

Fixed-Term Faculty Evaluation Policy
Department of Meteorology

Category I: Continuing, Mission-Defined

Review Procedure and Schedule:

All fixed-term and research (FT&R) faculty members are required to submit an annual activities report. This report is reviewed by his/her immediate supervisor, or supervisors in the case of persons who work on multiple projects. Each review should include the faculty member's written annual report, and may involve thorough one-on-one discussions with the supervisor of the faculty member's performance, future plans, and assignments.

Each FT faculty member should receive an additional, more extensive review every three years after the date of his/her initial appointment or most recent promotion. The purpose of this additional review is to evaluate the faculty member's progress towards future promotion and to advise him/her of what actions should be taken to improve chances of receiving that promotion. This evaluation is performed by a Fixed-Term and Research Faculty (FT&R) Promotion Review Committee and is based on materials submitted by the reviewed faculty member and the candidate's supervisor along with such external information as is appropriate for the position. The committee forwards its evaluation and the faculty member's file to the department head. For Category 2 and Category 3 faculty the department head reviews both of these documents, summarizes them and should then discuss the results of the review directly with the candidate. For Category 1 faculty the department head reviews the documents, prepares a recommendation, and forwards all of these to the dean and the college FT&R Faculty Promotion Review Committee.

Once a FT faculty member reaches the highest rank in his/her career category or otherwise becomes ineligible for further promotion, the review interval will be five years. These five-year reviews will not require external letters.

In addition to any scheduled review, a FT&R faculty member may request a full review during the fall semester of any academic year in order to be considered for promotion or for other professional reasons. The request for a non-scheduled review should be made via a letter from the faculty member to the person's supervisor with a copy to the department head. These non-scheduled reviews are allowed with the concurrence of the supervisor and the approval of the department head/institute director and the dean.

When the non-scheduled review has been approved by the department head and the dean, the request letter and evaluation file will be reviewed by the FT&R Faculty Promotion Review Committee, and it will forward their recommendation to the department head. The head will review the materials submitted by the applicant and the committee's recommendation. The head will prepare an independent recommendation. The head's

recommendation, the committee's recommendation, and the applicant's file will be submitted to the dean and college committee.

The department review committee will consist of three members. Two members shall be FT&R faculty members elected by the FT&R faculty of the department, and one shall be a tenured faculty member chosen by the tenure-track faculty. It is desirable to have one FT&R faculty member each from the research and instructional tracks. No member of this committee may evaluate a candidate for promotion to a rank higher than that which they hold themselves.

Eligibility for Promotion:

Although there is no specifically required time in grade before promotion, it is generally expected that persons will be considered for promotion after approximately six years of service at a Category 1 (Continuing, Mission Defined) grade level. However, time in rank is intended only as a guideline.

Review Criteria:

Research Faculty:

For promotion from Research Associate to Senior Research Associate:

Candidates whose work consists primarily of independent research are expected to have demonstrated the same levels of scholarly research achievement as required for the promotion of tenure-track faculty from assistant to associate professor. The FT&R Faculty Promotion Review Committee will solicit external letters to assist the evaluation of the candidate's reputation and impact in the larger scientific community.

A candidate whose job description calls for 50% or more of his/her time to be devoted to directed service activities or supervised research will be evaluated based on assessments of their performance during the full interval since his/her last appointment. External letters of evaluation are not required for these candidates, but the FT&R Faculty Review Committee may solicit letters from appropriate individuals.

For promotion from Senior Research Associate to Senior Scientist:

In order to achieve promotion to the rank of Senior Scientist the candidate must demonstrate the same levels of scholarly research achievement required for promotion from Associate Professor to Professor within the tenure-eligible track. The FT&R Faculty Promotion Review Committee will solicit external letters from appropriate individuals. Only individuals who have demonstrated significant independent research work are eligible to this rank.

Instructional Faculty:

For promotion from Lecturer to Senior Lecturer:

Candidates whose principle work consists of instruction are expected to have demonstrated the same level of instructional quality as required for promotion of tenure-track faculty from assistant to associate professor. The FT&R Faculty Promotion Review Committee will review evaluations from all required courses taught during the past three years and conduct in-class assessments. In addition, on-line syllabi, course rubrics and interviews with students may be used in the evaluation. Should the lecturer also have formal advising responsibilities, evaluation of this work will be included. Design of new courses, outreach-based teaching and supervision of undergraduate research may also be considered.

For promotion from Senior Lecturer to Professor of Practice:

(note: As of January 2005, the title of Professor of Practice has not been approved by the Faculty Senate and the University.)

In order to achieve promotion to the rank of Professor of Practice, the candidate must demonstrate the same levels of scholarly teaching achievement expected for promotion from Associate Professor to Professor within the tenure-eligible track. Development of new teaching materials (workshops, courses, seminars), awards for instruction from within and/or outside the university and publication in educational journals may be among expected performance indicators. External letters of support on behalf of the candidate will be solicited. Only individuals with a terminal degree or vast professional experience and whose teaching has gained a national/international reputation are eligible for promotion to this rank.

Materials in the candidate's dossier:

1. A letter of nomination from the nominee's supervisor/mentor.
2. The nominee's updated curriculum vitae.
3. Materials considered appropriate by the nominating supervisor/mentor and the Committee.
 - a. For promotion from Lecturer to Senior Lecturer or Senior Lecturer to Professor of Practice, materials should be provided that are equivalent to those expected in the Scholarship of Teaching and Learning section in the Promotion and Tenure dossier for tenure-track faculty.
 - b. For promotion from Research Associate to Senior Research Associate or Senior Research Associate to Senior Scientist, materials should be provided that are equivalent to those expected in the Scholarship of Research and Creative Accomplishments section of the Promotion and Tenure dossier for tenure-track faculty.
4. Three external letters of assessment for promotion from Research Associate to Senior Research Associate, Senior Research Associate to Senior Scientist, Senior Lecturer to Professor of Practice, fixed-term Assistant Professor to fixed-term Associate Professor, and fixed-term Associate Professor to fixed-term Professor.
5. Other relevant materials considered appropriate by the nominating supervisor/mentor and the Committee.
6. Statements of evaluation of the candidate by the department head and by the FT&R Promotion Review Committee

These materials will be forwarded to the college FT&R Faculty Promotion Review Committee for consideration. The college committee will forward their recommendation to the Dean who will make the final decision.

Suggested promotion procedure timetable:

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| October 31 | Nominations submitted by supervisors/mentors to department head and department FT&R Promotion Review Committee |
| December 31 | Department FT&R Promotion Review Committee recommendations forwarded to department head. |
| January 31 | Department head forwards dossiers and recommendations to the College FT&R Promotion Review Committee. |
| March 30 | College FT&R Promotion Review Committee forwards dossiers and recommendations to the Dean. |
| May 31 | Dean notifies nominees of outcomes. |