

DEPARTMENT OF PHYSICS & ASTRONOMY
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

**Procedures Governing the Promotion of a Teaching Assistant
Professor to Teaching Associate Professor**

December 2010 - Approved by Dean's Office with endorsement of College Committee on Promotion of Senior Lecturer; Revised 2014. Revised December 13, 2017 by Department Chair Christian Iliadis, and approved by Senior Associate Dean for Fixed Term Faculty, Terry Rhodes on Feb. 19, 2018.

A. Eligibility for Promotion to Teaching Associate Professor

A Teaching Assistant Professor is eligible for recommendation for promotion to Teaching Associate Professor on the following bases:

1. The candidate must have a minimum of six consecutive years' full-time (i.e., 1 FTE) service as a Teaching Assistant Professor in the same College department, or, if the candidate is from another institution, six consecutive years of full-time (1 FTE) service as a Teaching Assistant Professor or faculty equivalent.
2. The candidate must provide demonstrable evidence of extraordinary teaching and service to the appointing department, beyond that which is expected of a Teaching Assistant Professor, in accordance with standards of extraordinary teaching and service defined by the unit in which the candidate is appointed.

In the Department of Physics & Astronomy, evidence of extraordinary teaching may include: a university teaching award, consistent teaching evaluations in the top 10% of the department, regular service on undergraduate honors theses committees, exceptionally high peer teaching reviews, success in writing and/or administering grants that improve teaching in a unit, administrative oversight and training of teaching assistants and/or other fixed-term faculty in a unit.

In the Department of Physics & Astronomy, evidence of extraordinary teaching may also include: evidence of exceptional effectiveness demonstrated by conceptual surveys such as the Force Concept Inventory or the Conceptual Survey on Electricity and Magnetism, development of new courses, and innovative efforts to improve student learning (such as effective use of instructional technology, student-centered learning strategies, supplemental learning resources, etc).

In the Department of Physics & Astronomy, evidence of extraordinary service may include: a university service award, service as departmental undergraduate advising coordinator, service on the UNC Faculty Council and/or its subcommittees, service on university committees (such as Teaching Award Committee, Staff Award Committee, university search committees), chairing unit committees or task forces, membership on the advisory board of a professional journal, invitations for speaking engagements at other institutions of higher learning, service through Carolina Speakers Bureau.

In the Department of Physics & Astronomy, evidence of extraordinary service may also include: service and leadership in relevant professional organizations such as the American Association of Physics

Teachers or the American Physical Society, presentations at meetings of national teaching organizations, and regular service on committees involved with undergraduate affairs and studies.

B. Procedure for review of candidates for Teaching Associate Professor in the Department of Physics & Astronomy

Only a Teaching Assistant Professor who has completed a minimum of six consecutive years of full-time (1 FTE) service in the Department of Physics & Astronomy is eligible to be considered for promotion to Teaching Associate Professor.

A candidate eligible for promotion to Teaching Associate Professor in the Department of Physics & Astronomy will be reviewed by a unit committee appointed by the Department Chair. This review committee will be composed of *at least three tenured faculty members and at least one Teaching Associate Professor*, provided one or more Teaching Associate Professors are part of the departmental faculty. If the departmental faculty contains no Teaching Associate Professor, a Teaching Associate Professor from another department may be included on a review committee, with the approval of the Dean's Office. This committee is responsible for reviewing any eligible candidate's dossier and submitting a report on each candidate under consideration.

To be reviewed by the department's review committee, eligible candidates for Teaching Associate Professor must submit a dossier containing the following:

1. the candidate's current curriculum vitae.
2. the candidate's statement of teaching and service.
3. documentation of the candidate's teaching and service activities.
4. annual summaries of teaching, annual summaries of student evaluations, and periodic peer teaching evaluations. Peer teaching evaluators should be assigned according to individual unit policy.
5. evidence of extraordinary teaching and service.
6. the names of two individuals (from UNC or external) who may serve as referees as to the candidate's qualifications for the rank of Teaching Associate Professor.
7. additional materials, such as observations of classroom teaching, student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case.

Upon receipt of a complete dossier, the Chair will solicit letters from two referees, one from a list provided by the candidate and one from a list developed by the Chair, as to the candidate's qualifications for promotion to the rank of Teaching Associate Professor. Upon receipt of the two letters, the Department Chair will include them in the candidate's dossier. Visits to classes by members of the departmental review committee are a mandatory part of the review.

After reviewing each dossier, the departmental review committee will submit to the Chair a report concerning each candidate for promotion to Teaching Associate Professor. The Chair will make this report available to the assembled eligible faculty of the department, whom the Chair will consult in a manner analogous to the process whereby the unit Chair consults the unit's faculty on the promotion of faculty members on the tenure track. This consultation will result in a vote of the eligible faculty of the department, recorded by rank, on each case for promotion to Teaching Associate Professor. The

eligible faculty will include tenured and tenure-track faculty, and Teaching Associate Professors and Teaching Professors.

The Chair of the department may decide to accept or reject the advice given by the eligible faculty. In either case, the candidate's complete dossier must be forwarded to the Dean with a letter from the Chair either recommending or denying promotion. Besides reporting the vote of the faculty, the Chair's letter should highlight factors concerning teaching and service that most influenced the recommendation. Regardless of the Chair's recommendation, the Chair must communicate that decision in writing to the candidate.

The dossier for the candidate forwarded to the Dean will contain the following:

1. the chair's letter, noting the review committee's role and vote, and the vote of the eligible faculty, recorded by rank.
2. the report of the unit review committee on the candidate.
3. the candidate's current curriculum vitae.
4. the candidate's statement of teaching and service.
5. documentation of the candidate's teaching and service activities.
6. annual teaching summaries and summaries of student evaluations.
7. a minimum of two letters from referees (UNC or external) that address the candidate's qualifications for the rank of Teaching Associate Professor.
8. Peer evaluation reports.

See the University's Academic Personnel website ([Fixed Term Faculty Appointment to a Higher Rank](#)) for a checklist of documents required for inclusion in the dossier of a fixed-term faculty member's application for promotion (appointment to a higher rank).