**School of Humanities and Sciences**

**Timetable and Expectations for Reviews of Multi-Year NTEN Faculty**

A review will be conducted in the spring of the penultimate year of the contract period for all multi-year NTEN faculty whose lines have been continued by the college. The recommendation, addressing the faculty member’s performance and the continued need for the position, together with the review file, will be sent to the Dean. After review of the file and departmental recommendation, the Dean will send a recommendation to the Provost, addressing both the performance of the faculty member and the continued need for the position.

At the time of the initial appointment, the department and NTEN faculty member will negotiate an “activity agreement” which specifies the expectations for the NTEN faculty member. The departmental policies should identify the set of materials that will be used to evaluate significant progress towards teaching excellence (e.g., student statements, peer observations, syllabi, and/or cumulative self-evaluation of classes), in accordance with H&S guidelines below. The first NTEN review should focus on teaching unless the activity agreement explicitly states that the first review should include another aspect of the job description, in which case the materials for the evaluation of other duties should be specified. External reviewers are not necessary for NTEN reviews.

If the NTEN position is continued, subsequent NTEN reviews may include other department expectations, such as advising, service, and/or professional activities, if such activities are identified in the activity agreement. The department must specify a set of materials that will be used to evaluate teaching excellence and any additional expected activities. Such materials may include advisee statements, a list of service activities, letters of support from chairs of committees, a list of conferences attended and presentations made, and/or a list of publications.

If an NTEN faculty member’s appointment is continued beyond six years of full-time teaching subsequent reviews will address the same expectations as the first two reviews, but are allowed to follow a more streamlined process which departments will clearly articulate in their guidelines, in accordance with H&S guidelines below.

**H&S Guidelines: Process and Procedures for NTEN Reviews**

1. ***Review Files*:** NTEN review files should be prepared following department procedures as articulated in the department’s policy manual. All files must include:

1. Initial reviews, until the completion of 6 years full-time teaching with accompanying positive NTEN reviews.
   1. Candidates will prepare a statement (at most 5 pages) to introduce the file, and include a current c.v.
   2. Peer evaluations of teaching and summaries of all student statements (including statistical summaries of quantitative data as well as summaries of narrative responses, where applicable) since the most recent full review should be part of the file.
   3. Second reviews should contain the previous review’s recommendation from both dean and department, and all subsequent reviews should include the previous two recommendations from the dean and the department.
   4. The departmental policies specifying review process and file preparation, the departmental recommendation, and a blank student statement (in the case the statements themselves are not included with summary data) should be included in the file.
2. Reviews following the completion of at least 6 years of full-time teaching with accompanying positive reviews.
   1. A brief candidate statement (at most one or two pages) and an updated c.v.
   2. At least one peer evaluation of teaching, and at least a brief summary of student statement data.
   3. The previous two recommendations from both department and dean.
   4. The departmental policies specifying review process and file preparation, the departmental recommendation, and a blank student statement (in the case the statements themselves are not included with summary data).

Any additional materials to be used for evaluation must be specified in the departmental guidelines, or in the activity agreement if they are particular to an individual NTEN faculty member.

2. ***Review Procedures*:** NTEN faculty should be evaluated following department procedures as articulated in the department’s policy manual. All policies must specify the following for personnel review:

a. Department policy must identify who is responsible for conducting the review.

b. Department policy must specify procedures for compiling, processing, and evaluating the file. In particular, they should specify the materials to be used for evaluation.

c. Departments may specify a streamlined review process for those NTENs whose contracts are renewed after six years of full-time teaching with accompanying positive reviews.

d. If, according to the department policy manual, the department or a committee holds a meeting to evaluate the NTEN faculty member’s file, the candidate will not be present at the meeting and will not vote.

e. If the department or committee takes a vote, the file should include a summary record of the vote. Individual votes of department members should not be identified.

f. Following the department-level review, the decision is then communicated to the NTEN faculty member and the dean.

3. ***Activity Agreements*:** For those NTEN faculty members whose contracts are renewed, the activity agreement should be renegotiated between the department, dean, and faculty member upon renewal. At this time materials to be included in the subsequent review should be identified, if not already specified in departmental policies.

4. ***Contract Length****:*

NTEN faculty are normally hired initially on up to 3-year contracts, depending on qualifications and institutional need. A longer contract of 4 or 5 years may be requested by the department after 6 years of consecutive teaching in the NTEN position. Extension of contract period length will be based both on consistently excellent performance and projected institutional need.

**5*. Process and Procedures for NTEN promotion to Associate Professor and promotion to full Professor***

According to College Policy (IC *Policy Manual 4.9.2.2)*, NTEN faculty members are eligible for promotion to associate professor and promotion to full professor, and such promotion must proceed according to the policies outlined in the IC *Policy Manual* (4.13) Thus, departments should follow the same promotion procedures as they do for tenure-eligible and tenured faculty. The NTEN faculty member will undergo peer review in the form of class visits; will send scholarly and/or creative materials to external reviewers approved by the Dean; and will assemble a promotion file, to be completed by the date that promotion files are due from tenure-eligible and tenured faculty members. The promotion application will be voted on by the appropriate tenured members of the department, as specified in the departmental promotion procedures. The file is then evaluated by the Dean, Tenure and Promotion Committee, the Provost, and the President. While promotion to Associate or full Professor does not confer tenure, or grant sabbaticals, it confers all the other rights and responsibilities associated with these faculty ranks.