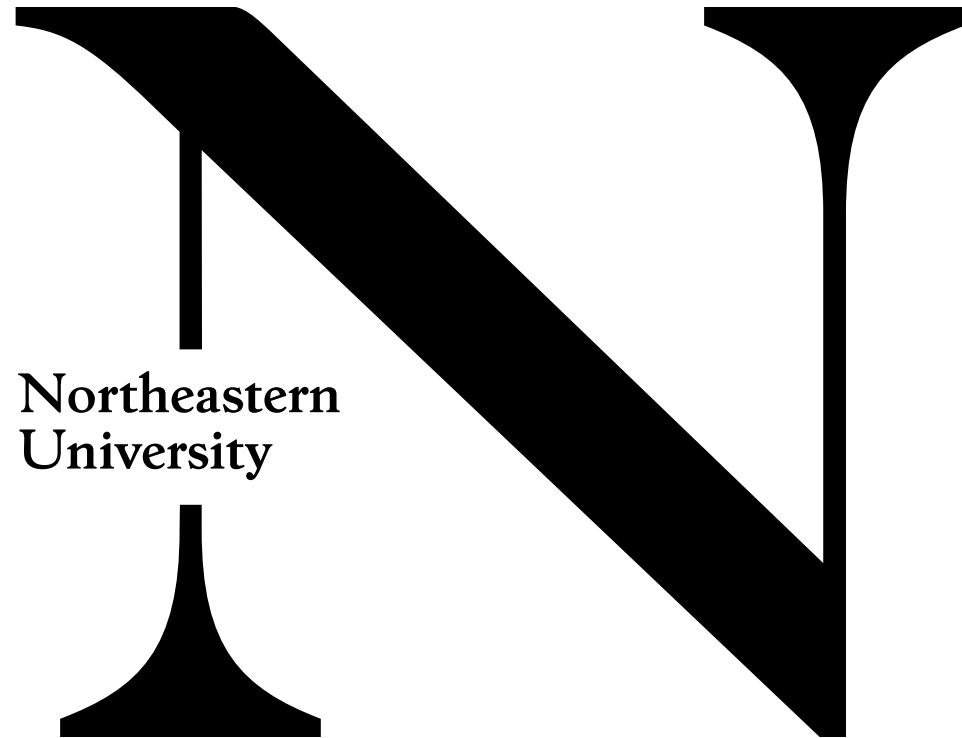


Promotion for Full-time Non Tenure-Track Faculty

Jackie Isaacs
Vice Provost for Faculty Affairs
Office of the Provost

August 21, 2024



Northeastern
University

Who is in the Room *?

N=82

As of RSVP numbers from August 15, 2024

#	College	# Depts	# Teaching/ Clinical/ Specialist	# Co-op	# Research	# Postdoc Fellow	# Visiting	# Professor of the Practice
1	BCHS	3	7	--	2	--	3	--
2	CAMD	3	4	--	--	3	1	--
3	COE	5	2	5	1	--	--	--
4	COS	3	6	--	--	2	--	--
5	CPS	7	9	--	--	--	--	1
6	CSSH	9	3	2	--	4	6	--
7	DMSB	4	4	--	--	--	2	--
8	KCCS	N/A	12	--	--	--	--	2
9	LAW	N/A	--	--	--	1	--	--
TOTAL		36	47	7	3	10	12	3

* Includes some faculty who started in 2023-2024 academic year and some starting in 2025 (and not all faculty starting Fall 2024 were able to attend)



Types of Full-Time Non Tenure-Track Faculty

Each with different roles & responsibilities

- Teaching Professors
 - Clinical Professors
 - Co-op Coordinators
 - Research Professors
- Academic Specialists
 - Full-time Lecturers
 - Professors of the Practice

Can be found online:

<https://provost.northeastern.edu/app/uploads/Full-Time-Non-Tenure-Track-Faculty-Titles.pdf>



Northeastern is committed
to your success and
advancement!



Institutional Background



Since 2017:



370 FT NTT dossiers reviewed
97% success rate

Procedural Requirements for Promotion

- Minimum service of 3 years in present rank (policy per Senate Resolution and Provost Approval in 2016)
- Candidate makes the decision when to come up by alerting the Dean's office of intention by **April 1** in the year prior to dossier submission
- Preparation & submission of dossier by **October 1** in 4th year
- Review of dossier in unit and college according to their procedures and bylaws
- Dossier with all recommendations due by **February 15** to the Office of the Provost



Online Resources

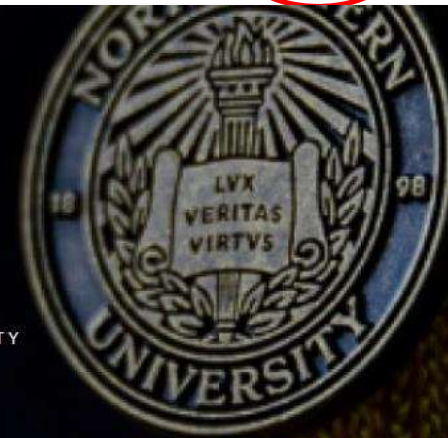
Information Available at the Faculty Resources Web Site:

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

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Office of the Provost

About People **Faculty Affairs** Resources Announcements and events



NORTHEASTERN UNIVERSITY

Office of the Provost

Submission Portal: INTERFOLIO

- The software package from Interfolio is used for both dossier submission and dossier review
- It is a simple straightforward program much like those used for manuscript submission
- Training will be available from your college's associate dean for faculty affairs (when the time comes)

Review at University Level

- Advisory Committee to the Provost on FTNTT promotions (since 2016)
- It includes associate deans of faculty affairs in the colleges and Vice Provost for Faculty Affairs
- Half-day meeting is held to review dossiers
- SVPAA recommends FTNTT promotions to the Provost for final review and approval
- Faculty member receives notification on **May 1**



What Makes a Strong Dossier?

- Evidence of sustained contribution in your areas of responsibilities
- Evidence of professional development and growth in your areas of responsibilities

Evidence of Sustained Contribution in Teaching & Learning

- Course materials that are current, appropriate to your field, and focused on student learning outcomes
- Course design and assignments at an appropriate level of student engagement and challenge
- Sample rubrics, examples of feedback to students
- Student and peer evaluations demonstrating consistent, responsible, responsive and challenging instruction
- Other evidence of student outcomes (awards, publications, GR school admissions, etc.)



Evidence of Professional Development and Growth in Teaching

Might include, in addition to established strong classroom performance . . .

- Engagement with CATLR workshops and grants
 - Wider range of courses developed and taught
- Curricular and pedagogical improvement/innovation
 - Mentoring of junior faculty
 - Participation in and contributions to your field's pedagogical debates



Evidence of Professional Development & Growth in Service

Especially at “full” rank, may include, in addition to reliable citizenship . . .

- Wider program, college and/or university leadership roles with demonstrable outcomes (e.g., Senator, Faculty Senate committees)

- Visible professional service premised on your teaching and/or professional experience and innovation
- Responsibility for programmatic improvement as well as continuity
- Development of junior colleagues



How Do I Prepare for Promotion?

Launch conversations and planning ahead of the year in which you hope to submit application for promotion

- Seek specific, targeted advice from your chair and your dean
 - What are the strengths and weaknesses of my trajectory from the standpoint of promotion?
 - What are the most important things I can do to improve my trajectory?
- Attend college and university workshops on process
- Review FTNTT Model Promotion Dossiers (Teaching/Co-op/Research)
<https://provost.northeastern.edu/resources/faculty/>
- Systematize your collection of dossier-related materials

Resources

With counsel of your chair and dean, draw on resources to strengthen your trajectory

- CATLR workshops, one-on-one advising, grants
- College- and discipline-specific programming
- ADVANCE Office of Faculty Development offerings
- Full-time Faculty Development funding to support:
 - Advanced professional training; Conference travel
 - Training in new software to be used in classroom
 - Research in teaching and learning
 - Call for proposal sent to the colleges each spring (notification of funding decision made in May)

Please Welcome Our Faculty Panelists Today

Michael Ahern

Interdisciplinary Associate Co-op
Coordinator
Cooperative Education
College of Engineering

Earlene Avalón

Teaching Professor
Health Management and Health
Sciences Programs
College of Professional Studies

Katy Shorey

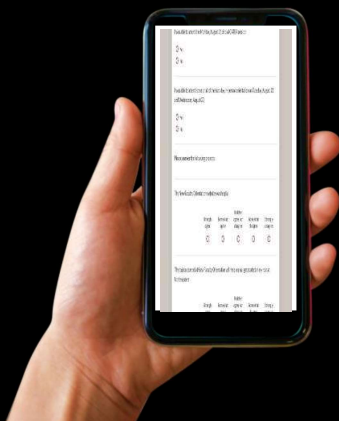
Associate Teaching Professor
Philosophy and Religion
College of Social Sciences and Humanities

Laney Strange

Teaching Professor
Director of Broadening Participation,
Director for Teaching Faculty-Boston
Khoury College of Computer Sciences

Please provide feedback for New Faculty Orientation in this quick 5-minute survey, thank you!

- **Open the camera app.**
- **Select the rear-facing camera in Photo or Camera mode.**
- **Center the QR code that you want to scan on the screen and hold your phone steady for a couple of seconds.**
- **Tap the notification that pops up to open the link.**



Reception
4:30-6:00 PM

Interdisciplinary Science and
Engineering Complex

Ground Floor

