UNIVERSITY OF HOUSTON
DEPARTMENT OF HISPANIC STUDIES
CRITERIA AND GUIDELINES FOR PROMOTION IN RANK
OF NTT-PE INSTRUCTIONAL FACULTY
Adopted: October 28, 2022

Departmental guidelines and policies are subject to policies promulgated at the college and university levels. In the case of promotion and tenure of non-tenure-track promotion-eligible (NTT-PE) instructional faculty, guidelines provided by the Office of the Provost form the basis of all NTT-PE promotion decisions. It is the obligation of the chair of the department to make all new instructional faculty members aware in writing of not only the university-level promotion guidelines but also any college or departmental level policies or procedures that may impact their promotion in rank.

Given that instructional faculty within the Department of Hispanic Studies perform widely different tasks and that they are hired for a variety of purposes, it is difficult to define precise guidelines for promotion. It is necessary, however, to set some general standards to assure that faculty under review are judged fairly. These guidelines for professional evaluation of instructional faculty do not prescribe a uniform roster of accomplishments that must be achieved by all candidates for promotion. Rather, they suggest ways of evaluating accomplishments in teaching, research, and service by allowing flexibility in assigning relative weights to these three activities.

While NTT faculty are often primarily engaged in teaching, the distribution of their workload between teaching, service, and/or research depends on the candidate's particular job duties and employment contract.

- *Criteria for promotion to associate*
  Candidates should have sustained, superior contributions in teaching and service and/or research such as fulfill program and/or department requirements.
- *Criteria for promotion to full*
  Teaching and service and/or research need to have had a significant impact on the program and department (appropriate to experience and area/level of expertise). Preference would be also for the candidate to have contributed significantly at a university, community, or professional level.

BREAKDOWN OF TEACHING, SERVICE, AND RESEARCH CRITERIA

I. Teaching

Instructional faculty may be primarily engaged to teach full-time. To merit the strongest consideration, candidates must have demonstrated superior teaching skills. Areas of important interest in this category include, but are not limited to,

- Clarity in the organization and presentation of course content.
- Success in bringing students to a level of attainment appropriate for the courses taught by the candidate.
- Fairness in dealings with students. This includes making oneself available for consultation and establishing clear and reasonable measures for gauging student progress.

Candidates are also expected to contribute to the department's continuing improvement of teaching methods, techniques, and materials. Here are some examples of ways to contribute (it is assumed that each individual will contribute to several of these activities):

- Design of new courses.
- Modification or revision of course content.
- Technology and pedagogical innovation that enhance course delivery and student engagement.
- Creation or modification of course modules.
- Consideration and possible adoption of new textbooks (as needed).
- Design or modification of resources for students.
- Project building with material from university resources.
- Peer classroom observation (observing and being observed).
- Presentation/attendance at professional development workshops/webinars.
- Development of instructional/training materials for the department.
- Development of and participation in co-curricular activities that enrich the classroom experience.
- Mentorship of undergraduate research.
- Teaching-related community outreach.
- Coordination of oral exams for multiple sections.
- Participation on M.A. and PhD. committees.

Evaluation of the candidates' skills in the area of teaching will be assessed on the basis of the following:

- Classroom observation by peers or program directors.
- Assessment of student evaluations.
- Evaluation of sample syllabi, assignments, lesson plans, grading rubrics, etc.
- Nomination for or conferral of teaching awards on the candidate.
- Conferral of teaching-related grant.

II. Service

The service component will vary according to position and program; candidates will coordinate major service assignments with program director and/or chair. What the voting faculty will look for in this category is a willingness on the part of the candidate to participate constructively in the operation of the candidate's program, of the department as a whole, and possibly of the university or the profession. Areas of service contributions include, but are not limited to,

- Direction of a program.
- Language course coordination.
- Hiring, training, and supervision of Spanish instructors.
- Language assessment in conjunction with student fellowship (and other) applications.
- Committee service (department, college, or university).
- Service on scholarship selection committee (program, department, college, university).
- Active membership in professional organizations.
- Participation in community organizations related to department or program mission.
- Professional service to the community.
- Student academic and professional advising.
- Student mentorships.
- Coordination of cultural events (program, department, college, university).
- Co-curricular events and opportunities.
- Study abroad advising, planning, marketing, coordination, and/or implementation.
- Community engagement.

III. Research: Scholarship and Discipline-related Creative Work

Some instructional faculty may choose to engage in scholarship and/or to produce creative work. Scholarship and creative work are supported by the department and will contribute favorably to a candidate's evaluation, but they are not required. Examples of scholarship or creative work contributions may include, but are not limited to,

- Participation in roundtable discussions or presentation of papers/posters at academic conferences.
- Publication of academic articles and/or books (these publications may or may not be related to pedagogy).
- Production and publication of translations.
- Production and publication (or diffusion) of creative work that relates to the field in which the candidate teaches.

IV. Application Guidelines for Promotion in Rank

1. Third-year review evaluations will be conducted by the DHS Faculty Evaluation Committee. Candidates should follow the instructions on the NTT Policy page of the Office of the Provost website (https://www.uh.edu/provost/faculty/current/non-tenure-track/).

2. For promotion to Associate: No later than the first Monday of May of the fifth probationary year, the candidate will submit to the Chair their CV along with a list of no more than three potential reviewers, at least one of which should be external. No later than September 1 of their sixth probationary year they should submit to the Chair their promotion review packet.

For evaluations of promotion in rank to Instructional Associate, an Ad Hoc NTT Evaluation Committee will review the candidate's portfolio and make recommendations to the Chair. The ad hoc committee will consist of the four members of the DHS Faculty Evaluation Committee

(three tenured faculty, plus one NTT-PE faculty) in addition to a fifth member decided by the Executive Committee. If there are no NTT faculty in the department who are at the rank of Instructional Associate, the Executive Committee will seek and appoint an Instructional Associate Professor from another department at UH.

3. For promotion to Full: Faculty members wishing to be considered for promotion to NTT-Full professor should notify the department chair of their intention no later than March 1 of the prior year.   No later than the first Monday of May of this year they will submit to the Chair their CV along with a list of no more than three potential reviewers, at least one of which should be external to UH. No later than September 1 of their promotion review year they should submit to the Chair their promotion review packet.

For evaluations of promotion to NTT-Full rank an Ad Hoc NTT Evaluation Committee will review the candidate's portfolio and make recommendations to the Chair. The ad hoc committee will consist of any members of the DHS Faculty Evaluation Committee who hold the rank of full professor (with or without tenure). The Executive Committee will appoint additional members as needed to comply with university guidelines regarding minimum size and composition (including the inclusion of an NTT faculty member at the rank the candidate is seeking).

4. For promotion in rank at both levels: The candidate's review packet should be prepared following instructions described on the NTT Policy page of the Office of the Provost website (https://www.uh.edu/provost/faculty/current/non-tenure-track/).

At least three reviewers will be selected by the Ad Hoc NTT Evaluation Committee, working in concert with the Chair. One reviewer from the candidate's list will be selected. The Chair's letter to reviewers will include the instructions for review letters described in the general guidelines for NTT promotion (https://uh.edu/provost/faculty/current/non-tenure-track/documents/general-guidelines-for-ntt-promotion-review2.pdf).