

**Non-Tenure Track Faculty Title and Promotion Guidelines
(full-time or part-time)
College of Business**

A. Titles and Promotional Criteria for the NTT Teaching Faculty in the College of Business (Titles from UT System Regents Rules §31001).

1. Senior Lecturer, Lecturer

Faculty with this title must have at minimum a Master's degree in the discipline. Individuals are eligible for promotion to Senior Lecturer after eight (8) total years of service. The teaching credentials and other scholarly activities of the candidates should be of superior quality. The promotion dossier will follow the guidelines outlined in Section C.

2. Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor

Faculty with this title must hold a Ph.D., JD, or equivalent terminal degree in the discipline from an accredited institution. After a minimum of four (4) years* at UT Arlington at the current rank and again at ten (10) years* total, the NTT faculty member can request consideration for promotion. The teaching credentials and other scholarly activities of the candidates should be of superior quality. The promotion dossier will follow the guidelines outlined in Section C.

3. Professor of Practice, Associate Professor of Practice, Assistant Professor of Practice

Faculty with this title may or may not be terminally degreed. They must have significant time and upward movement in their careers and high-level career accomplishments in Business, Law, Nonprofit Management or Higher Education. After a minimum of four (4) years* at UT Arlington and again at ten (10) years* total, the NTT faculty member can request consideration for promotion. The candidates' teaching credentials and other professional activities should be of superior quality. The promotion dossier will follow the guidelines outlined in Section C.

4. Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor

No promotion beyond the initial rank will be considered due to the short-term assignment.

*The time limitation could be waived for extraordinary achievements as determined by the Department Chair or the Dean.

B. Promotion Process & Timeline

1. Faculty discuss interest in applying for promotion with the Department Chair by October 1.
1. The Department Chair submits names of promotion candidates to the Provost's office in mid-Fall.

2. After receiving Department Chair's consent, faculty create and submit a promotion dossier outlined in Section C. The Division of Faculty Affairs offers a training workshop in mid-Fall on preparing the NTT promotion dossier, which they want candidates to attend.
3. All promotion requests will be considered in the Spring semester of the academic year. Dossiers will be prepared using the College of Business template and must be submitted as a SINGLE PDF file by e-mail to the Dean's office on or before 5 PM, no later than the first Friday of the Spring semester. Incomplete dossiers or dossiers received after the deadline will be returned without review.
4. The dossier will be reviewed by the Committee for Promotion of NTT Faculty in the candidate's department (as described in the HOP). Promotion will be based on the Committee's recommendation, a recommendation letter from the Department Chair, and satisfactory annual evaluations including satisfactory teaching and participation in service-related activities. The final decision will be made by the Dean.
5. Approved promotions will be effective at the start of the next academic year. Promotion will be recognized in the faculty member's appointment letter for the academic year following the Spring semester, in which the promotion is approved. A permanent pay raise will accompany promotions and will be at the university standard rate.

C. Promotion Dossier. The dossier *must* include the following, which corresponds to AACSB definitions, recommendations, and requirements as followed by UTA COB:

1. Teaching.
 - a. Statement of Teaching Philosophy. Limited to one page.
 - b. Record of Teaching. Include a description of innovations in the classroom, awards, and new course development, if appropriate.
 - c. Student Feedback Surveys (SFS). The official summaries from the University for the academic years since the last promotion. SFS results are available on the Provost's website.
 - d. Peer Review of Teaching. A peer review of teaching observation must have been conducted during the past 24 months. Only include the "Record of Peer Review and Faculty Response" form. Follow UTA guidelines on the Provost's website.
2. Service. Candidate's Statement of Service. Include a list and description of service activities to the department, the college, the university, and the profession.
3. Scholarship. Candidate's Statement and Record of Research/Creative Activity, if applicable.
4. Other. A faculty member's dossier should include evidence of their commitment to excellence in education beyond classroom teaching. A non-exhaustive list of such activities is included in the attached Appendix A.

Appendix A

A faculty member's dossier should include evidence of their commitment to excellence in education beyond classroom teaching. Evidence of excellence might include a record of:

- Developing innovative course materials and/or classroom practices.
- Developing new courses and/or revising existing courses.
- Participating in service learning.
- Serving as course developer for AO or CDE courses.
- Contributing to curriculum development.
- Serving as academic advisor.
- Serving on departmental committees or comparable.
- Coordinating departmental programs, courses, and/or labs.
- Winning or being nominated for teaching awards.
- Supervising or mentoring students and/or student organizations.
- Presenting or serving on panels at academic or professional conferences.
- Applying for and receiving grants.
- Serving as a reviewer for scholarly or creative work.
- Holding a leadership position in a professional association.
- Performing consultations related to the position held.
- Participating in faculty development programs.
- Creating and/or leading faculty development programs.
- Performing relevant research or creative activity.
- Participating in community service.
- Coordination of student learning outside the classroom (e.g., internships, other community connections).
- Supervising or mentoring students, student competitions, and/or student organizations.