

CPH Term Promotion Policy and Procedures

November 18, 2019

Adopted by the Faculty December 19, 2019

Policy

To provide guidance to term faculty in the College of Health and Human Services (CPH) in applying for promotion. This policy is to be reviewed after the university Term Faculty Committee submission of recommendations on evaluating performance to ensure consistency with university policy and practices and at least every fifth academic year.

Procedures

1. Term Faculty Promotion Guidance

- a. Schedule an appointment with the Associate Dean of Faculty Affairs to discuss casebook materials that would be submitted for promotion.
- b. It is recommended that this appointment with the Associate Dean of Faculty Affairs should occur at least six months prior to the term faculty's submission of the casebook for promotion.
- c. This purpose of this appointment would be to discuss strategies to improve the casebook in advance and to clarify any issues, questions or concerns.
- d. Approximately 3 months before submission deadline of the casebook, the Associate Dean for Faculty Affairs would review the casebook and provide editing suggestions or comments prior to the submission deadline.

2. Eligibility of Term Faculty for Promotion

- a. Term Assistant Professors may be considered eligible for promotion to Term Associate Professor, normally in the Term Faculty member's sixth year. Promotion may occur within the period of a multi-year contract.
- b. Term Associate Professors may be considered for to Term Full Professor normally after five consecutive years in rank as a Term Associate Professor.
- c. All Term Assistant Professors who are promoted to Term Associate Professor must demonstrate at least high competence in the areas of teaching, research,

practice, or administrative tasks for which they were hired (as designated in the contract letters). For promotion to Term Full Professor, genuine excellence must be exhibited in the areas of teaching, research, practice, or administrative tasks for which the faculty member was hired (as designated in the contract letters).

- d. Instructors without an earned terminal degree may be considered for promotion to the rank of Senior Instructor and reappointment to a contract of up to five years (with approval of the Dean of the College) after five years of continuous service. Promotion to Senior Instructor may occur within the period of a multi-year contract for term faculty members.
- e. Candidates for promotion to Senior Instructor must demonstrate at least high competence in the areas of teaching, research, practice, or administrative tasks for which the faculty member was hired (as designated in the contract letters). For promotion to Distinguished Instructor, genuine excellence must be exhibited in the areas of teaching, research, practice, or administrative tasks for which the faculty member was hired (as designated in the contract letters).
- f. Senior Instructors may be considered for promotion to Distinguished Instructors normally after five consecutive years serving in rank as a Senior Instructor.
- g. Instructors in their final year of an earned terminal degree program *may* apply for promotion to Assistant Professor with the approval of the department chair and contingent upon successful completion of the terminal degree program.

3. Department Review Process for Term Faculty Promotions

- a. Each department within CPH would decide how the process to review the term faculty casebook will be handled within the unit and fit within two options.
 - i. Enhanced Department PT&R Committee. This committee should include any term faculty member(s) at the same academic rank or higher to which the candidates is applying for promotion.
 - ii. *Ad hoc* Term Faculty Promotion Committee, which consists of department tenured faculty and term faculty that are at least of equal rank to which the candidate is seeking promotion. The membership of this *Ad hoc* committee will include a minimum of two term faculty members and one tenured faculty member. Potential committee members must be from within CPH

and meet the specific committee membership criteria. If there are not enough members available within CPH, then members from outside of CPH may be considered. The department Chair will then select member(s) from the proposed list to complete the committee.

- b. If a departmental chair applies for promotion, an *Ad hoc* committee will be formed by the Associate Dean of Faculty Affairs.

4. Appeals Process

- a. If a term faculty member is not offered promotion and wishes to appeal the decision, the Associate Dean for Faculty Affairs will form an *Ad hoc* committee of three term faculty and two alternate term faculty that are at least of equal rank to which the candidate is seeking promotion along with two tenured administrators and one alternate tenured administrator.
- b. No two committee members who serve on the *Ad hoc* appeals committee may be from the same local academic unit or administrative unit.
- c. Grounds for appeal will be based on one or more of the following reasons listed in the Faculty Handbook Section 2.8.1. Please refer to:
https://mymasonportal.gmu.edu/bbcswebdav/orgs/AU_Provost_PW/Provost/Administration/GMU_FACULTY_HANDBOOK_2018.pdf

5. Casebook for Term Faculty Promotion

- a. The casebook's guidelines will be in accordance with the criteria established for term faculty promotion by the Provost's office.
- b. Due to revisions that can occur in the term faculty casebook requirements over time, it is strongly recommended that the candidate applying for promotion meet with the Associate Dean of Faculty Affairs to discuss and review the most current set of requirements.
- c. The term faculty promotion casebook will be submitted to the department review committee and department Chair.
- d. The casebook may include a candidate's employment chronology, teaching vita (maximum of five pages), teaching, research, service or administrative activities

statement (maximum of three pages) and evidence of work completed at George Mason University (such a portfolio of teaching, research, service or administrative activities) pertaining to the terms for which they faculty member was hired (as designated in the contract letters).

6. Recommended Timeline for Term Faculty Promotions

- a. **By May 1st**, the term faculty is expected to notify the Department Chair and meet with the Associate Dean of Faculty Affairs at least six months before the submission deadline for casebook materials. The purpose of the introductory meeting with the Associate Dean of Faculty Affairs would be to provide an overview of the term faculty promotion review process, share “best practices” to prepare the casebook, and clarify questions or issues.
- b. **By May 1st**, Department Chairs will notify the Dean if any CPH term faculty intend to apply for promotion and submit a casebook during the fall semester of the next academic year. Once this notification is provided, term faculty members are expected to prepare their casebook materials over the summer.
- c. **By August 1st**, term faculty casebooks, which should follow the criteria of the Provost’s guidelines and department guidelines (if available) will be sent to the Associate Dean of Faculty Affairs for an informal review (about four weeks before the submission date).
- d. **By August 15th**, the Associate Dean of Faculty Affairs will provide written feedback to the candidate for edits to the casebooks.
- e. **By September 1st**, term faculty casebooks will be reviewed at the departmental level. Casebooks will be sent to the Associate Dean of Faculty Affairs for distribution to the Enhanced Department PT&R Committee or the Ad hoc Term Faculty Promotion Committee as identified by the department, in addition to the Department Chair for review. The departmental review should occur by September 15th.
- f. **By October 1st**, the Enhanced Department PT&R Committee or the Ad hoc Term Faculty Promotion Committee conducts review of the promotion case and submits a recommendation letter to the CPH dean, with copies to the candidate and the Department Chair.

- g. **By October 15th**, the Department Chair submits a recommendation letter for the Dean's review and consideration, with copies to the candidate and the Department Chair.
- h. **By October 15th**, Term faculty casebooks will then be made available to the Dean's Office for the Dean's review with the inclusion of the department review committee's recommendation letter.
- i. **By November 1st**, the Dean submits a recommendation letter for the Provost's review and consideration, with copies to the candidate and the Department Chair.
- j. **By December 15th**, the Provost will act on the Dean's recommendation memo regarding the term faculty casebook and application for promotion and a new multi-year appointment. After the Provost's review is completed, the term faculty member will be notified in writing of the decision by January 31st.
<https://provost.gmu.edu/administration/department-chairs/critical-dates>