

Department of Philosophy Bylaws
Appendix III
Appointment and Promotion of
NTTF: Clinical Teaching-Track Faculty,
Instructors, and Senior Instructors
October 2016

I. CLINICAL TEACHING TRACK FACULTY (I.E., C/T, CTF).

According to “Requirements for Appointment, Reappointment and Promotion for Clinical Teaching Track (C/T) faculty in the College of Liberal Arts and Sciences, University of Colorado Denver” (hereafter referred to as “C/T policies and procedures”), “A Clinical Track appointment is an ‘at will’ appointment that is not a tenure track appointment. Instructors and Senior Instructors may be hired into the Clinical Teaching-Track Faculty (hence, “CTF”). Searches may also be conducted for new hires directly into the CTF. Nominations for the CTF can come from any member of the Department faculty, but must be approved by a majority of the voting faculty, and must be accompanied by a written recommendation from the Department Chair.” The final decision regarding the recommendation of CTF rests with the Dean of CLAS.

I.A Minimum Appointment Criteria for C/T (CTF) Faculty

Assistant Professor C/T: Assistant Professors in the clinical teaching track are expected to have the terminal degree. In addition, candidates for this rank must provide evidence of ability to assume high quality independent teaching and leadership-and-service, and the potential for professional development through scholarly activity.

Associate Professor C/T: Associate Professors in the clinical teaching track must have the terminal degree. Promotion or appointment to Associate Professor C/T marks a significant point in the development of a faculty member’s professional career. The individual must demonstrate excellence in teaching as well as (at least) meritorious contributions in the other areas. Criteria for “excellence” and “meritorious” are listed below.

Professor C/T: Professors in the clinical teaching track must have the terminal degree. Faculty at this rank should have a minimum of five years at the rank of Associate. At this stage of an individual’s career, the individual must demonstrate excellence in teaching as well as (at least) meritorious contributions in the other areas. Criteria for “excellence” and “meritorious” are listed below. For Full Professor C/T, work and accomplishments already reviewed and considered for promotion to Associate Professor C/T, although included in the dossier, will be given less weight in the review process in comparison to work done since promotion to the rank of Associate Professor. The record since the last promotion must show substantial, significant, and continued growth, development, and accomplishment in the teaching and continued meritorious activity, bordering on excellence, in the other two areas.

I.B. Term of Appointment. CLAS policies and procedures state that CTF positions “are deemed to end no later than the end of the third academic year after the appointment is made, at which time the appointment will automatically terminate unless the appointment is affirmatively renewed by the University.”

I.C. Procedure for Application, Dossier for internal candidates for CTF.

- (a) Candidates applying for a CTF position will create a dossier detailing teaching, research, and leadership-and-service activities.
- (b) The teaching section includes a candidate statement on teaching, FCQs, peer evaluations, and other evidence of activity relating to teaching and curriculum.
- (c) The research section includes a candidate statement on research, copies of publications and manuscripts in process, and other evidence of research activity or proposed activity.
- (d) The leadership-and-service section includes a statement detailing leadership-and-service activities as well as any evidence of leadership-and-service activity or proposed activity.

I.C.1 Dossier Letters of reference. The candidate will solicit letters of support to include in the dossier.

- (a) For appointment to the ranks of Assistant and Associate Professor C/T, three letters of reference are required, including one from outside the Department.
- (b) Application for the rank of Professor C/T requires five letters, two from outside the Department.

I.C.2 Department review. Once the candidate's dossier is complete, the TTF reviews the dossier, vote on the candidate's application, and make a recommendation to the Chair. The Chair orally notifies the candidate of the vote.

I.C.3 Chair's Letter. The Chair writes a letter to the CLAS Dean summarizing the discussion and recommendation of the faculty. This letter is included in the candidate's dossier. This letter also includes a report of the vote of the faculty. If the Chair disagrees with the vote and recommendation of the Department, he or she articulates the disagreement and provides an explanation.

I.D. Reappointment and promotion.

- (a) CTF faculty applying for reappointment or promotion must submit the same materials detailed in I.C, and go through the reviews detailed in I.C.2 and I.C.3
- (b) Criteria for reappointment will be based upon whether CTF faculty have demonstrated excellence in teaching as well as (at least) meritorious contributions in the other areas over the period appointment.
- (c) Reappointments do not require resubmission of letters of recommendation, although the Department recommends current letters be on file.
- (d) In addition to the materials listed in I.C, according to CLAS policy, "Candidates for re-appointment or promotion must also include a copy of the most recent employment contract, a professional plan, [and] annual performance evaluation reports."

I.E. Vacancies. The Department may decide to hire for a CTF position externally and will meet to determine hiring priorities. The Department will strive for consensus in determining hiring needs; however, a two-thirds majority vote can also establish hiring priorities. The Department shall conduct a CTF search under the guidelines laid out by CLAS policy.

I.F Criteria for “Excellence” and “Meritorious” in CTF Faculty Performance: Teaching, Research, and leadership-and-service

I.F.1 Teaching. The teaching performance of CTF faculty will be evaluated on the basis of the following criteria:

Meritorious: For a rating of *meritorious* the CTF faculty member must satisfy at least 6 categories, one of which must come from those entitled “Teaching Effectiveness.”

Excellent: For a rating of *excellent* the candidate must satisfy at least 8 teaching categories below, two of which must come from those entitled “Teaching Effectiveness.”

1. Demonstration of accessibility, communication, approachability with students, e.g.,
 - Availability during office hours
 - Responsiveness to student questions
 - Supportive, accurate, and useful advising
2. Involvement in the Department’s teaching mission, e.g.,
 - Development of new courses as permitted or requested
 - Formulation of standards and methods of assessment
 - Willingness and ability to teach courses relevant to curricular and programmatic needs
 - Participation in department discussions regarding teaching and learning outcomes
3. Professional development related to teaching and learning, including
 - Attendance at or leadership of workshops on pedagogy and at least one of the following:
 - Presentations on teaching and learning or
 - Scholarship of teaching and learning
4. Numbers of students and types of courses taught, e.g.,
 - Core and non-core courses
 - Undergraduate and Graduate courses
 - Numbers of majors, non-majors, undergraduates, and graduates at various levels
5. Quality of teaching materials; for example, e.g.,
 - Incorporation of new material into existing courses to keep up with current issues in the fields covered in the course
 - Creation of clear and substantive syllabi
 - Following the Department’s Policies on Syllabi and Course Content (Appendix IV)
6. Participation in individualized instruction, e.g.,
 - Overseeing independent studies
 - Supervising undergraduate honors projects
 - Advising graduate students on comprehensive exams or theses

7. Demonstration of teaching effectiveness: FCQs. FCQ Course Evaluations consistent with a teacher who is effective conveying knowledge in the classroom and is teaching rigorous courses. The evaluation should take into account factors which may affect FCQ ratings, such as class size, teaching core or required courses, and heavy workloads.

8. Demonstration of teaching effectiveness: Student letters on effectiveness and evidence of student achievement. This may be shown by (a) solicited and unsolicited communications (email, course evaluation comments, cards or notes) praising his or her abilities as a teacher, and/or (b) by instances of exceptional student achievement, as found in student work such as portfolios, awards, competitions, etc.

9. Demonstration of teaching effectiveness: Peer evaluation. Peer evaluation of courses, including classroom observation, syllabi review, examination of student portfolios if available, etc.

10. Demonstration of teaching effectiveness: Teaching awards. Winning competitive teaching awards, both within and without CU Denver may be considered. Both a CLAS Teaching Award or CU Denver University Teaching Award is considered in itself a strong sign of teaching accomplishment.

11. Diversity in Department Curriculum, Advising, Pedagogy, Student Outreach, e.g.,

- Development of pedagogically sound curricula which expand the Department's offerings to serve populations who are underrepresented in Philosophy, either in our department or in the profession more generally especially as regards subject matter, perspectives, and approaches.
- leadership-and-service in leadership in support of underrepresented students that advances student academic success; such leadership-and-service could include the development of new initiatives or events (at the individual or student club level); it may also include leadership-and-service that advances implementation of existing initiatives.
- Engagement in Departmental public relations outreach (written and in-person) regarding initiatives and opportunities about Philosophy that include underrepresented individuals and groups as described above.

I.F.2 Research and Scholarly Activity, CTF.

CTF faculty must commit between 10 and 20% of their professional effort to the development of their scholarly activities. All CTF are expected to maintain at least a meritorious research rating, demonstrated by continued professional growth and reaching the following levels:

Meritorious @ 10%: CTF (with 10% assigned to scholarly activities) would demonstrate "meritorious" achievement with at least 1.5 points over the period between reappointments.

Meritorious @ 20%: CTF (with 20% assigned to scholarly activities) would demonstrate

“meritorious” achievement with at least 3 points over the period between reappointments.

Excellent @ 10%: CTF (with 10% assigned to scholarly activities) would demonstrate “excellence” achievement with at least 2.3 points over the period between reappointments. To achieve excellence, some of the work produced (conference presentations, articles, or books) must be peer-reviewed.

Excellent @ 20%: CTF (with 20% assigned to scholarly activities) would demonstrate “excellence” achievement with at least 4.5 points over the period between reappointments. To achieve excellence, some of the work produced (conference presentations, articles, or books) must be peer-reviewed.

Numerical Points for Faculty Research:

(.1) Grant proposal, conference participation, article or book referee, review board membership, participation in reading or working groups, tenure/promotion referee for outside candidate, citations of published work, repeat delivery of conference paper colloquium paper, workshops.

(.5) Submission of refereed article or book chapter, article under revise and resubmit, book review, invited paper or commentary (non-refereed), participation on a scholarly panel, grant awarded (points can vary at committee’s discretion based on size and prestige or award), reprint, translation of previously published article.

(1.0) Terminal conference paper, co-publication, professional address, invited article, chapter, encyclopedia article, or translation.

(1.0) Translation (philosophical, article-length) under contract (committing the press) for publication.

(2.0) Refereed article, article based on conference paper, extended review essay (40+pages), book chapter (accepted or published). Points awarded must adjust for any points previously awarded for earlier credit, such as terminal conference paper, submission, or review and resubmit. Points can be adjusted upward at petition of evaluatee for especially prestigious placement if the evaluation committee and Department Chair agree.

(2.0) Curation of exhibit (advancing and applying philosophical ideas) at recognized non-profit museum or gallery space. Curation of an exhibit includes at least some of the following activities: conceptualization of exhibit theme, review and selection of submitted work; selection and editorship of artist(s)’ and other statements and supporting materials; management of project details and budget. Points can be adjusted, including by petition by evaluatee, for especially complicated exhibitions or extensive intellectual production, if the evaluation committee and Department Chair agree.

(3.0) Book under contract (committing the press) for publication but not yet published.

(3.0 - 6.0) Edited anthology (of multiple authors); credit awarded if in advance page proof/galleys, minus any points previously awarded for submission, contract, etc. Points will be determined by scholarly significance, philosophical contribution, and difficulty, etc. Points can be adjusted up at petition of evaluatee for especially prestigious placement if the evaluation committee and Department Chair agree.

(6.0-14) Translation (book-length) published (or in advance page proof/galleys; minus points previously awarded for contract) . Points will be determined by scholarly significance, philosophical contribution, and difficulty, etc. Points can be adjusted up at petition of evaluatee for especially prestigious placement if the evaluation committee and Department Chair agree.

(12.0 - 14.0) Book published (or in advance page proof/galleys; minus points previously awarded for contract). Points can be adjusted up at petition of evaluatee for especially prestigious placement if the evaluation committee and Department Chair agree.

I.F.3 Leadership-and-service, CTF.

Meritorious leadership-and-service. To demonstrate “meritorious” leadership-and-service, the CTF faculty member must contribute in a meaningful way to the department. All C/T faculty must attend Department meetings. Examples of leadership-and-service at the department level include:

Departmental Leadership-and-service:

- Participation on Departmental committees

- Advising

- Demonstrated leadership in areas such as program development, curriculum review and development, strategic planning at the departmental level

- Departmental grant writing activities

- Formal sponsorship of student organizations

Excellence in leadership-and-service. To demonstrate “excellence” in leadership-and-service, the C/T faculty member must, in addition to requirements for meritorious leadership-and-service, provide an ongoing MAJOR administrative contribution to the department and/or the college, for example as director of an important program. Other indicators of excellent leadership-and-service might include committee work at the level of the university, the profession, and/or the community. Examples of leadership-and-service at these levels (beyond the requisite leadership-and-service at the departmental level) include:

College and University leadership-and-service:

- Participation on College or University committees or as a member of the faculty assembly, CLAS Council or other appropriate committees

- Demonstrated leadership in areas such as program development, curriculum review and development, strategic planning at the College or University level

Liaison and involvement with other units, offices, and programs within UCD, at other campuses of the University of Colorado, other universities in Colorado and with secondary schools

Participation in University-wide projects

Professional leadership-and-service:

Offices in professional organizations

Membership on editorial boards of professional organizations

Contributions to professional organizations by moderating or critiquing programs

Referee for article and book manuscripts

External reviewer for RTP at other universities

Community leadership-and-service Relevant to the Profession:

Membership on appointed or elected boards, commissions, and committees

Participation in public lectures, debates, and panel discussions

Collaboration with programs in secondary schools

II. INSTRUCTORS AND SENIOR INSTRUCTORS

II.A Minimum Appointment Criteria for Instructors. Instructors are required to have the Ph.D. Details of search procedures are outlined in university policies and in Philosophy Department Bylaws, main section, VI.C.3.

II.B Minimum Appointment Criteria for Senior Instructors. Instructors are required to have the Ph.D. and to have served the department for three years in positions of at least 50% time before applying for Senior Instructor.

II.C Application Procedures for Senior Instructor. Applicants must submit example syllabi, three years of FCQs and other measures of teaching effectiveness (such as letters of teaching observation from TTF faculty and evidence of instructional work with students outside the classroom), three years of merit evaluations, and a statement concerning teaching growth and pedagogical practice.

II.D Department review. The TTF will vote on all candidates applying for Senior Instructor positions, with a two-thirds majority required for promotion. Promotions to Senior Instructor must be approved by the Dean.

END PHILOSOPHY APPENDIX III.