**College of Liberal Arts & Sciences**

**Department of English**

**Guidelines for Promotion of Career Faculty**

Approved by the faculty assembly of the department on 4 Oct. 2023 and revisions on 16 Oct. 2023

Approved by the dean on 16 Oct. 2023

**Guidelines for Promotion of Career Faculty,**

**including but not limited to**

**Teaching Professors and Clinical Faculty**

**(who are eligible for promotion)**

**I. Definition of Career Faculty**

Career Faculty in the Department of English are fixed-term faculty members of varying ranks who direct

or participate in specialized university functions, including teaching, mentoring, advising, student

internships, training, or other components of writing programs, degree programs, centers, or other

assignments. The Dean of The College of Liberal Arts and Sciences (hereafter, “Dean”) and the Chair of

the Department of English (hereafter, “Chair”) or their designees will assign to career faculty the

specific roles and duties to be performed during the appointment period.

Career Faculty in the English Department are typically appointed as either Teaching Professors (all ranks), Clinical Professors (all ranks), Instructors, or Professors of Practice. Career Faculty in the English Department who are eligible for promotion are typically Teaching Professors (being promoted from assistant to associate or from associate to full) and Clinical Professors (being promoted from assistant to associate or from associate to full).

**II. Teaching Professors (at all ranks): Guidelines for Appointment, Review/ Renewal, and Promotion**

**A. Definition.** Assistant Teaching Professors[[1]](#footnote-1) “are fixed-term faculty members with responsibilities that may include teaching service responsibilities, supervising supplemental kinds of student learning, professional development, and/or administrative duties related to teaching.” An Associate Teaching Professor “generally holds a doctorate degree (or appropriate terminal degree) and has a minimum of five years of college-level teaching experience or equivalent qualifications and experience.” A Full Teaching Professors “generally holds a doctorate degree (or appropriate terminal degree) and has a minimum of seven years of college-level teaching experience or equivalent qualifications and experience.” (*ACD* 505.02, <https://policy.asu.edu/>, p. 4)[[2]](#footnote-2)

**B. Appointment**

*Qualifications*. Teaching Professors at all ranks in the Department of English will typically hold a doctorate or other terminal degree and have a minimum of five years of college-level teaching experience or equivalent qualifications/experience at the time of appointment. Although workloads are designated by the Chair and may vary by type of appointment, they typically include 80% teaching (4 courses per semester) and 20% designated to other activities.

**C. Annual Reviews and Renewal.**

*Purpose.* Teaching Professors at all ranks and appointment types will be evaluated annually, based on their individual workload appointments. These reviews will be used as the basis for renewal and merit pay increases. AllTeaching Professorsin the English Department are expected to meet the performance expectations outlined below.

*Performance Expectations.* Teaching Professors at all ranks will be evaluated annually based on the following:

● Deliver consistent, effective teaching which shall be evaluated by standard instruments of

 measurement such as standard department student evaluation, student responses to university

evaluations, peer Evaluations, and/or other forms of measurement

● Be accessible and responsive to students (including online students) through regular office hours

and/or other regular, reliable, and professional means of access.

● Meet administrative responsibilities and deadlines related to area of assignment (e.g. timely

 responses to requests for course planning and book orders, establishment of a Canvas site for

courses, submission of copies of syllabi, administration of course evaluations)

● Develop and maintain effective, up-to-date syllabi, course materials, and course design that reflect

 degree program goals and requirements

● Effectively employ the use of appropriate current educational technologies

● Maintain a professional demeanor when interacting with students, TAs, and colleagues

● Engage in effective mentoring which may include mentoring of students, TA, and colleagues as

 appropriate

● Implement assessment techniques that tap into students’ conceptual understanding of the course

 content and provide a means for incorporating student critique

● Actively participate in unit, college, and/or university activities that enhance all ranks of Teaching

Professors’ professional development as it relates to their program/s of instruction

● Actively participate in unit/college/university/community service activities as assigned.

**D. Promotion**

Candidates for promotion to Associate Teaching Professor or Full Teaching Professorshould consult unit administration, the *Academic Affairs Manual ACD506-05: Faculty Promotion*

(<http://www.asu.edu/aad/manuals/acd/acd506-05.html>), and the [provost’s website](https://academicpersonnel.asu.edu/) for documents related to process, timeline and policy information governing fixed-term faculty promotion.

*University Required Materials*: According to the university’s “Process Guide for Promotion of Fixed-Term Faculty,” all fixed-term candidates for promotion are expected to submit the following materials:

a. Current CV.

b. Personal statement

c. Research and Scholarship, if applicable to appointment

d. Evidence of excellence in teaching and mentoring. (See the Required Indicators of Excellence and the

Selected Indicators of Excellence listed below for each rank.)

e. Supporting materials (optional)

**1. Criteria for Promotion to Associate Teaching Professor**

Assistant Teaching Professors seeking promotion to Associate Teaching Professor are expected to have five years’ successful teaching experience in rank, with a significant amount of teaching at Arizona State University. Candidates may count the year in which they apply toward meeting this eligibility requirement. Those wishing to apply for promotion should indicate their intent during the spring semester prior to, but no later than the beginning of, the academic year during which their cases will be evaluated.

Promotion requires a higher quality or scope of work beyond the baseline expectation articulated above. Cases for promotion will rest heavily on demonstrated excellence in teaching. As appropriate to the candidate’s job description, administration and service responsibilities related to teaching will be considered important as will grants, scholarship, and other indicators of research productivity.

*Required Indicators of Excellence.* Candidates for promotion to Associate Teaching Professor are required

to provide evidence of excellence over the period in rank via the following indicators:

a. Annual evaluations that consistently demonstrate a record of overall performance at or above

 satisfactory levels

b. Standard teaching evaluations that demonstrate a pattern of effective teaching

c. Unit sanctioned peer reviews of classroom performance conducted by peers or those of higher rank

d. Participation on unit committee when either appointed or elected

e. Participation on college- and university-level committees when either appointed or elected

f. Participation on special initiatives within the unit

 *Selected Indicators of Excellence.* Candidates for promotion to Associate Teaching Professor must also

provide evidence of excellence during the period in rank in at least one the following indicators:

1. Demonstrated high quality pedagogical techniques which may include, but are not limited to, innovative use of technology or innovative approaches to classroom instruction

b. Creation/significant modification of courses (including online), contribution to redesign of

degree programs, and/or design of new methods of instruction or mentoring which can be shared with colleagues within or beyond the department

c. Receipt of teaching awards or other external recognitions of teaching excellence

d. Receipt of external support that advances unit’s mission, initiatives, or objectives

e. Demonstrated leadership in a distinct area or service assignment (e.g. directing online degree

 programs, chairing a committee, supervising students during study abroad programs, etc.)

f. Commitment to improvement through participation in professional development opportunities

 (i.e., university, college and department workshops), presentation of research focused on

 teaching, and/or attendance at profession-centric conferences

g. Publication of research related to the area of teaching or expertise

**2. Criteria for Promotion to Full Teaching Professor**

While there is no minimum period in rank required for promotion, Associate Teaching Professors seeking promotion to Full Teaching Professor are expected to document a substantial and sustained record of excellent performance since the previous promotion/appointment, with a majority of service occurring at Arizona State University. Candidates may count the year in which they apply toward meeting this eligibility requirement. Those wishing to apply for promotion should indicate their intent during the spring semester prior to, but no later than the beginning of, the academic year during which their case will be evaluated.

 Promotion requires a higher quality or scope of work beyond the baseline expectation articulated

above. As appropriate to the candidate’s job description, administration and service responsibilities related to teaching will be considered important as will grants, scholarship, and other indicators of research productivity. However, cases for promotion will rest heavily on demonstrated excellence in teaching and a demonstrated progression beyond the expectations of Associate Teaching Professor, although unique elements (such as assumption and performance of large administrative responsibilities or stellar achievements in research or other aspects beyond the traditional role of Associate Teaching Professor) would support such an application.

*Required Indicators of Excellence.* Candidates for promotion to Full Teaching Professor are required to provide evidence of excellence during the period in rank via the following indicators:

a. Annual evaluations that consistently demonstrate a record of overall performance at or above

 satisfactory levels

b. Standard teaching evaluations that demonstrate a pattern of effective teaching

c. Significant, effective mentoring over the period in rank which may include, but is not limited

 to, participation on student committees, mentoring through study abroad programs or within

 community-based programs, mentoring and observation of teaching associates, and/or other

 forms of intensive mentoring

d. Demonstrated significant engagement across multiple instructional/mentoring aspects of a degree

program/area

e. Unit-sanctioned peer reviews of classroom performance conducted by peers or those of higher

 rank

*Selected Indicators of Excellence*. Candidates for promotion to Full Teaching Professor must also provide evidence of excellence over the period in rank in at least one of the following indicators:

a. Demonstrated leadership in a specific area of teaching, instruction, mentoring, or service (in unit,

university or community)

b. Nomination and/or receipt of a teaching award within the unit, college, or university

c. Participation in professional activities that advance the unit which may include, but are

 not limited to, conducting/facilitating workshop

d. Delivery of conference presentations at national or international venues;

e. Publication of research findings in top-tier journal/s during the period in rank

f. Demonstrated leadership during the period in rank in a distinct area or service assignment (e.g.

 directing online degree programs, chairing a committee, supervising students during study

 abroad programs, etc.)

**III. Clinical Professors (at all ranks) Guidelines for Appointment, Evaluation/ Renewal, and Promotion**

**A. Definition. “**Clinical Professors in the Department of English are fixed-term faculty members who are qualified by training, experience, or education to direct or participate in specialized university functions, including teaching, student internships, training, or other practice components of degree programs. Responsibilities of clinical faculty may encompass any area of professional practice and/or technical expertise and may include professional development.” (*ACD* 505.02, <https://policy.asu.edu/>, p. 9)

**B. Appointment.**

*Qualifications.* Clinical Professors at all ranks in the Department of English will typically hold a doctorate or other terminal degree and have a minimum of five years of college-level teaching experience or equivalent qualifications/experience at the time of appointment. Although workloads are designated by the Chair and may vary by type of appointment, they typically include 80% teaching (4 courses per semester) and 20% designated to other activities.

**C. Annual Reviews and Renewal.**

Clinical Professors at all ranks and appointment types will be evaluated annually based on their individual workload appointments. These reviews will be used as the basis for renewal and merit pay increases. All Clinical Professorsin the English Department are expected to meet the performance expectations appropriate to the duties outlined in their letters of hire.

*Teaching Performance Expectations.* When teaching is part of an appointment, Clinical Professors at all ranks may be evaluated, based on the following:

● Deliver consistent, effective teaching which shall be evaluated by standard instruments of

 measurement such as standard department student evaluation, student responses to university

evaluations, peer Evaluations, and/or other forms of measurement

● Be accessible and responsive to students (including online students) through regular office hours

 and/or other regular, reliable means of access

● Meet administrative responsibilities and deadlines related to area of assignment (e.g. timely

 responses to requests for course planning and book orders, establishment of a Canvas site for

courses, submission of copies of syllabi, administration of course evaluations)

● Develop and maintain effective, up-to-date syllabi, course materials, and course design that reflect

 degree program goals and requirements

● Effectively employ the use of appropriate current educational technologies

● Maintain a professional demeanor when interacting with students, TAs, and colleagues

● Engage in effective mentoring which may include mentoring of students, TA, and colleagues as

 appropriate

● Implement assessment techniques that tap into students’ conceptual understanding of the course

 content and provide a means for incorporating student critique

● Actively participate in unit, college, and/or university activities that enhance all ranks of Clinical

 Professors’ professional development as it relates to his/her program/s of instruction

● Actively participate in unit/college/university/community service activities as assigned.

*Other Performance Expectations.* When other activities are part of an appointment, Clinical Professors clinical at all ranks may be evaluated based on indicators of excellence that are appropriate to their activities. Indicators may include but are not limited to:

● Actively participate in and/or organize local, national, or international community events that help disseminate knowledge and the ASU mission.

● Actively participate in and/or organize local, national, or international workshops, academic or public-facing, that help disseminate knowledge and the ASU mission.

● Actively design local, national, or international resources that help disseminate knowledge and the ASU mission.

● Actively participate in any other activities stipulated in a letter of hire.

**D. Promotion of Clinical Faculty**

Candidates for promotion to Associate Clinical Professor or Full Clinical Professorshould consult unit’s administration, the *Academic Affairs Manual ACD506-05: Faculty Promotion*

(<http://www.asu.edu/aad/manuals/acd/acd506-05.html>), and the [provost’s website](https://academicpersonnel.asu.edu/) for documents related to process, timeline and policy information governing fixed-term faculty promotion.

*University Required Materials*: According to the university’s “Process Guide for Promotion of Fixed-Term Faculty,” all fixed-term candidates for promotion are expected to submit the following materials:

a. Current CV.

b. Personal statement

c. Research and Scholarship, if applicable to appointment

d. Evidence of excellence in teaching and mentoring. (See the Required Indicators of Excellence and the

Selected Indicators of Excellence listed below for each rank.)

e. Supporting materials (optional)

**1. Criteria for Promotion to Associate Clinical Professor:**

In addition to meeting the minimum criteria for appointment as an Assistant Clinical Professor, candidates for promotion to Associate Clinical Professor are typically expected to have five years’ successful assigned duties in rank, with a significant amount of the duties at Arizona State University. Candidates may count the year in which they apply toward meeting this eligibility requirement. Those wishing to apply for promotion should indicate their intent during the spring semester prior to, but no later than the beginning of, the academic year during which their cases will be evaluated.

Promotion requires a higher quality or scope of work beyond the baseline expectation articulated above. As appropriate to the candidate’s job description, administration and service responsibilities will be considered important as will grants, scholarship, and other indicators of research productivity. However, cases for promotion will rest heavily on demonstrated excellence in assigned duties and a demonstrated progression beyond the expectations of Assistant Clinical Professor, although unique elements (such as assumption and performance of large administrative responsibilities or stellar achievements in research or other aspects beyond the traditional role of Assistant Clinical Professor) would support such an application.

*Required Indicators of Excellence.* Candidates for promotion to Associate Clinical Professor are required to provide evidence of excellence over the period in rank as follows:

a. Annual evaluations that consistently demonstrate a record of overall performance at or above

 satisfactory levels

b. When teaching is part of the appointment,

(1) standard teaching evaluations that demonstrate a pattern of effective teaching

(2) unit-sanctioned peer reviews of classroom performance conducted by peers or those of

higher rank.

c Either participation on committees–unit, college, university. community, or professional–when either

appointed or elected; or participation in activities (e.g., community events, workshops,

development of resources) that disseminate knowledge and bring attention to the ASU mission.

Both types of participation may be included but only one type is required.

*Selected Indicators of Excellence.* Candidates for promotion to Associate Clinical Professor must also provide evidence of excellence during the period in rank in at least one of the following indicators:

a. Demonstrated high quality pedagogical techniques which may include, but is not limited to,

 innovative use of technology or innovative approaches to classroom instruction

b. Creation/significant modification of courses (including online), contribution to redesign of

degree programs, and/or design of new methods of instruction or mentoring which can be shared with colleagues within or beyond the unit.

c. Receipt of teaching awards or other external recognitions of teaching excellence

d. Receipt of external support that advances unit’s mission, initiatives, or objectives;

e. Demonstrated leadership in a distinct area or service assignment (e.g. directing online degree

 programs, chairing a committee, supervising students during study abroad programs, etc.)

f. Commitment to improvement through participation in professional development opportunities

 (i.e., university, college and unit workshops), presentation of research focused on

 teaching, and/or attendance at profession-centric conferences

g. Publication of research related to the area of teaching or expertise.

**2. Criteria for Promotion to Clinical Full Professor:**

 While there is no minimum period in rank required for promotion, Associate Clinical Professors seeking promotion to Full Clinical Professor are expected to document a substantial and sustained record of excellent performance since the previous promotion/appointment, with a majority of service occurring at Arizona State University. Candidates may count the year in which they apply toward meeting this eligibility requirement. Those wishing to apply for promotion should indicate their intent during the spring semester prior to, but no later than the beginning of, the academic year during which their case will be evaluated.

Promotion requires a higher quality or scope of work beyond the baseline performance expectations (teaching and/or other) articulated above. As appropriate to the candidate’s job description, administration and service responsibilities will be considered important as will grants, scholarship, and other indicators of research productivity. However, cases for promotion will rest heavily on demonstrated excellence in assigned duties and a demonstrated progression beyond the expectations of Associate Clinical Professor, although unique elements (such as assumption and performance of large administrative responsibilities or stellar achievements in research or other aspects beyond the traditional role of Associate Clinical Professor) would support such an application.

*Required Indicators of Excellence.* Candidates for promotion to Full Clinical Professor are required to provide evidence of excellence during the period in rank via the following indicators:

a. Annual evaluations that consistently demonstrate a record of overall performance at or above

 satisfactory levels

b. When teaching is part of the appointment,

(1) standard teaching evaluations that demonstrate a pattern of effective teaching

(2) unit-sanctioned peer reviews of classroom performance conducted by peers or those of

higher rank

c. Either participation on committees–unit, college, university. community, or professional–when either

appointed or elected; or participation in activities (e.g., community events, workshops,

development of resources) that disseminate knowledge and bring attention to the ASU mission.

Both types of participation may be included but only one type is required.

*Selected Indicators of Excellence*. Candidates for promotion to Full Clinical Professor must also provide evidence of excellence over the period in rank in at least one of the following indicators:

a. Demonstrated leadership in a specific area of teaching, instruction, mentoring, or service (to

unit, university, community, or profession)

b. Nomination and/or receipt of a teaching award within the unit, college, or university

c. Receipt of other type of awards or external recognition.

d. Participation in professional activities that advance the unit which may include, but are

 not limited to, conducting/facilitating workshop

e. Delivery of conference presentations at national or international venues;

r. Publication of research findings in top-tier journal/s during the period in rank

g. Demonstrated leadership during the period in rank in a distinct area or service assignment (e.g.

 directing online degree programs, chairing a committee, supervising students during study

 abroad programs, etc.)

1. As of the date of this document’s approval, ASU’s *ACD* has not yet updated its language to match the conversion of Lecturers to Teaching Professors (at all ranks). The new designations of rank include: Lecturer is now an Assistant Teaching Professor; Senior Lecturer is an Associate Teaching Professor; and Principal Lecturer is now a Full Teaching Professor. [↑](#footnote-ref-1)
2. Click on link; on first landing page, click on ACD; on second landing page, scroll down directory on left to 506-02. [↑](#footnote-ref-2)