

**GUIDELINES FOR APPOINTMENT AND PROMOTION
PROFESSORS OF PRACTICE
DEPARTMENT OF GEOSCIENCES, MAY 2017**

This document describes a formal career path for teaching professionals within the Geosciences Department who hold a title of *Assistant, Associate or Full Professor of Practice* (hereafter collectively referred to as "Professors of Practice"). These are not tenure-eligible appointments. Professors of Practice hold fixed-term contracts. These appointments provide recognition and a formal career path for faculty whose contributions to a department lie primarily in education-focused activities that extend beyond their own classrooms, and in service and outreach activities that contribute substantially to the Department's mission and reputation. To a lesser extent, Professors of Practice are also expected to pursue scholarly activity within the discipline, in the area of geoscience teaching and learning, or as described below. These appointments require a level of accomplishment and impact, from the departmental (Assistant rank) to the national/international (Full rank), that extends well beyond that expected in the Lecturer track.

Professors of Practice will, in addition to their own classroom teaching, support enhancement of instruction and assessment within the department, contribute to the design and organization of the department's educational programs, and be involved in departmental, college and university activities primarily related to education. They will be expected to participate actively and constructively in departmental, college, and university committees. The department head will determine specific distributions of teaching, service, research and outreach conducted by Professors of Practice at all ranks based on departmental needs and disciplinary norms. Professors of Practice are expected to maintain current knowledge of the field(s) in which they teach, although they would generally not be expected to lead basic research programs.

Scholarly activities and achievements

In these guidelines, we adopt a broad view of scholarship that includes educational, integrative, translational, and applied activities. Relevant examples of scholarly **activities** for Professors of Practice may include development of broadly influential courses and instructional materials (including assessment methods), effective presentation of faculty development programs, application and promotion of new educational technologies, effective mentorship of undergraduate students, graduate TA's and preceptors, and participation and leadership in meetings of professional societies. Evidence of scholarly **accomplishment** can include extramural funding to extend relevant activities and knowledge (e.g. in geoscience education research and program development), documented effectiveness of specific activities (e.g. programs for faculty or TA's), research publications within the discipline (including on teaching and learning), and awards for relevant activities (e.g., teaching awards).

Promotion procedures within the Professor of Practice track

Reviews of non-tenure-eligible faculty follow the procedures set out in the *University Handbook for Appointed Personnel*. Dossiers for the promotion of Professors of Practice will be prepared following the same guidelines as those for tenure-eligible or tenured faculty; procedures regarding letters of evaluation depend on rank (see following pages). We expect that the teaching portfolio and evaluation sections will provide robust evidence of quality teaching and include peer teaching evaluations (minimum 2 evaluations in each of two separate classes), student letters, and samples of educational products. Directions on preparing dossiers are provided on the Provost's webpage: <http://provost.arizona.edu/>.

A committee with at least three Geosciences faculty members at Full Professor rank will make a recommendation to the department head. If possible, the committee will include at least one Professor of Practice from the College or Department. This committee may include additional members from Geosciences and other departments so long as those faculty members hold a rank equal or superior to the rank for which the candidate is being considered. The promotion committee will consider the candidate's dossier, teaching portfolio, TCE scores (for the last 3 years), external funding, publications, and letters of evaluation. The committee will vote and provide a formal recommendation as a detailed letter to the department head. Candidates' dossiers are then reviewed by the dean before being submitted for review to the Provost's Office. The Provost will make final decisions regarding promotion.

Voting rights of Professors of Practice:

Professors of Practice serve as voting members of the faculty for most issues. Two exceptions are made here:

- 1) They shall not vote on issues related to hiring tenured and tenure-eligible faculty. These include votes on faculty hiring priorities, tenure and promotion policies related to such faculty, and specific hiring decisions.
- 2) They shall not vote on graduate student policy unless the candidate is actively involved in graduate education or mentoring. This exception should be established with the chair at the time when the Professor of Practice becomes active in this area, to avoid negotiating voting rights during faculty meetings.

Appointment and Promotion: Assistant Professor of Practice

Appointment at the level of Assistant Professor of Practice is based chiefly on promise as an influential educator and on the department's desire to support colleagues who contribute substantially and broadly to the educational goals of the department. Appointment at this rank typically requires two or more years of postdoctoral or other relevant experience, including teaching experience within the discipline and evidence of significant contributions that extend beyond the candidate's classroom teaching. The candidate must provide documentation of teaching accomplishments and demonstrate evidence of scholarship and related accomplishments as defined on page 1 and below. If outreach is a defined part of a candidate's workload, then the candidate should provide evidence of regular and effective outreach activities, and a degree of leadership in those activities will be favorably regarded. The committee will request a minimum of 3 letters of reference from within the UA (or elsewhere, if the candidate is coming from another university).

Contract Length: Assistant Professors of Practice receive an appointment for a one-year term, with renewal based on performance review. An appointment may be renewed an indefinite number of times subject to positive annual performance evaluations and departmental needs.

Assistant Professors of Practice **will**:

- Consistently deliver courses with (1) rigorous and engaging pedagogical approaches, (2) significant and clearly documented student learning outcomes, and (3) above-average student and peer evaluations (as compared to a mean group identified by the department);
- Develop, investigate, and lead implementation of new methodologies, instructional technologies and innovative teaching strategies that promote learner-centered instruction;
- Support others in the department to implement these instructional approaches in their classes;
- Improve the department's assessment of teaching and learning at all levels through pedagogical research, leading curricular innovations, and/or developing shared resources;
- Participate as needed in their department to enhance student learning, including student advising, student recruiting, supervising GTAs and preceptors, and leadership in fostering student engagement in outreach, internships, and research.
- As requested, actively participate in activities (for example committees, outreach) that contribute to the Department's and the University's governance, mission and reputation.

In addition, Assistant Professors of Practice **may**:

- Provide professional development opportunities for faculty, post-doctoral, graduate and undergraduate students within the department and across the University or discipline;
- Participate in funded programs that extend the department's, University's and discipline's knowledge or capabilities regarding the teaching and learning in their content areas;
- Serve as PIs or co-PIs for externally funded programs that extend knowledge or capabilities regarding teaching and learning or in their content area.

Appointment and Promotion to Associate Professor of Practice

In addition to the requirements for Assistant Professors of Practice, appointment at, or promotion to, the level of Associate Professor of Practice requires evidence of an established and productive career emphasizing education. Typically this requires a minimum of three years of service as an Assistant Professor of Practice with positive performance reviews, outstanding performance as Senior Lecturer over a comparable interval, or comparable experience and accomplishment outside the department. These individuals should be recognized at the University and/or regional levels for their accomplishments and impact. For promotion or hiring into this rank, the committee will request a minimum of 3 letters of evaluation to document the candidate's impact, from individuals holding an equal or higher rank. At least one letter must come from outside the department. Candidates should demonstrate evidence of accomplishment in scholarship and related activities as defined on page 1 and below. If outreach is defined as part of a candidate's workload, then the candidate should provide evidence of achievement, leadership, and impact in that areas.

Contract Length: Associate Professors of Practice will receive an appointment for a two-year term, subject to approval by the Provost, with renewal based on performance review. An appointment may be renewed an indefinite number of times subject to positive annual performance evaluations and departmental needs.

Associate Professors of Practice **will:**

- Consistently deliver courses with (1) rigorous and engaging pedagogical approaches, (2) significant and clearly documented student learning outcomes, and (3) above-average student and peer evaluations (as compared to a mean group identified by the department);
- Participate in funded programs that extend the department's, University's and discipline's knowledge or capabilities in their content area or regarding teaching and learning in their content area;
- Actively involve themselves in the educational community of their disciplines, which may include presenting at meetings, participating in national committees, publishing research, and engaging in professional development workshops;
- Indicate leadership in developing professional development opportunities for faculty, post-doctoral, graduate and undergraduate students within the department, University or discipline.
- As requested, actively participate in and help to lead activities (for example committees, outreach) that contribute to the Department's and the University's governance, mission and reputation.

In addition, Associate Professors of Practice **may:**

- Serve as PI or co-PI for externally funded programs that extend the department's, University's and discipline's knowledge or capabilities in their content area or regarding teaching and learning in their content area.

Appointment and Promotion to Full Professor of Practice

In addition to the requirements for appointment as Associate Professors of Practice, appointment at, or promotion to, Full Professors of Practice should signify that individuals are established figures in their fields, and recognized nationally and/or internationally for their educational and scholarly accomplishments as documented by their dossiers and by letters of evaluation.

Promotion to Full Professor of Practice may occur at any time, but normally follows the fifth year. At that time the Associate Professor of Practice must be informed by the department head that they have the right to be reviewed for promotion to Full Professor of Practice. To support evaluation of scholarly accomplishment and impact, the committee will request a minimum of 4 letters from referees holding comparable rank. At least two letters must come from outside the department and at least one must come from outside the university. Teaching contributions should be of the highest quality and clearly documented with evidence from TCE's, student and peer evaluations, and any other outcomes/assessment data that the candidate may have developed. Individuals should show evidence of significant accomplishment and contributions to the strength, reputation, educational mission, and/or leadership of the department.

Contract Length: Full Professors of Practice will receive an appointment for a three-year term, subject to approval by the Provost, with renewal based on performance review. An appointment may be renewed an indefinite number of times subject to positive annual performance evaluations and departmental needs.

Full Professors of Practice **will:**

- Demonstrate leadership within their departments regarding the development and implementation of innovative teaching and learning strategies;
- Serve as mentors to others in the department or the University for teaching excellence;
- Have established funded programs (as PI or Co-I) that extend the department's, University's and discipline's knowledge or capabilities regarding their content area or the teaching and learning of their content area;
- Have established themselves as leaders in the educational community of their disciplines by presenting at national and international meetings, participating in national committees, publishing peer-reviewed research, and/or other relevant accomplishments;
- Establish and lead professional development opportunities for faculty, post-doctoral, graduate and undergraduate students within the department, University or discipline;
- Participate in and lead activities (for example committees, outreach) that contribute to the Department's and the University's governance, mission and reputation.