones

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Date