

**CAD - Faculty Promotion Policy for Tenured and Non-Tenured Faculty
(RIT Policy E06.0)**

Section I - Classifications and Ranks of CAD Faculty

The CAD college promotion policy, expectations, and acceptable forms of documentation shall be no less specific than, and must be consistent with RIT’s [E04.0 Faculty Employment Policies](#) and E06.0 Policies on Rank and Promotion. Faculty within each administrative unit may define specific standards or qualities related to scholarship that are consistent with both university and college policies. The college’s schedule for promotion must be consistent with the schedule distributed by the Provost’s Office:

https://www.rit.edu/provost/sites/rit.edu.provost/files/images/Office_of_the_Provost_calendar_2015-2016.pdf.

The CAD promotion policy, including the college expectations for promotion, shall be approved by the voting faculty (tenured, tenure-track, Senior and Principal Lecturers).

A. Faculty Responsibilities, Classifications and Ranks

Faculty responsibilities are divided into the following three categories: (a) teaching; (b) scholarship/research; and (c) service, as defined in [E04.0 Faculty Employment Policies](#). The balance among these responsibilities varies by classification and rank. The table below lists faculty classifications and ranks that may exist at the University.

Classification	Ranks
Tenured faculty	Associate Professor and Professor
Tenure-Track faculty	Assistant Professor (in rare cases a Tenure-Track faculty may be hired as an Associate Professor)
Non-tenure track: Lecturers	Lecturer, Senior Lecturer, and Principal Lecturer
Non-tenure track: Research faculty	Assistant Research Professor, Associate Research Professor, and Research Professor
Non-tenure track: Visiting Faculty (term limits)	Visiting Lecturer, Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor
Non-tenure track: Clinical faculty	Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor
Non-tenure track (temporary): Adjunct faculty	Adjunct Professor
Non-tenure track: Emeritus/Emerita faculty	Title granted to permanent faculty at time of retirement if awarded Emeritus/Emerita status

*In this policy, “Professor” means a tenured faculty member with the rank of professor.

B. Responsibilities of Tenured Faculty

Excellence in teaching, scholarship/research and service to the University and to the faculty member's field of creative endeavor are essential to the continued advancement of the college and its faculty.

Teaching: RIT and CAD consider teaching to be of importance in the granting of promotion. Teaching and pedagogical activities must clearly indicate commitment to student learning and must support the instructional needs of the School, CAD, and University. Faculty must also demonstrate a commitment to connecting his/her scholarly research work to student learning outcomes. Teaching assignments will be specified in Faculty Plans of Work, defined by the specific CAD School in consultation with the faculty member. It should be noted that Faculty Plans of Work are subject to modification based on the needs of the School, College or University.

Scholarship: A tenured faculty member is expected to conduct scholarship that is documented, disseminated and peer-reviewed. The University policy (E04.0) recognizes four kinds of scholarship:

Discovery: The use of professional expertise to discover knowledge, invent or create original material.

Teaching/Pedagogy: To engage in the scholarship of teaching practice through peer-reviewed activities to develop, improve or advance pedagogy.

Integration: To use professional expertise to connect, integrate and synthesize knowledge.

Application: To use professional expertise to engage in applied research, consultation, technical assistance, policy analysis, program evaluation, or similar activities relative to the School, College and University.

Service: Service activities internal and external to the University are recognized as another important facet in the granting of promotion. Service activities will be specified in the annual Faculty Plan of Work. They should encompass internal contributions to School, CAD, and the University, as well as external contributions to the discipline/field. Examples of service activities include: participation on School, CAD and University committees; involvement in student advising and organizations; maintaining contacts with co-op and internship possibilities; recruitment and fundraising.

C. Responsibilities of Non-Tenure Track Faculty

A Non-Tenure Track faculty member is an employee of the University engaged in research or in teaching credit courses, non-credit courses, or special courses typically under the auspices of one of the Colleges, whether full-time or less than full-time. A Non-Tenure Track faculty member is employed for a specific period of time and the

University is not committed to provide employment beyond the time specified. Appointment to any of the Non-Tenure Track classifications presented in RIT E06.0 does not qualify a person for consideration for tenure or other privileges accorded to Tenure-Track faculty.

1. Non-Tenure Track Research Faculty

The rank of Assistant Research Professor, Associate Research Professor and Research Professor may be assigned to individuals who secure the funding necessary to establish, support, and lead research programs that will enhance the education of RIT students.

Faculty with Non-Tenure Track research faculty classification will hold an appointment with a CAD School. Qualifications for the position include research expertise, a peer-reviewed publication record, achievement of externally funded grants and contracts, demonstrated collaborative research, and the ability to mentor students. Assignment of research faculty rank will be determined through consideration of the individual's qualifications listed above and credentials such as degrees earned, current rank, and professional expertise. Continuation of the appointment is subject to the University's commitment to the appointee's research and the availability of external funding.

Because the research faculty ranks are assigned to individuals who secure the funding necessary to support research programs, external funds sufficient to cover the faculty member's salary and benefits must be available in a budget dedicated to the research faculty position.

Appointment to this classification does not qualify one for consideration for tenure or other privileges accorded to Tenured and Tenure-Track faculty (see [E05.0](#)). Policies regarding Tenure-Track faculty who are appointed to research faculty positions prior to earning tenure are located in [E05.0-Policies on Tenure](#).

Research faculty usually do not engage in service, nor are they required to teach; however, they must take a major role in the enhancement of students' education in one or more of the following ways: (1) supervise undergraduate research and/or thesis projects; (2) serve as Principal advisor to doctoral and/or masters students; (3) serve on committees for doctoral and/or masters students or, (4) engage as non-voting participants in curricular decisions.

Research faculty Plans of Work are to be assessed annually to ensure the education of students is reflected as a top priority. If the need arises, the School's School Director can ask a research faculty member to teach or engage in service. In that case, the faculty member's contract must specify the term of service and duties.

2. Other Non-Tenure Track Faculty Ranks

a. Visiting Faculty (Lecturer, Assistant Professor, Associate Professor or Professor)

This title may be assigned to those who possess the usual requirements for employment in that faculty rank but have been employed in a Non-Tenure Track position. The primary responsibility of a Visiting Faculty is teaching. In addition, he/she may be asked to provide career advising for students, and/or asked to participate in School-level service activities. A Visiting faculty is not expected to participate in scholarship or College or University-level service.

Once assigned a visiting rank, there is no provision for advancing that rank. The total time anyone may serve full-time in a visiting position is usually no more than three years. For positions approved as difficult to fill by the Provost, this period may be extended to an absolute maximum of five years.

b. Clinical Faculty (Instructor, Assistant Professor, Associate Professor, or Professor)

This title is usually limited to practitioners who are assigned regular and continuing responsibilities in a clinical setting in institutions with a formal affiliate relationship with the University.

c. Adjunct Faculty (Adjunct Professor)

This is a category of temporary, part-time employment as defined in [E01.0 Employee Classification and Status](#). This title may be assigned to those with significant experience in a field that qualifies them to teach specific course(s). The primary responsibility of an Adjunct faculty is teaching. Adjunct faculty should not oversee independent studies or serve as research or thesis advisors. Adjunct faculty are not required to participate in scholarship or service.

d. Emeritus/Emerita Faculty

This title recognizes meritorious service to the University by an individual Professor in terms of teaching, scholarship, and service to the University. A Professor or Associate Professor who retires in good standing or who retires in good standing but continues to teach may be granted the title of Professor Emeritus/Emerita. The title may also be given to Professors who have left for another institution but are still working full time. Recommendation as to the award of the Emeritus/Emerita title are initiated by the Dean and directed to the Provost and to the President for final action. In special circumstances, the Provost may ask the College (of the candidate) promotion committee to evaluate the request to award the title of “Emeritus/Emerita” to the faculty member. Professors Emeritus/Emerita may retain privileges as agreed upon by the College and the University.

e. Lecturers

The Non-Tenure Track teaching faculty category of Lecturer is generally used in situations carefully tailored to University programmatic needs. Lecturer positions normally should not be created out of previously Tenure-Track positions. Lecturer ranks may be assigned to those whose talents and experience would give reasonable assurance of qualifying for consideration for a position as a teacher.

Individuals appointed in the category of Lecturer have teaching as their primary responsibility. The ranks of Lecturer include: Lecturer, Senior Lecturer and Principal Lecturer.

f. Responsibilities and Contracts for Each Lecturer Rank

- 1) Lecturer -The primary responsibility of a Lecturer is teaching. In addition, a Lecturer may be asked to provide career advising for students, and/or asked to participate in School-level service activities. A Lecturer is not expected to participate in scholarship or College or University-level service.
 - Contracts: A Lecturer may be reappointed annually to Non-Tenure Track employment. A Lecturer's contract may be renewed at the sole discretion of the University.
 - A Lecturer in his/her initial year of appointment will be notified whether the appointment is being renewed by June 30.
 - After the initial year of hire, any Lecturer on a one-year contract must be notified whether the appointment is to be renewed by June 30.
 - After three consecutive years of annual appointments, a Lecturer may receive a two-year contract, which may be renewed at the sole discretion of the University. If the two-year contract will be renewed, notice of the renewal shall be given by June 30. The offer of a two-year contract does not guarantee subsequent two-year contracts. Continued employment and subsequent two-year contracts shall be conditional upon satisfactory annual performance, projected School needs and/or College resources, and compliance with RIT policies and procedures. Any notice of non-renewal or offer of a subsequent contract of less than two years shall be given by June 30.
- 2) Senior Lecturer—After four years of full-time teaching at RIT, a Lecturer is eligible for promotion to Senior Lecturer. At the time of hire, a Lecturer may receive up to two years of credit for teaching at another institution of higher education.

In addition to teaching students, a Senior Lecturer will engage in School or College level service activities. A Senior Lecturer may also be asked to participate in service activities at the University level. A Senior Lecturer is not expected to conduct scholarship.

- Contracts: A Senior Lecturer will receive a three-year contract, which may be renewed at the sole discretion of the University. If the three-year contract will be renewed, notice of the renewal shall be given by June 30 of the second year of the three-year contract. The offer of a three-year contract does not guarantee subsequent three-year contracts. Continued employment and subsequent three-year contracts shall be conditional upon satisfactory annual performance, projected School needs and/or College resources, and compliance with RIT policies and procedures. If a subsequent three-year contract cannot be supported, a Senior Lecturer may be offered a contract of less than three-year duration, but would nevertheless retain the rank of Senior Lecturer. Any notice of non-renewal or offer of a subsequent contract of less than three years shall be given by June 30 of the second year of the three-year contract.
- 3) Principal Lecturer-After four years as a Senior Lecturer at RIT, a candidate is eligible for promotion to Principal Lecturer. In addition to teaching, a Principal Lecturer is expected to engage in service activities to the School, College, and the University. A Principal Lecturer is not expected to conduct scholarship.
- Contracts: A Principal Lecturer will receive a five-year contract, which may be renewed at the sole discretion of the University. If the five-year contract will be renewed, notice of the renewal shall be given by June 30 of the third year. The offer of a five-year contract does not guarantee subsequent five-year contracts. Continued employment and subsequent five-year contracts shall be conditional upon satisfactory annual performance, projected School needs and/or College resources, and compliance with RIT policies and procedures. If a subsequent five-year contract cannot be supported, a Principal Lecturer can be offered a contract of less than five-year duration, but would retain the rank of Principal Lecturer. Any notice of non-renewal or offer of a subsequent contract of less than five years must occur by June 30 of the third year of any five-year contract.

Section II – Promotion in Faculty Rank

A. Overview

Promotion to the next higher rank in a tenured faculty classification is based on a faculty member's academic and professional qualifications, and achievements in the categories of teaching, scholarship, and service as defined in [E04.0 Faculty Employment Policies](#). Academic and professional qualifications refer to past and present professional and career experiences, professional recognition in the form of licenses, honors, degree attainments, and sustained effort directed toward professional and career development. Although engagement in teaching, scholarship and service is expected of all tenured and tenure-

track faculty, no faculty member is expected to be deeply engaged in all of the activities identified in [E04.0](#) at any one time.

Promotion to the next higher rank in a Non-Tenure Track faculty classification is based largely on a faculty member's teaching and service to the School, College and University.

1. The CAD Promotion Policy is based on the RIT Policy E06.0. This policy discusses the promotion process for:

- a. Associate Professor to Professor
- b. Lecturer to Senior Lecturer
- c. Senior Lecturer to Principal Lecturer

2. CAD Promotion Committee Overview

The College of Imaging Arts and Sciences Promotion Committee consists of six Professors, one elected by each School in the College.

Elections will be conducted within each School each academic year before February 15 for committee service for the subsequent academic year. The committee will determine a chair from among its members. For continuity, the chair and another selected committee member will serve on the promotion committee for a two-year consecutive period. Service on a promotion committee is a responsibility of a Professor. A Professor may not decline nomination for election of service to a promotion committee. A Professor may petition the Dean for exemption from this responsibility, but only in the case of extraordinary circumstances.

CAD Promotion Committee members can be nominated by any CAD tenured faculty member, or they may self-nominate. By February 15, the School Director of each CAD School sends the name of the elected faculty and the name of an alternate (if available) to the Dean's office. The committee members will be announced to the College by March 1.

In cases where promotions involve a non-tenured research faculty or a lecturer three of the six committee members will be from tenured Professors elected to the Promotion Committee by the College and the remaining three members will be in the candidate's classification but in a rank senior to that of the candidate if they exist within the college. If a sufficient number of members in the candidate's classification that are senior in rank to that of the candidate do not exist with the college, the appropriate number of such individuals from other colleges will be invited by the committee chair to serve. The Dean appoints the committee members from among those eligible to serve. The CAD Promotion Committee will review the candidate based on the promotion criteria of the university and those of the college as outlined in this policy; the candidate's documentation; and all written letters of review or evaluation. The Promotion Committee shall follow the voting guidelines set forth in E06.0 and shall

forward its recommendation to the Dean of the College. Institute Policy E06.0 details the makeup of the Promotion Committee in the case of a joint academic appointment.

Recommendation for approval for promotion by a promotion committee shall require a minimum 2/3 majority in favor as determined by confidential vote. All members of the CAD Promotion Committee must vote; there shall be no abstentions or avoidances of voting by absence. The CAD Promotion Committee's recommendation for approval or denial of promotion shall be in writing and include a statement of reasons that support the recommendation for or against promotion as well as the committee vote. The recommendation and all supporting documentation, including letters, shall be forwarded by the chair of the Promotion Committee to the Dean of CAD.

The Dean will ensure that a Promotion Committee with an elected chair is in place by March 15.

The CAD Dean's Office should notify the Provost Office if no candidates will be submitted for a particular process and/or if materials will not be submitted by the established deadlines.

B. Promotion Process for Tenured Faculty

1. Assistant Professor to Associate Professor

The promotion from the rank of assistant professor to associate professor typically occurs at the same time as tenure evaluation and is covered in RIT policy [E05.0 Policies on Tenure](#) and CAD Policy on Tenure and Promotion.

2. Associate Professor to Professor

a. Criteria for Promotion to Professor

The criteria for promotion to Professor are similar to those of the tenure candidate: Is the candidate for promotion among the strongest in his/her field in comparison with scholars at similar points in their careers and at comparably significant institutions? The expectation of promotion to Professor also presumes the candidate will have achieved a significant professional benchmark beyond the work considered at time of tenure. This benchmark includes peer recognition at a national and/or international level based on published or exhibited work that is evidence of new scholarly research and achievement as well as peer acknowledged professional advancement. This recognition normally comes in the form of the publication of a major book(s) and/or exhibited displays at notable national/international venues; a set of articles, patents, new scholarly applications in field of endeavor; and the distinguishing mark of awards, grants, fellowships, etc. The candidate's dossier of scholarly documentation should build on the peer reviewed and/or juried scholarship from the tenure review process and must

clearly indicate which materials characterize the candidate's professional achievements at a national/international level since the last review of promotion, demonstrating both breadth and depth of accomplishment.

The basis for the promotion of an Associate Professor to Professor is effectiveness of teaching, the quality and scope of scholarship, and service including the leadership in or contributions to professional activities on and off campus. A CAD faculty member is eligible to be nominated for promotion to Professor a minimum of three years after receiving tenure.

Candidates for promotion shall be judged in terms of whether they have a record that is deemed excellent overall. This record does not require excellence in all three areas, and may be demonstrated in multiple ways, e.g., the candidate has exhibited a balanced record of achievement in all three areas, or excelled in at least two of the three areas with continued growth, development, and accomplishment in the other, or in the rare case excelled significantly in one area with continued growth, development, and accomplishment in the other two.

After receiving tenure and promotion from Assistant Professor to Associate Professor, candidates shall be judged in terms of whether they have established an excellent record that indicates continued growth, development and accomplishment in teaching; research, scholarship or creative work; and service including leadership, as described in [E04.0 Faculty Employment Policies](#).

b. Nomination of a Candidate for Promotion to Professor

A candidate may be nominated for promotion in any one of the following ways:

- i. The School Director shall evaluate the rank status of each faculty member each year at the time of annual review and may nominate faculty as a candidate for promotion.
- ii. An School Director or a Professor eligible to serve on the promotion committee may nominate a candidate for promotion.
- iii. A tenured faculty member may self-nominate for promotion.

The School Director shall notify the faculty member in writing of his or her nomination for promotion or of the receipt of the self-nomination. In cases where the School Director has been nominated or self-nominated, the Dean shall notify him/her of the nomination or the receipt of the self-nomination.

c. Documentation

Dossiers for each candidate will be uploaded digitally and will include all of the required documentation for promotion as listed in this policy and in the Faculty Document Submissions Guide link provided to candidates by the Dean's office by May 31.

This includes:

- 1) An updated Curriculum Vitae, including a list of all scholarly work (e.g., publication, artistic creations) with their current status (in progress and not yet submitted; submitted and under first review, under second or subsequent review, accepted, or published) and professional presentations.
- 2) Personal narrative of no more than three pages for each (three separate documents) area which summarizes the candidate's philosophy, goals, and accomplishments in each of the three areas of teaching, research, and service, including a clear and succinct description of scholarship and pedagogy, written in a way that can be understood by someone not in the field.
- 3) Self-Evaluations, Plans of Work and Annual Reviews documented since last promotion, arranged chronologically with the most recent first.
- 4) List of all courses taught (number and title), including examples of curriculum development, since last promotion.
- 5) List with relevant dates of all committees and other types of Institute, community, and professional service.
- 6) List of student mentorship and other student-related interactions.
- 7) Evidence of Teaching effectiveness
 - Student Evaluations: Candidate should complete a summary using a format similar to the example in appendix A showing numerical scores for each course taught since last promotion, arranged chronologically with the most recent first. Student evaluations may consist of either paper or online electronic student evaluations. In the event that both paper and electronic student evaluations are available from a course(s), both should be included.
 - Teaching Effectiveness Documentation - evidence of teaching effectiveness could include: copies of syllabi, copies of assignments, examinations, and other relevant documentation (e.g. student work). Other evidence may include departmental peer reviews of course materials and classroom peer observations, if available.
- 8) Documentation related to scholarship/research/creative work:
 - Statement describing the focus of candidate's scholarship/research/creative work; accomplishments to date, and expected future efforts
 - List of publications, performances, and/or exhibits with the most recent first.

- List of all grant applications (if appropriate), since last ~~prom~~ arranged chronologically with the most recent first. State whether under review (if so, what stage), unfunded, or funded (give dollar amount).
- Other documentation related to scholarship/research/creative work

9) Any additional letters regarding scholarship, teaching, or service the candidate wishes to solicit.

d. Letters of recommendation internal and external to the University:

i. Internal Letters: By August 15 the CAD Promotion Committee chair shall seek letters from all tenured Professors in the candidate's School and require a letter from the candidate's School Director. Each letter must have a clear statement recommending for or against the promotion of the candidate.

ii. External Letters: By August 15, the CAD Promotion Committee chair shall seek letters from a minimum of four external reviewers. The Chair should strive to seek two reviews from individuals recommended by the candidate and two reviews from individuals recommended by the candidate's School Director (or the Dean in cases where the School Director is nominated for promotion). In all cases, the external reviewers must:

- 1) be at the rank of Professor or equivalent (e.g. experts in the candidates' specific field who are nationally and internationally renowned with multiple years of experience).
- 2) be in fields of study within the candidate's expertise.
- 3) have no conflicts of interest with the candidate.

Reviewers should be asked to comment on the overall quality of the candidate's scholarship as well as their reputation as a subject matter expert in his/her specific field.

Additionally, the candidate should provide (if applicable) a list of up to three professional experts he/she does not want to be considered.

iii. Handling of Letters: In order to assure that recommendations are completely candid and accurate, all letters of recommendations for or against the awarding of promotion shall remain confidential and will not be made available to the candidate.

e. Process and Schedule

i. Call for Nominations: By March 1 of the academic year immediately prior to the academic year in which a faculty member would undergo consideration for

promotion there will be a call for nominations to the CAD Schools from his/her School Director.

- ii. Nomination:** By March 15 of the academic year immediately prior to the academic year in which the faculty member will undergo consideration for promotion, nominations for promotion will be received by a candidate's School Director.
- iii. Acknowledgement:** By April 1 of the academic year immediately prior to academic year in which the faculty member will undergo consideration for promotion, the candidate for promotion will receive a written acknowledgement of the initiation of the consideration for promotion process and a request for materials by the School Director. The School Director will also inform the Dean about the nomination. The candidate should submit his/her list of names of external reviewers and the URL to his/her website by May 1 to the Chair of the CAD Promotion Committee.
- iv. Submission:** By August 15, the promotion candidate submits his/her documentation to the file share established for him/her by the CAD Dean's office.
- v. Request for Reviews and Letters for Support:** By August 15, the CAD Promotion Committee chair requests a list of external reviewers for the candidate from the Dean, letters of recommendation for or against promotion from all the Professors (does not include School Director or Promotion Committee members) in the candidate's School and a letter of support from the candidate's School Director. By September 15, the School Director of the candidate's School shall provide a letter to the chair of the CAD Promotion Committee assessing the candidate, taking into account the material the candidate has provided.
- vi. Review Begins:** By January 1, all materials, including all letters, should be made available for review by the CAD Promotion Committee.
- vii. Review Completion:** By February 1, members of CAD Promotion Committee will complete the review of all promotion materials and the Promotion Committee chair will submit a letter of recommendation for or against promotion to the Dean, including the tally of votes from members of the committee and a summary of the internal letters from the candidate's School. This letter will be accompanied by all other letters and documentation.
- viii. CAD Dean:** By March 1, the Dean of CAD submits a letter of recommendation for or against promotion to the Provost. This letter will be accompanied by all other letters and documentation, including the letter and vote from the CAD Promotion Committee.

ix. Provost/President: Upon receipt of the recommendation from the Dean, the provost and the president will work together to formulate recommendations for or against promotion. These recommendations will be informed by all letters and documentation, including the promotion committee's vote.

https://www.rit.edu/provost/sites/rit.edu/provost/files/images/Office_of_the_Provost_calendar_2015-2016.pdf

x. Final Decision: All promotion decisions are made by the President. Notification regarding the promotion decision will be sent by the Provost to the candidate by May 1.

xi. Effective date: If awarded, the promotion becomes effective on the first day of the following academic year.

C. Promotion Process for Non-Tenure Track Faculty

1. Promotion Process for a Non-Tenured Research Faculty

In the event that a promotion for a non-tenured research faculty is warranted in CAD, the College will follow procedures and guidelines for tenure-track faculty that are detailed in RIT Policy E06.0.

2. Promotion Process for Lecturers: Lecturer to Senior Lecturer/Senior Lecturer to Principal Lecturer

a. Nominations

Nominations for promotion of a candidate to senior or principal lecturer may be initiated by the School Director, tenured faculty, Non-Tenure Track faculty senior to the candidate's present rank, or by the candidate. Whether the consideration for promotion process moves forwards is based upon School needs and available resources.

b. Promotion Process for Lecturers

i. Lecturer to Senior Lecturer

Promotion to the rank of senior lecturer is based on meeting promotion criteria and on demonstrated evidence of outstanding teaching service and successful performance of other duties as assigned and appropriate to the faculty member's rank. School or College level service is expected.

ii. Senior Lecturer to Principal Lecturer

Promotion to principal lecturer is based on meeting promotion criteria and on demonstrated evidence of outstanding teaching, service, and successful

performance of other duties as assigned and where appropriate. School, College and University-level service is expected. Additional service to the candidate's professional community and the community at large is also considered.

c. Process and Schedule

i. Nomination: By March 1 of the academic year immediately prior to the academic year in which the faculty member will undergo consideration for promotion, nominations for promotion will be received by the School Director.

ii. Acknowledgement: By April 1 of the academic year immediately prior to academic year in which the faculty member will undergo consideration for promotion, the candidate for promotion will receive a written acknowledgement of the initiation of the promotion process and a request of materials by the School Director. The School Director will also inform the Dean about the nomination. Dossiers for each candidate will include all of the required documentation for promotion as listed in this policy and in the Faculty Document Submissions Guide link provided to candidates by the Dean's office by May 1.

iii. Submission:

By August 15, the promotion candidate uploads his or her documentation to the file share established for him/her by the CAD Dean's Office. The candidate for promotion to Senior Lecturer shall assemble a dossier that documents his/her accomplishments for the most recent four-year period of full-time employment as a lecturer. The candidate for promotion to Principal Lecturer shall assemble a dossier that documents his/her accomplishments for the most recent four-year period of full-time employment following promotion to Senior Lecturer. In both cases the dossier shall focus primarily on the candidate's teaching expertise with examples of pedagogical approaches and student and peer evaluations. The dossier will also include documentation of the candidate's efforts to develop professionally as well as evidence of other areas of activity, such as advising and service, where these have been included in the candidate's Plan of Work. The dossier shall include all administrative reviews for the specified time period. The dossier should include:

- 1) Current Curriculum Vitae
- 2) Personal narrative of no more than three pages each which summarizes the candidate's philosophy, goals, and accomplishments in the areas of teaching and service.

- 3) Plans of Work and Annual Reviews received for the most recent four year period of full employment, arranged chronologically with the most recent first.
- 4) List of courses taught (number and title), including examples of curriculum development, for the most recent four-year period of full employment.
- 5) List with relevant dates of all committees and other types of School, College, Institute, community, and professional service for the most recent four year period of full employment.
- 6) List of student mentorship and other student-related interactions for the most recent four year period of full employment.
- 7) Evidence of Teaching effectiveness
 - Student Evaluations: Candidate should complete a summary using a format similar to the example in appendix A showing numerical scores for each course taught for the most recent four year period of full employment, arranged chronologically with the most recent first. Student evaluations may consist of either paper or online electronic student evaluations. In the event, however, when paper and electronic student evaluations are available from a course(s), both should be included.
 - Teaching Effectiveness Documentation - candidates should provide copies of syllabi, copies of assignments and examinations, written student evaluations, and other relevant documentation. Other evidence may include departmental peer reviews of course materials and classroom peer observations.
- 9) Any additional letters regarding teaching or service the candidate wishes to solicit received during the most recent four year period of full employment.

iv. Request for Reviews and Letters for Support: By September 30, the Promotion Committee chair will solicit letters of recommendation for or against promotion from the candidate's School Director, and from the tenured faculty members and Non-Tenure Track teaching faculty senior in rank from within the candidate's School.

v. Review Begins: By January 1, all materials, including all letters, should be made available for review by the CAD Promotion Committee.

vi. Review Completion: By February 1, members of the Promotion Committee will complete the review of all promotion materials and the Promotion Committee chair will submit a letter of recommendation for or against promotion to the

College Dean, including the tally of votes from members of the promotion committee. This letter will be accompanied by all other letters and documentation.

vii. College Dean: By March 1, the College Dean will submit his or her letter of recommendation for or against promotion to the Provost. This letter will be accompanied by all other letters and documentation.

viii. Provost/President: By April 1, the Provost forwards to the President a decision for or against promotion. The promotion committee vote will also be forwarded. https://www.rit.edu/provost/sites/rit.edu.provost/files/images/Office_of_the_Provost_calendar_2015-2016.pdf

ix. Final Decision: All final promotion decisions are made by the President. Notification regarding the promotion decision will be sent by the Provost to the candidate by May 1.

D. Granting or Denial of Promotion

The granting or denial of promotion shall follow the process outlined in this RIT Policy E06.0 for promotion to:

- Professor
- Senior Lecturer
- Principal Lecturer

In some cases the Provost may call upon the specified School Director, the CAD promotion committee, or the Dean of CAD for clarification or additional information and may meet with any of them to reconcile opposing views. In circumstances where the assessment of a candidate's promotion dossier is in conflict, the Provost may convene the University Promotion Review Committee, which is comprised of the chairs of the college promotion committees. If a college has more than one promotion committee, the chair of the promotion committee serves as the college representative.

This group will be convened only when:

- A College's promotion committee and Dean are in dispute over a candidate's ability to be promoted.
- There is a disagreement between the Provost and the Dean as representative of the College regarding the candidate's suitability for promotion.

The group will relate its findings in writing to the Provost. When satisfied on all points, the Provost shall make the final recommendation to the President who considers all prior recommendations received.

In special circumstances, this group may be asked to evaluate a proposal to award the title of “distinguished” to a faculty member who is a person widely recognized for his/her knowledge and expertise.

1. Notification

The granting or denial of promotion shall be in the form of a written communication from the Provost to the candidate no later than May 1. The letter from the Provost will express the reasons for the decision on promotion. In the case of denial, the letter shall set forth the specific reasons and the promotion committee vote. In accordance with RIT Policy E06.0, all letters of recommendation for or against the awarding of promotion shall remain confidential and will not be made available to the candidate.

2. Appeal

If a candidate wishes to appeal a promotion denial, the University faculty grievance procedures are available to the extent provided in [E24.0 Faculty Grievance](#). The appeal is not to address the substance of the committee's recommendation but shall be limited to the question of whether the policies and procedures set forth in the promotion policy have been followed in the candidate's case.

3. Access to Letters and Documentation

Per the RIT Policy “All letters of review or assessment shall remain confidential and will not be made accessible to the candidate.” The CAD Promotion Policy on access to letters and documentation follows what is outlined in RIT’s Policies on Faculty Rank and Promotion, E06.0 Section 2F/Table 2).

Effective Date: April 23, 2013
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