

Promotion for Full-time Non Tenure-Track Faculty

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August 20, 2025



Northeastern
University

Types of Full-Time Non Tenure-Track Faculty

Each with different roles & responsibilities

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

Can be found online:

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



Who is in the Room *?

N=40

As of RSVP numbers from August 11, 2025

#	College	# Departments	# Teach/ Clinical/ Lecture	# Research	# Coop	# Visiting	# Postdoctoral Teaching
1	BCHS	3	2	--	1	4	--
2	CAMD	3	2	--	--	1	--
3	COE	2	2	--	--	--	--
4	COS	4	3	--	1	--	1
5	CPS	2	2	--	--	--	--
6	CSSH	9	6	2		1	5
7	DMSB	2	2	--	4	--	--
8	KCCS	N/A	1	--	--	--	--
9	LAW	N/A	--	--	--	--	--
*TOTAL		36	20	2	6	6	6

*Includes some faculty who started in 2024-2025 academic year and some starting in 2025

(and not all faculty starting Fall 2025 were able to attend)

Northeastern is committed
to your success and
advancement!



Institutional Background



Since 2017:



518 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/>

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)

Variation in Review by College and/or Unit

- Composition of promotion review committee varies by unit
- Weighting of dossier categories varies by unit and appointment category
 - Research Professors different from Full-Time Lecturers
 - Service assignments vary
 - Accreditation and/or clinical requirements relevant to some colleges (Bouvé, DMSB)
 - Co-op Coordinator dossier will include different elements
- External letters not required by the university but may be by the unit or by appointment category

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
- All faculty members receive 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

Lindsay Mehrmanesh

Associate Teaching Professor
Biology
College of Science

Matt Higger

Associate Teaching Professor
Khoury College of Computer Sciences

Nancy Tarr

Senior Co-op Coordinator
Cooperative Education
D'Amore-McKim School of Business

