

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

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

*March 23, 2012 - Approved by Dean's Office; Revised September and December 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 Professor**

A senior lecturer is eligible for recommendation for promotion to teaching 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 Associate Professor, or, if the candidate is from another institution and identified in a national search, six consecutive years of full-time (1 FTE) service as a Teaching Associate Professor or faculty equivalent. A Teaching Associate Professor may not be appointed to the rank of Teaching Professor until six consecutive years of 1 FTE service at the rank of Teaching Associate Professor have elapsed. A Teaching Assistant Professor is not eligible for promotion to Teaching Professor.
2. The candidate must provide demonstrable evidence of distinguished teaching and service to the appointing department, beyond that which is expected of a Teaching Associate Professor, in accordance with standards of distinguished teaching and service defined by the unit in which the candidate is appointed.

In the Department of Physics and Astronomy, evidence of extraordinary teaching may include: a university teaching award, consistent teaching evaluations in the top 5-10% of the department, outstanding peer teaching reviews, leadership roles on unit committees concerned with teaching, 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 and Astronomy, evidence of distinguished service may include: a university service award; leadership on committees and task forces at the unit, College, or University levels (such as educational policy, teaching award, staff award, or search committees); service as unit undergraduate advising coordinator or director of undergraduate studies; outstanding service on the UNC Faculty Council and/or its subcommittees; leadership in national or regional professional organizations; membership on the advisory board of a professional journal; invitations for speaking engagements at other institutions of higher learning; professional consulting.

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

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

A candidate eligible for promotion to Teaching Professor in the Department of Physics and Astronomy will be reviewed by a unit committee appointed by the Chair. This review committee will be composed of at least three tenured faculty members and at least one Teaching Professor, provided one or more Teaching Professors are part of the departmental faculty. If the departmental faculty contains no Teaching Professors, a Teaching 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 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 distinguished 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 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 Professor. Upon receipt of the two letters, the 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 unit review committee will submit to the Chair a report concerning each candidate for promotion to Teaching 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. For cases involving promotion to Teaching Professor, this consultation must include the tenured faculty and any Teaching Professors in the department. The consultation process will result in a vote of the eligible faculty of the department, recorded by rank, on each case for promotion to teaching professor.

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 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).*