

Section 9: PROMOTION CRITERIA, POLICY AND PROCEDURES

The College of Science Promotion Policy, first formally approved by the College's faculty in May, 1985, amended April, 1986, and now amended June, 2010 is an official supplement to the Institute Tenure Policy; see Institute Policies and Procedures Manual, E6.0 Policies on Faculty Rank.

Preamble

In recognition of the essential role of the faculty in the determination of the quality and integrity of its academic programs, the following policies, procedures and criteria for the appointment to and promotion in the professorial ranks are defined herein by and for the faculty of the College of Science of the Rochester Institute of Technology.

The faculty is fully cognizant of the Institute Policies and Procedures. Those policies require administrative review and recommendation by the Academic Unit Head, Dean, Provost and Vice President for Academic Affairs and state that the responsibility for the final decision in the matters of faculty appointment and promotion resides in the Office of the President. The College Policies and Procedures recognize the critical role of faculty in the assessment and evaluation of their colleagues. Thus, the first step in the process of promotion of or appointment to the faculty in the College of Science is the evaluation of a faculty member's work by his or her peers who are knowledgeable in the member's field. An essential body responsible for the designation of a promotion is the Academic Unit (or Units) in which the faculty member resides.

9.1 Policies and Procedures for Promotion in Faculty Rank

In addition to the Institute policies and procedures pertaining to the promotion in faculty rank included in the RIT Faculty Policies and Procedures Manual, the following are specific to appointment to and promotion in faculty rank in the College of Science:

- A member of the faculty nominated for promotion must be informed of that nomination and has the right to refuse consideration at any step in the process.
- The candidate's promotion documentation will be made available to all faculty members in the candidate's academic unit who are at the rank the candidate seeks promotion to or at a higher rank.
- The candidate's promotion documentation and all faculty recommendation letters concerning that promotion* will become a part of the "promotion file"
- The candidate's promotion file will first be reviewed by the faculty in the candidate's academic unit. Each faculty member in that academic unit will produce a written recommendation stating whether they believe the candidate should be promoted or denied promotion. The faculty member may also indicate in writing that they abstain from making a recommendation. Each faculty member's recommendation letter should include a description of the rationale for his/her recommendation. These faculty recommendation letters then become part of the promotion file of the candidate.
- Next, the Head of the Academic Unit reviews the promotion file including the recommendations from the faculty in their Unit and writes a letter which contains a summary of the faculty's recommendations as well as their own recommendation as Head. The letter is placed in the promotion file.

- The Head of the candidate's academic unit passes the promotion file to the Chair of the Promotion Review Committee of the College of Science. The Promotion Review Committee reviews the candidate's promotion file and writes a recommendation for or against promotion, including the vote of its members. The Promotion Review recommendation becomes part of the Promotion File of the Candidate.
- Lastly, the Promotion Review Committee passes the Promotion File to the Dean of the College of Science, who reviews the file and makes a recommendation to the Provost. The final decision is taken by the Provost/President of RIT.
- In the case of denial of promotion, a conference will be held with the Dean of the College of Science, the Academic Unit Head, and the candidate to discuss the reasons for denial. A written summary of the conference will be prepared by the Dean, shared with the Academic Unit Head and the candidate and made a part of the candidate's permanent file in the Office of the Dean along with any rebuttal response from the candidate.
- Upon completion of the process, the faculty recommendation letters, the Academic Unit Head's letter of transmittal, the Dean's letter of transmittal, and any external letters of recommendation will be maintained in the candidate's confidential file in the Office of the Dean. All other documentation will be returned to the candidate.

* Letters of recommendation by the candidate's peers and the letters of transmittal and the recommendation of the Promotion Review Committee are for the confidential use of the Academic Unit Head, the Dean, the Provost, and the President.

9.2 Criteria for Determination of Faculty Rank

Guidelines and criteria for determining faculty rank are established to ensure academic excellence, to give recognition to a faculty member's expertise and performance, and to provide a broad and consistent base of input to all decisions relating to promotion in, and determination of faculty rank.

In an organization that fosters diversity to ensure excellence in all of its endeavors it is not expected that every member of the faculty will participate fully and equally in activities related to the listed criteria. Rather, it is reasonable to assume that faculty activities will, and should, vary from individual to individual and even from year to year for the same individual. So too will the relative values of work to the individual, the Academic Unit, the College, and the Institute.

Guidelines to Determine Faculty Rank

In determining faculty rank, the evaluator should take into consideration the expected levels of consistent contribution and achievement. Below are given non-inclusive/non-exhaustive criteria recommended for consideration and specific to each faculty rank (*all need not be satisfied*).

Lecturer: Criteria for Appointment.

- Education: minimum of master's degree or equivalent in the appropriate discipline or discipline-related area.
- Experience: one or two year's teaching in an accredited institution; demonstrated commitment to teaching excellence.
- Expertise: ability to teach lecture and laboratory courses at the introductory level; evidence of excellent written and oral communication skills; ability to function independently in the classroom and laboratory as specified by needs of the school.
- References: at least two letters of recommendation from referees external to the Rochester Institute of Technology attesting to the candidate's credentials and teaching potential.

Assistant Professor: Criteria for Appointment/Promotion.

- Education: highest degree or equivalent experience in the appropriate discipline or a discipline-related area.
- Experience and expertise: demonstrated commitment to teaching excellence at the undergraduate and, for some positions, graduate levels; potential for making valuable contributions to course and curriculum development; evidence of service commitment; experience, accomplishments, and expertise in research, and/or other scholarly activity specific to the position as described in the job description and in the letter for appointment.
- Professional activity: membership in at least one discipline or discipline related professional organization; evidence of recent successful research/scholarly accomplishments, and potential for continuation of successful research/scholarly activity.
- References: three letters of recommendation from referees external to the Rochester Institute of Technology attesting to the candidate's teaching and research potential and accomplishments and other professional capabilities.

Associate Professor: Criteria for Appointment/Promotion. Standards set by the criteria for the rank of Assistant Professor must be demonstrably exceeded. The candidate has:

- substantially exceeded minimum performance standards required for Assistant Professor;
- established a consistent, documented track record of effective classroom teaching
- demonstrated effective student advising and one-on-one student interactions in scholarship and/or professional activities;
- demonstrated expertise, enthusiastic interest, and successful experience in teaching a range of courses at the undergraduate level;
- demonstrated expertise, enthusiastic interest, leadership, and successful experience teaching a range of courses at the graduate teaching
- demonstrated scientific expertise, as exhibited by consulting and/or other industrial interaction;

- demonstrated pedagogical contributions such as course/curriculum development, development/enhancement of laboratory facilities for student scholarship and instruction, and/or special efforts resulting in significant improvement of the quality of instruction;
- consistently engaged in noteworthy scholarly activity that is documented in refereed journals, contributed and invited papers at national/international meetings, monographs, published books, technical reports, and patents
- demonstrated capability to secure external funding for scholarly and other activities through successful writing of proposals for grants, contracts, foundations, and gifts.
- Consistent participation in the life of the Academic Unit, the College and the Institute through serving and providing leadership on Academic Unit, College, and Institute committees, and by participating fully in faculty meetings, taking part in open houses, conducting tours, recruiting students, etc.;
- Meaningful interaction with external publics such as students/teachers/administrators, K-12, community colleges, institutions of higher education, the industrial/business community, local, state, and/or federal government agencies, professional organizations, etc.;

Note: Normally, a faculty member granted tenure has met the minimum performance standards required for appointment to the rank of the Associate Professor.

Professor: Criteria for Appointment/Promotion. Performance standards defined by criteria satisfied by the candidate at the time of appointment to the rank of Associate Professor must be demonstrably exceeded. Appointment to the rank of Professor is a distinct honor that goes well beyond recognition of length of service. The candidate has (during tenure as Associate Professor, or in a position deemed equivalent):

- substantially and consistently demonstrated performance that exceeded (breadth and/or depth) performance criteria satisfied at the time of appointment to the rank of Associate Professor to include effective teaching;
- been cited for outstanding achievement by peers within and external to the Academic Unit, the College, the Institute;
- been cited for outstanding achievement for students by students or peers, e.g., in the classroom, in one on one interactions, in engaging students in research, in mentoring and advising, in development of responsive curriculum and programs.
- taken on a consistent, documented leadership role valued by the external community, such as in a professional organization, organization of an international meeting, service on national committees, etc.;
- made significant contributions to and provided leadership in administration of the Academic Unit, the College, or the Institute;
- made significant contribution to the mentoring of junior faculty of the Academic Unit, the College or the Institute;

- established a track-record of successful proposal writing to obtain external funding for research, instruction, and/or other efforts to support Academic/College/Institute goals and objectives;
- established a track-record of research/scholarly activity that is documented in refereed journals, published books, invited/contributed papers at national/international meetings, monographs, technical reports, and patents;
- achieved outstanding success in one or more areas judged by the evaluator to be especially noteworthy.

9.3 Documentation for Promotion in Faculty Rank

The items noted in the following categories represent a non-inclusive/non-exhaustive list of documents that should be available in the candidate's promotion file at the time of promotion evaluation. Other than the exceptions footnoted below, all documentation must be made available to every person involved in the evaluation of the candidate.

General:

- Up-to-Date Curriculum Vita; include a listing of all publications (including status submitted, accepted, *etc.*) and presentations (RIT, regional, national, international), arranged chronologically with the most recent first.
- Personal Narrative (maximum 4 pages). A summary of philosophy, goals and accomplishments, including a clear and succinct description of scholarship, pedagogy and service, written in a way that can be understood by someone not in the field.
- List of Honors
- All School Head, Dean and Annual Self Evaluations including any rebuttal documents
- Letters of recommendation by peers**
- External letters***

Teaching:

- Summary of teaching evaluations
- Brief description of curriculum development activities
- Annotated list of courses taught

Administrative Appointments:

- Percent of appointment and description of administrative duties
- Evaluations by superiors and/or members of the administrative unit

Scholarship, Research and Professional Development:

- Full listing of refereed publications
- Listing of conference proceedings, books, book chapters, internal publications, etc.
- Listing of patents
- Copies of three noteworthy publications; optional copy of first page of each publication

- Full list of grants, contracts and gifts received, optional listing of grants and contracts applied for
- List of professional consulting activities
- List of professional activities

Service:

- Annotated list of involvement in School, College and Institute committees
 - Annotated list of service to professional organizations and the broader external community
 - Annotated list of community service efforts
- ** Letters of recommendation by the candidate's peers and the letters of transmittal are for the confidential use of the School's Head, the Dean and the Provost.
- *** Three to six letters from external evaluators must be solicited by the Head of the candidate's academic unit and including in the Promotion File. External letters are kept confidential at the discretion of the author and are not shared with the candidate.

9.4 Formation of the College of Science Promotion Review Committee

The College of Science Promotion Review Committee will consist of one tenured faculty member, who holds the rank of professor, elected by each academic unit of the college. In order to allow for continuity, the selection of the committee's membership will provide for at least two members to continue serving on the committee over any two-consecutive-year period. Service on a promotion committee is a responsibility of tenured faculty members who hold the rank of professor. A tenured professor, therefore, may not decline either nomination for election or service to a promotion committee. If extraordinary circumstances exist, a tenured professor may petition to the dean for exemption from this responsibility, explaining the reason(s) for the request.

Elections shall be conducted each academic year before June 1st of the prior year. The elections must identify the College of Science Promotion Review Committee.

9.5 Timetable for Promotion Review

Action Step	Date
The head of the academic unit solicits nominations	By September 30 th
The head of the academic unit notifies the faculty who have been nominated	By October 15 th
The head of the academic unit solicits external letters	By November 1st
The candidate submits documentation to the head of the academic unit	By November 15th
The head of the academic unit makes the candidate's material/folder available to the faculty senior in rank for their review.	By November 30th

The faculty senior in rank must submit their recommendation and vote for or against promotion to the head of the academic unit.	By December 20th
The head of the academic unit submits the candidate's folder to the COS Promotion Review Committee. The folder must include the head's recommendation letter and the external review letters.	By January 5th
The COS Promotion Review Committee submits its recommendation to the dean	By February 15 th
The dean submits documentation and recommendations to the Provost	By March 2 nd
The Provost sends notification letter to the candidate advising action	By April 15 th

9.6 Promotion to the rank of Senior Lecturer and Principal Lecturer

The College of Science conforms to the Institute policy E6.0

(<http://www.rit.edu/academicaffairs/policiesmanual/sectionE/E6.html>)

The following timetable should be followed:

Action Step	Date
The head of the academic unit solicits nominations	By September 30 th
The head of the academic unit notifies the faculty who have been nominated	By October 15 th
The candidate submits documentation to the head of the academic unit	By November 15th
The head of the academic unit makes the candidate's material/folder available to the faculty senior in rank for their review.	By November 30th
The faculty senior in rank must submit their recommendation and vote for or against promotion to the head of the academic unit.	By December 20th
The head of the academic unit submits the candidate's folder to the COS Promotion Review Committee. The folder must include the head's recommendation letter.	By January 5th
The COS Promotion Review Committee submits its recommendation to the dean	By February 15 th
The dean submits documentation and recommendations to the Provost	By March 2 nd
The Provost sends notification letter to the candidate advising action	By April 15 th