

# **University of Delaware Associate in Arts Program Promotion Document**

Final Approval April 2019

## **Statement of Values and Mission**

The University of Delaware Associate in Arts Program (AAP) is an interdisciplinary and multidisciplinary associate degree program that includes coursework in humanities, history, social sciences, natural sciences, and languages, and, therefore, employs a diverse faculty. With campuses located in Wilmington, Dover and Georgetown, the AAP offers primarily Delaware students the opportunity to complete coursework for an Associate in Arts degree while they complete breadth and general education requirements for the College of Arts and Sciences and the University. The AAP students constitute a socio-economically and educationally diverse body of learners, the majority of whom go on to pursue majors in all seven colleges on the University of Delaware's main campus. AAP students enjoy an uninterrupted transition from the Associate in Arts Program to a bachelor's degree program in the junior year. Faculty who teach in the Associate in Arts program commit a majority of their time and effort to preparing students at the highest level to succeed in their transition to bachelor's degree programs or to the workforce.

## **Promotion and Workload**

This policy statement defines the standards and the procedures for promotion for faculty on all three campuses of the Associate in Arts Program in all disciplines represented on those campuses. The faculty of the Associate in Arts program are all on the Continuing Track; this document governs the promotion of these faculty members to Assistant, Associate and Full Professor. The criteria for promotion, like the criteria for contract renewal, will be based upon each candidate's contractual workload agreement and may vary individually. However, as the AAP's mission requires that teaching be our priority, all candidates within the program will be expected to privilege teaching as they prepare materials in the promotion process. Promotion in the Associate in Arts Program concerns non-tenured faculty and promotion does not confer tenure.

## **Promotion to Assistant Professor**

A candidate for this rank must have attained the Ph. D. or the appropriate terminal degree in a given field. In addition, the candidate must provide evidence of high-quality performance in both teaching and service. Unsatisfactory performance in either of these categories will preclude promotion. If the candidate has contributed to scholarship within the field, the candidate may present evidence of this achievement, though it is not mandatory for promotion. Evidence of high-quality performance includes the following:

**TEACHING:** high-quality performance documented by testimonials from former students, syllabi and course materials, peer evaluations, classroom visits by fellow faculty, teaching awards, course portfolios, numerical and discursive student evaluations and any other evidence of successful teaching.

**SERVICE:** high-quality performance as evidenced by the curriculum vitae; committee appointments; letters from the campus director and peers attesting to the merits of the candidate's service to the campus, the program, the University, or the surrounding community; administrative work that benefits the program and the University, and any other evidence of a high-level of service.

**SCHOLARSHIP:** Scholarship is not required for promotion. The Promotion Committee will consider any scholarship that the candidate would like to submit to support the case for promotion. Scholarship in our program includes: any publications in the field, pedagogical scholarship, invited lectures, conference presentations, notes and reviews, editorial positions, performances, readings, grants and awards, directorships, chairing panels and presentations, and other scholarly production within the faculty member's discipline or within the larger category of pedagogy.

### **Promotion to Associate Professor**

Since the promotion or appointment to the rank of assistant professor, the candidate must have demonstrated excellence in teaching, as well as high-quality performance in service. As before, if the candidate has contributed to scholarship within the field, the candidate may present evidence of this achievement, though it is not mandatory for promotion.

**TEACHING:** excellence in teaching will be documented by testimonials from former students, syllabi and course materials, peer evaluations, classroom visits by fellow faculty, teaching awards, course portfolios, numerical and discursive student evaluations, and any other evidence of excellent teaching.

**SERVICE:** high-quality performance as evidenced by the curriculum vitae; committee appointments; letters from the campus director and peers attesting to the merits of the candidate's service to the campus, the program, the University, or the surrounding community; administrative work that benefits the program and the University, and any other evidence of a high level of service.

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## Promotion to Full Professor

The rank of professor is reserved for truly outstanding individuals who demonstrate a reputation in the primary contracted area of responsibility, and who, since the promotion to the rank of Associate Professor, have demonstrated excellence in both teaching and service and significant scholarly contributions in the primary contracted area of responsibility. If the candidate published within the field, the candidate may present evidence of this achievement, though it is not mandatory for promotion.

**TEACHING:** excellence in teaching will be documented by testimonials from former students, syllabi and course materials, peer evaluations, classroom visits by fellow faculty, teaching awards, course portfolios, numerical and discursive student evaluations, and any other evidence of excellent teaching.

**SERVICE:** excellent performance in service as evidenced by the curriculum vitae; committee appointments; letters from the campus director and peers attesting to the merits of the candidate's service to the campus, the program, the University, or the surrounding community; administrative work that benefits the program and the University, and any other evidence that the candidate excels in service.

**SCHOLARSHIP:** Scholarship is not required for promotion. The Promotions Committee will consider any scholarship that the candidate would like to submit to support the case for promotion. Scholarship in our program includes: any publications in the field, pedagogical scholarship, invited lectures, conference presentations, notes and reviews, editorial positions, performances, readings, grants and awards, directorships, chairing panels and presentations, and other scholarly production within the faculty member's discipline or within the larger category of pedagogy.

### **Recommended Timetable for Promotion Procedures within the Department**

- April 30: Deadline for written notification to the program director and the chair of the Promotion Committee of the candidate's intent to apply for promotion the following academic year. E-mail communication is sufficient for this purpose.
- May 15: Deadline for the candidate to submit a draft dossier for preliminary review by the Promotion Committee. The dossier should follow the format described in the Faculty Handbook except that no letters attesting to teaching or service are required. It is strongly recommended that the candidate include a statement summarizing his or her case for promotion in the areas of teaching and service.
- May 30: Deadline for the Promotion Committee to vote on a recommendation to the candidate regarding the wisdom of seeking promotion at that time. The committee chair is to convey the numerical vote and the committee's recommendations in writing to the candidate no

later than the day following the meeting. If the vote is unfavorable, the candidate may appeal within five working days, and a new vote will be taken. Both the original vote and the vote on appeal (if any) are advisory. The final decision to seek or not to seek promotion at a given time rests entirely with the candidate unless university policy requires that the review take place.

June 15: Deadline for the candidate to submit a curriculum vitae and copies of any evidence of teaching or scholarly achievement that might be lengthy enough to require more time for evaluators to assess (books, research projects, etc.)

September 1: Deadline for the candidate to submit a complete dossier.

October 1: Deadline for a final vote by the department Promotion Committee. The committee chair is to report the vote in writing to the candidate as soon as possible after the meeting. If the candidate wishes to appeal, he or she must do so within five working days after being informed of the committee's decision.

October 10: Deadline for a second vote following the candidate's appeal, if any.

### **Procedures beyond the Departmental Timetable**

Candidates should refer to the Faculty Handbook and the College of Arts and Sciences' Policy on Promotion for the deadlines beyond the departmental level, and the college-wide and university-wide promotion policies that apply to continuing track faculty.

The candidate will be asked to provide a list of ten highly regarded external evaluators who can attest to the performance of the candidate (ideally by the end of June). The committee chair, in consultation with faculty members who are in or close to the candidate's field or positioned to evaluate the candidate's teaching or service, will then select ten external evaluators who will provide letters attesting to the performance of the candidate. For AAP faculty seeking promotion, evaluators must be external to the program itself, but need not be external to the University. The candidate will be given an opportunity to comment on the names on the department's list, and the committee chair will give great weight to the candidate's assessment of their suitability. The candidate will also be asked to specify his or her relationship (if any) with all potential reviewers. The committee chair, in consultation with faculty in or close to the candidate's field, will select a list of ten outside evaluators using both the list generated by the candidate and the one generated by the committee. At least two the outside evaluators will be names from the committee's list but not present on the candidate's list.

The candidate may submit the names of at least thirty former students from whom the committee may solicit letters attesting to the quality of the candidate's teaching, advisement, sponsorship of student activities, and other student-related work (ideally by the end of July). The number of names to be supplied will be affected by the length of time each candidate has been in rank in the department, but candidates are urged to supply as many as possible. The committee chair will also choose students at random from the candidate's class rosters, and the candidate will not be informed of their names. Letters will be solicited from an equal number of students from the candidate's list and from the department's random list.

The candidate may submit to the Promotion Committee the names of anyone who can document service to the university or any of its units, to professional organizations, to community service groups, or to any other organizations with which the candidate is associated (ideally by the end of July). The committee will solicit letters from everyone named by the candidate.

The candidate may also submit to the Promotion Committee any letters attesting to his or her scholarly activity that may be relevant. With the exception of the letters from outside evaluators and from former students, nothing that the candidate has not seen will be placed in the dossier.

### **Composition of the Promotion Committee**

The Promotion Committee shall be a standing committee elected by the faculty that consists of three full-time AAP faculty members. The three-year terms of the standing members should be staggered where possible to maintain continuity, and the longest serving member will serve as chair. Because the Promotion Committee is a standing committee, and the AAP has a small and multidisciplinary faculty, it may become necessary to augment the committee. Therefore, the committee may add one member from the AAP faculty (or the Newark campus) who works directly in the discipline of the candidate. Similarly, the standing committee may be augmented to include one faculty member from the AAP (or the Newark campus) who have attained the rank that the candidate seeks to attain. Augmenting the committee by adding one faculty member in the discipline within the AAP or one faculty member within the discipline (or at the appropriate rank) from the Newark campus assures the committee will have the best possible opportunity to understand the disciplinary pedagogy and scholarly contributions of the candidate. This committee composition will also allow both the institutional memory that a standing committee provides and the flexibility to address each candidate fairly.

The order of business for each candidate is as follows:

1. presentation and discussion of the candidate's evidentiary materials
2. first straw vote
3. summary of the letters from outside reviewers
4. discussion of the outside letters
5. second straw vote

If more than one candidate is being considered for promotion, this procedure will be completed for all candidates. At the conclusion of this process, final votes on all candidates will be taken.

### **Reports of the Committee's Decisions**

As soon as possible after the meeting, the committee chair will inform each candidate in writing of the numerical vote and of the committee's reasoning. Within a week after the vote, the committee chair will deliver a letter summarizing the committee's decision to the program director's office, where it will be available to all committee members. Those who participated in the meeting will be given at least three working days in which to sign the letter. Those who are unable to do so may authorize signatures by proxy. When this process is complete, the committee chair will deliver the signed letter to the program director, with a copy to the candidate.

### **Confidentiality**

Confidentiality is of the essence in carrying out promotion evaluations, and information is to be conveyed to the candidate only by the committee chair and other faculty appointed by the committee for this purpose. This stricture holds true for preliminary reviews in the spring as well as for binding votes in the fall, and it extends to discussions at committee meetings, numerical votes, and all other aspects of the promotion process. Although it may sometimes be necessary for committee members to discuss promotion questions in venues other than official meetings, the times and places for such discussions must be selected with due regard for the privacy of the candidates and of fellow committee members.