

Department of Chemistry and Chemical Biology

Criteria for Promotion of NTT Faculty Members on the Teaching Track

- I. Teaching Effectiveness: Most important and will be evaluated based on the measures below. Procedures will have to be formulated to convert these data into an actual evaluation.
 - A. Direct observation by more senior faculty
 - B. Viewing of video recordings of several class sessions by more senior faculty
 - C. SIRS results converted from numerical to semi-quantitative measures
 - D. Submission of annual reports on instruction and instruction-related activities by the NTT faculty member.
 - E. Submission of a detailed teaching portfolio some time during the first five years in rank. (Since preparation of such a document requires significant time and effort, perhaps we should require it only from NTT faculty members who wish to be considered for promotion.)

- II. Contributions to the Departmental Instructional Program by appropriate activities. Some examples are listed below. The NTT can provide the details of these activities in the annual report mentioned in I D, above.
 - A. Curriculum development within existing courses or of new courses
 - B. Coordination and administration of very large courses including supervision of staff and students assigned to such courses
 - C. Introduction and development of new methods of instruction or assessment in existing courses
 - D. Academic advising and transfer credit evaluation
 - E. Participation as a member of relevant departmental committees and divisions
 - F. Participation in departmental educational initiatives.

- G. Participation in the development and implementation of externally funded programs
- H. Other service to the department, the university, or the outside community, as appropriate

Implementation

IA and B: The Chair shall designate an existing departmental committee or propose a new committee to carry out peer evaluations. Such evaluations shall include a detailed report of a classroom visit by a member of the committee, as well as an assessment based on viewing the video recordings. These reports and assessments shall be shared with the NTT faculty member, who shall be given an opportunity to respond to any concerns.

IC: Each course taught by the NTT faculty member will be scored as Excellent, Good, Satisfactory, or Unsatisfactory based on the response to Question 9 on teaching effectiveness and on comparisons to the scores of other faculty members teaching courses in the same area at the same level. Scores in the top quartile will be rated as Excellent, in the second quartile as Good, in the third quartile as Satisfactory, and in the fourth quartile as Unsatisfactory. An overall designation based on the mean of designations for every course taught by the NTT will be assigned. A designation of Satisfactory would normally be expected for promotion.

ID: The annual report shall be submitted to the chair by June 1 of every academic year. The chair and the undergraduate chair shall then meet with the NTT faculty member to discuss and if necessary clarify the contents of the report. A written response to the report shall be provided to the NTT faculty member by June 30 of that year.

IE: The guidelines provided by CTAAR for preparing Teaching Portfolios (<https://ctaar.rutgers.edu/teaching/portfolios.html>) should be shared with every NTT faculty member at the appropriate time and should be the model used for their preparation. The Teaching Portfolio should be submitted to the chair. The chair and the undergraduate chair shall then meet with the NTT faculty member to discuss and if necessary clarify the contents of the portfolio. A written

response to the report shall be provided to the NTT faculty member within 20 working days of its submission.

II All of this information can be most conveniently provided to the chair in the annual report of the NTT faculty member. The chair will thus have the opportunity to affirm the value of these contributions to the department.

III Given that the SAS has very clearly indicated that the expectations for promotion of NTT faculty go well beyond the classroom and include a significant service component, we must adjust the teaching loads of NTT faculty accommodate these additional duties. The practice in some other departments is to give NTTs teaching load credit for activities outside the classroom or to expect NTTs to teach 3 and 3 (equivalent to 9 IUs per semester). A teaching load of 9 IUs per semester seems appropriate for full time NTT faculty in chemistry.