

Teaching Professor Series Promotion Guidelines

An instructional academic staff member in an Assistant or Associate Teaching Professor rank is not obligated to seek promotion. It is not an “up or out” position. There is no “promotion clock” nor a standard number of years one must wait before seeking promotion. Rather, through regular communication with one’s Unit Chair regarding the criteria and responsibilities listed below, and at the advice of Unit members, the Teaching Professor may seek promotion at any time during their career.

The point at which an employee in an Assistant or Associate Teaching Professor title is ready to be considered for promotion should be discussed during the candidate’s [annual performance reviews](#). Through each annual review and evaluation of the employee’s PAR, the Unit’s Chair, Executive Committee, and Teaching Professors at a higher rank are to provide detailed and transparent feedback to the employee documenting their performance and progression toward promotion.

Promotion Requirements:

As stated in the [UW-Green Bay Institutional Guidance for Lecturers and Teaching Professors](#) (approved by Faculty Senate on 7 April 2021) and outlined in the UW System standard job description for [Teaching Professor](#) titles, the Assistant Teaching Professor should be evaluated and reviewed on the following responsibilities and criteria:

Standard Job Description Essential Job Responsibilities (consistent for all ranks of Teaching Professor titles):

- Develops and designs curriculum and instructional material relevant to a course of instruction
- Advises students on academic and career direction within a specific field of study
- Facilitates classroom, online and/or laboratory instruction, including assessment of student performance
- May supervise student employees involved in development or delivery of instruction
- Collaborates with department faculty and staff to develop teaching strategies relevant to the discipline
- Contributes to the development of teaching and learning scholarly work including publications and presentations
- Contributes to the strategic development of curriculum and academic content through various mediums to ensure the integrity of the educational mission of the work unit

Criteria outlined in [Institutional Guidance](#) as required to move to from Assistant to Associate Teaching Professor:

- An impressive, sustained record of excellent teaching (typically four years or more, paralleling that of tenure-track faculty in the rank of Assistant Professor), as evidenced by student and peer evaluation, or other marks of achievement

- Demonstrated instructional contributions to the department and college, and/or campus, and/or broader discipline
- Demonstrated evidence in supporting student success
- Excellence in collaboration with faculty and staff in the development of teaching strategies, including participation in department, unit, or campus-level faculty/staff instructional development activities/programs
- Demonstrated evidence of contributions to the overall curricular mission of the unit
- Demonstrated record of engaging with, implementing and/or producing creative activity or scholarship in teaching and learning

Criteria outlined in [Institutional Guidance](#) as required to move from Associate to Full Teaching Professor:

- An impressive and sustained record of outstanding teaching (a ten-year Promotion Review Option letter will be sent to faculty in the rank of Associate Teaching Professor, paralleling the ten-year letter sent to tenured faculty in the rank of Associate Professor), as evidenced by student and peer evaluation; departmental, school/college, and national/international recognition through awards and other marks of achievement such as producing scholarship/creative activity in teaching and learning
- Demonstrated instructional contributions to the department, college, campus, and/or broader discipline
- Demonstrated and recognized outstanding achievement in supporting student success
- Leadership in collaboration with faculty and staff in the development of teaching strategies, including designing, organizing, and/or leading department, unit, or campus-level faculty/staff instructional development programs
- Leadership in the creation/redesigning of courses and in contributions to the overall curricular mission of the unit
- Representation of the unit on college or campus committees in support of the university's instructional mission

The employee must meet all bulleted criteria as listed above in order to move from one rank to the next higher rank. Interpretation of the language within the bulleted criteria is at the discretion of the Unit, so long as that interpretation is consistent and equitable across the Unit/College. As part of their assessment, the Unit executive committee must clearly document performance-based indicators which demonstrate achievement in all criteria and explain how the criteria were interpreted to make the determination regarding promotion. This written justification will be uploaded as part of the approval process and maintained with the promotion documentation in the employee's personnel file.

Process to submit paperwork for a Promotion Review/Decision:

Promotion to the next rank of the Teaching Professor series will be based upon the promotion documentation submitted by the IAS member as an electronic portfolio, including:

- A promotion narrative (including their statement/philosophy on teaching)
- Current CV
- Evidentiary file (evidence they are meeting the criteria required to promote to the next level title as outlined in the bullet points above)

The electronic portfolio should be submitted through the [Instructional Academic Staff Title Review Request](#) process, and will be reviewed and approved as follows:

- Step 1: Executive Committee of the Unit (the portfolio will be sent through BP Logix to the chair of the unit for distribution to the committee). If the committee is in support of the promotion, they will upload their written justification and send it on to the next level of review and approval.
- Step 2: The Dean/Division Leader will review, consult with the Personnel Council, and approve in BP Logix
- Step 3: The Provost will review and approve in BP Logix
- Step 4: HR/Budget will review in BP Logix
- Step 5: Review by the Vice Chancellor/Chancellor Group in BP Logix

This process is in line with what is outlined in the institutional [Title Review Policy](#). At any time, the request can be denied in BP Logix. It is the responsibility of the party denying the request to provide written justification of the decision. The employee may appeal the denial decision by following the appeal process as outlined in the [Title Review Policy](#).

Promotion Timeline:

- ***(This academic year...Early October) Early September:*** Assistant or Associate Teaching Professor informs the Unit Chair of their desire to seek promotion by submitting their portfolio through the [Instructional Academic Staff Title Review Request](#)
- ***(This academic year...Friday, 2 December 2022) First or second Friday of November:*** Recommendation/approval from the Unit Chair for promotion due to the appropriate Dean's through BP Logix
- ***(This academic year...12 December 2022) Third Monday of November:*** Promotion recommendation requested by Dean from Personnel Council
 - If the Unit Executive Committee's recommendation is positive and the Dean is in agreement with the Unit's recommendation, the advice of the Personnel Council is not required
 - If the Unit Executive Committee's recommendation is positive, but the Dean is not in agreement with the Unit's recommendation, the advice of the Personnel Council shall be sought
- ***Friday before Spring semester begins:*** Recommendations for promotion to Associate/Full Teaching Professor from Personnel Council due in the Dean's office (if their recommendation is requested by the Dean)
- ***February 28:*** Recommendation/approval for promotion due from Dean to Provost (through BP Logix)

Final decisions will be announced in March/April and promotion (title change and compensation adjustment) will be effective at the start of the following academic year or July 1st (depending on if the employee is on a 9-month or 12-month contract).