



**STOCKTON** | CENTER FOR TEACHING  
UNIVERSITY | & LEARNING DESIGN



# File Construction Workshop

## Promotion

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# Today's Session

1. Important Resources
2. Promotion File Construction
3. Questions



# Important Resources

- [Locally Negotiated Agreements](#)
- [Faculty Evaluation Procedure MOA](#)
- [Faculty Evaluation Policy \(University Standards – section 6.00 and 10.0\)](#)
- [Program Standards](#)
- [School Standards](#)
- [Online Course MOA](#)
- [Personnel Actions Calendar](#)
- [Summary Due Dates](#)



# Promotion vs. Range Adjustment

- **Range Adjustment**
  - Based on teaching **AND** service **OR** scholarship
  - You are meeting the standards in your **current** rank
  - Files are submitted early spring semester
- **Promotion**
  - Based on teaching, service, **AND** scholarship (except Distinguished)
  - You are meeting the standards for the **next highest** rank
  - Files submitted early fall semester
  - Plan for external review process (depending on rank)
- Feedback from PRC/FRC
- Program “politics” and other reasons people avoid applying for promotion

# Promotion to Assistant

- **Instructor to Assistant**

- **10.1.1.2.3 (Faculty Evaluation Policy):** Only those hired with expectations specified in their contract of earning a terminal degree will automatically receive rank adjustment to Assistant Professor upon documented completion of the terminal degree provided that evaluations to that point are satisfactory.
- Have achieved the appropriate terminal degree
- Meeting the standards at the rank of Assistant (developing scholarship)
- External reviews are not required, but may add support
- **10.2.2 [Assistant Professors]** demonstrate a record of **continuous improvement in teaching** (in both Program and General Studies courses) toward excellence, a **growing record of scope and/or significance of scholarly and creative activity** beyond that presented to secure rank, and the capacity to **contribute effectively in the use of professional skills in service** to the University, discipline, and community.

# Promotion to Associate

- **Assistant to Associate**

- Normally concurrent with tenure, though there may be exceptions
- May apply early (prior to tenure) – those promoted prior to tenure will be judged for tenure at the higher rank
- **10.3.1 [Associate Professors]** must achieve and maintain consistent excellence in teaching (in both Program and General Studies courses) and demonstrate **capability in pedagogical leadership**, such as the ability to demonstrate pedagogical innovations to others within or outside their program;
- **10.3.2 [Associate Professors]** demonstrate a **record of scholarly/creative activity** that is recognized by others within their discipline or area of specialization; and
- **10.3.3 [Associate Professors]** document **progressively important service** roles and demonstrate a **capacity for leadership**

# Promotion to Professor

- **Associate to Professor**

- Requires formal solicitation of external reviewers of scholarship, through a process that begins three months prior to the closing of files
- Files submitted early fall semester
- For faculty hired at the Associate Professor level or above, it is not the norm to be promoted at the time of tenure
- **10.4.1 [Professors]** must achieve a **consistent record of excellence in teaching** (in both Program and General Studies courses), including **curricular contributions, pedagogical leadership**, and/or in activities that support the achievement of teaching excellence throughout the University;
- **10.4.2 [Professors]** must achieve and continue to demonstrate a record of **scholarly/creative activities that are nationally and/or internationally recognized as outstanding and significant**; and
- **10.4.3 [Professors]** must be **stewards of service**; they must play and continue to play a **major role in significant University initiatives, major public initiatives, or hold key positions in their professional organizations**. Professors must demonstrate that their service is recognized as outstanding in quality, effectiveness, and scope

# Promotion: Distinguished Professor

- 12.1.1 *The title of Distinguished Professor is reserved for those individuals who have exceeded all standards for Professor and have received recognition for their exceptional achievement in teaching and widely recognized achievement in either scholarship/creative activity or service.*
- Only requires teaching **AND** service **OR** scholarship
- Minimum 10 years at rank of Professor
- Must be nominated by a minimum of three current faculty members who hold the rank of Professor
- Requires formal solicitation of external reviewers of scholarship **OR** service, through a process that begins three months prior to the closing of files
- File Requirements:
  - The standard required background information
  - A narrative description of the contributions that fulfill the expectations for the next rank
  - Examples of those contributions that have been regarded as exemplary or significant
  - External letters evaluating and commenting on the candidate's meeting all expectations for the rank of Distinguished Professor, elicited through the formal process for eliciting external reviews



# Advancement: NTTP

- NTTPs are eligible for advancement consideration to that level after five years (5) of consecutive service in this position.
- Must meet or exceed the requirements for the next level (no skipping levels)
- If approved, will advance the equivalent of three (3) salary ranges
- Written application for advancement consideration following the normal promotion cycle for full-time faculty identified in the annual Personnel Actions Calendar on or before November 1.
- Core files follow Policy II-10 and existing procedures for promotion for full-time faculty, according to the guidelines for “Review Files for Candidates seeking Promotion” in Section XIII.B.1. in the Evaluation of Faculty and Library Faculty for Tenure, Reappointment, Promotion and Range Adjustment (2015),
  - Documentation of achievement in scholarship and/or creative activity is not required.
  - External reviewers are not required for advancement at any level.

*NTTP 2023 MOA, Section G*

# Procedure for Promotion

- Must notify the Dean of your intent to submit a file for promotion
  - **6/13/2025** Deadline for faculty who plan to apply for promotion to Full Professor or Distinguished Professor in Fall 2025 to notify Dean and meet regarding selection of external reviewers.
  - **6/27/2025** Deadline for faculty who plan to apply for Assistant or Associate.
  - **6/27/2025** Materials for external reviewers for those applying for Full or Distinguished are due to the deans.
- Electronic file organization and submission process (similar to T&P) – files close in early September
- Review process for faculty: PRC, Dean, FRC, Provost, President, BOT approval

# Promotion: Library Faculty

- Promotion of Library Faculty is initiated by an announcement by the President that opportunities are available for growth and/or structural promotions
- Currently posted [Library Faculty Due Dates](#) shows deadlines:
  - **6/13/2025** Deadline for library faculty who plan to apply for promotion to Full Professor or Distinguished Professor in Fall 2025 to notify Dean and meet regarding selection of external reviewers.
  - **6/27/2025** Deadline for library faculty who plan to apply for Assistant or Associate.
  - **6/27/2025** Materials for external reviewers for those applying for Full or Distinguished are due to the deans

# External Review

- Three (3) months prior to your file closing date, you must notify your Dean if you plan to use the formal process of External Review
  - You and your Dean will select a Review Advisor
  - You and the Review Advisor will select names of people to serve as external reviewers and the Review Advisor will submit those to the Dean within two days of your meeting.
  - Within two days the Dean will contact those people to see if they agree to review
  - You will need to submit your scholarly or creative work for review (digitally where possible), and any other materials for review, to the Dean
  - Letters from external reviewers should be submitted no later than three weeks before the file deadline
- Reviewer qualifications
- External reviews of scholarship are **optional** for promotion to Assistant or Associate
- External reviews of scholarship are **required** for promotion to Professor
- External reviews of scholarship (OR service) are **required** for promotion to Distinguished Professor
- Details can be found in the [Evaluation Procedures](#), starting on page 10
  - Includes how to handle “issues” with reviewers

# File Construction Approach



**Promotion file is due early  
September 2025**

**6/13 – Notify Dean for Professor/Distinguished**

**6/27 – Notify Dean for Assistant/Associate**

- Review MOA, Policy, & Standards
- Consider your audience (PRC, Dean, FRC, Provost, President)
- Gather artifacts/evidence of excellence
- Engage in thoughtful self-reflection
- Utilize FAWN

# Promotion File Content

- **Background Materials**

- *File cover page & position description/responsibilities (School uploads)*
- Updated Curriculum Vitae (CV)

- **Self-Evaluation**

- Executive Summary (1-2 pages)
- Narrative - reflect on **ACHIEVEMENT** of standards based on the next rank:
  - Teaching
  - Service
  - Scholarship
- Document and reflect on achievements that have occurred since your last personnel action

# Promotion File Content

- **Teaching Portfolio (since last personnel action)**

- Representative syllabi
- Peer observation(s) – (optional for tenured faculty)
- IDEA/small class instrument
  - All results of past evaluations since the last positive personnel action **OR** the results from the last 5 years (whichever is shorter)
  - Tenured faculty are required to evaluate at least half of their course load within an academic year
  - Optional for spring 2020 – Covid MOA (must cite)
- Precepting survey
- Optional additional materials (sample assignments, lectures, rubrics, class feedback, etc.)
- ***Provide evidence and reflect about how you have met the standards***

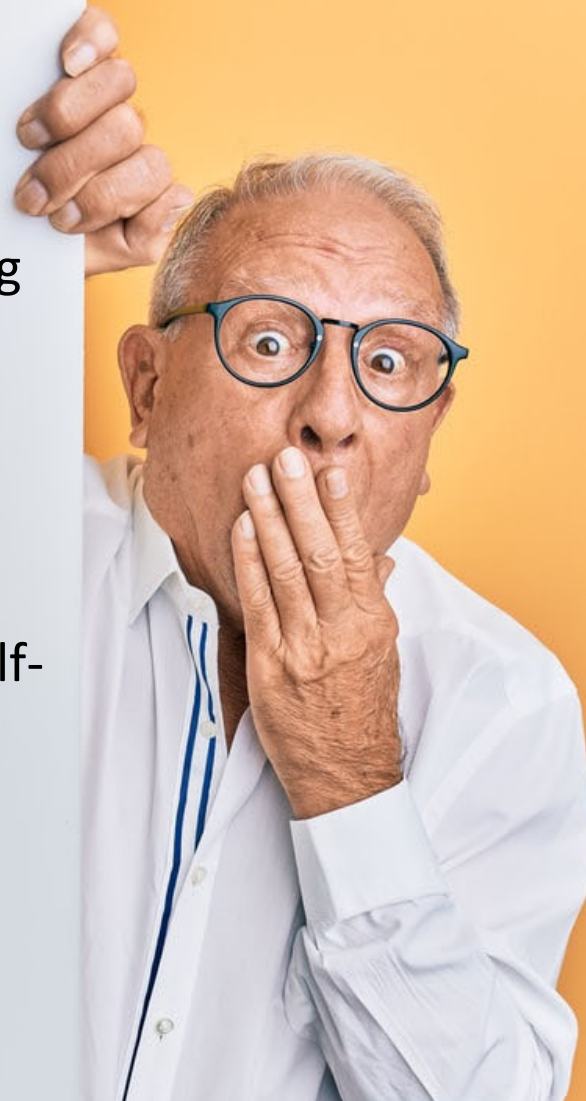
# Promotion File Content

- **Scholarship Evidence (since last personnel action)**
  - Samples of scholarly or creative work(s)
  - Evidence of reviews, grants, or awards
  - External Review when required (must obtain reviewers in advance with Dean approval)
  - ***Provide evidence and reflect about how you have met the standards***
- **Service Evidence (since last personnel action)**
  - Evidence of awards
  - Letters that document impact of service (external and internal)
  - Notice of committee appointments
  - Task force/committee reports, meeting notes, other evidence that documents service contributions
  - External Review when required (for Distinguished, if using service)
  - ***Provide evidence and reflect about how you have met the standards***



# Mistakes to Avoid

- Missing or inaccurate CV information
- Not considering the readers when writing (consider clarity, brevity, & specificity)
- Failing to reference the standards for excellence in teaching, service, and scholarship
- Failing to provide evidence
- Not connecting your evidence to your self-evaluation
- Teaching philosophy not supported by evidence
- No examples from IDEAs or overreliance on IDEA scores
- Lack of reflection/examination of trends (IDEA & other assessments)



# Uploading File Content

- [Login Instructions](#)
- Upload = Slow process

## Online Faculty Review for Reappointment, Promotion and Tenure

**Faculty Member:** Web Apps (webapps)

**Review Type:** 1st Year Faculty Member Under Feedback Review

**Academic Year:** 2013-2014

**Review Status:** Faculty File Creation

**PRC:** 2013-14 SOBL - CRIM  [View Committee Members](#)

**FRC:** -- Not Set --

**LPC:** -- Not Set --

Go!

Background Material	
Cover Pages	
No Files	
Position Description	
No Files	
Vitae/Resume	
X	↑ ↓ <a href="#">Resume</a> (Submitted 1/6/2014 by webapps)
X	↑ ↓ <a href="#">Another Resume</a> (Submitted 1/6/2014 by webapps)
Self Evaluation Documents	
1st Year Reflection	
X	↑ ↓ <a href="#">sample file</a> (Submitted 1/6/2014 by webapps)

### Add File

Choose File: C:\Documents and Settings

Name of File:

Choose Sub-Container:

Label File:

- Background Material
- Vitae/Resume ←
- Self Evaluation Documents
- 1st Year Reflection ←
- Document of Teaching - Teaching Portfolio
- Course Syllabi ←
- Peer Observation and Evaluation of Teaching

### Add File

Choose File: C:\Documents and Settings

Name of File:

Choose Sub-Container:

Label File:

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### Faculty File Closing Acknowledgement

I certify that this file is complete.

(Check box and click button below.)

# Levels of Review

- Faculty decisions go to the PRC, Dean, FRC, Provost, and then President
  - If you have a PRC member who is serving on the FRC, they will be recused from the discussion and vote at the FRC level
  - A program member (who was not on your PRC) is allowed to discuss and vote at the FRC level
  - If you are a PRC member, you will not be involved in other Promotion discussions/decisions for the same rank
- You may write a rebuttal letter (get help from the Union!) after any level (you have 3 days to submit; rebuttals are due by 2 PM)

# Successful Promotion

- If the President approves the application, a positive recommendation goes to the December meeting of the Board of Trustees
- If approved by the Board of Trustees, the promotion to the next rank will be effective at the beginning of the Fall semester following the action by the Board
- Faculty members who are promoted shall advance four (4) salary ranges (*Article XIV.A of the Master*)
  - Go to the [SFT Union Website for Salaries](#) and check out the link for the video “Salary After Promotion” on the right side





Questions??