



PROVOST'S PROMOTION WORKSHOP FOR TEACHING & CLINICAL FACULTY

THURSDAY, MAY 8, 2025 • 9:00-11:00 AM

AGENDA

- 9:00 Welcome, poll, & workshop goals
- 9:05 Demonstrating Excellence in the Areas of Evaluation – *Provost Joseph Hartman*
 - ❖ Teaching
 - ❖ Service
- 9:30 Process Timeline & Resources – *P&T Team*
- 9:50 Panel: Recent Perspectives on the Promotion Process
- 10:40 Open Q&A with panel and presenters

Thank you for attending!

A QUICK POLL – SHOW OF HANDS

1. What brings you here today?

- I'm planning to apply for promotion in 2025-26
- I'm considering applying in 2025-26, but I'm undecided
- I'm not ready to apply, but want to learn about the process
- I'm a chair or dean here to support a candidate

2. If you are planning/considering an application in 2025-26, what type?

- Promotion from assistant to associate teaching professor
- Promotion from assistant to associate clinical professor
- Promotion to full teaching professor
- Promotion to full clinical professor

WORKSHOP GOALS

We hope you will come away with:

- . an understanding of the areas of evaluation
- . familiarity with the process
- . a sense of how to present your accomplishments effectively
- . a sense of the collaborative effort of your peers that goes into the P&T process

AREAS OF EVALUATION

- Teaching / Instructional Effectiveness
- Service

DEMONSTRATING EXCELLENCE

Teaching / Instructional Effectiveness

The candidate should discuss activities that, directly or indirectly, create the rich educational environment of UMass Lowell. In accordance with the MSP contract, evaluation of faculty achievement in instructional effectiveness should consider the full breadth of their contributions. The MSP contract (VII.B.2.c.(1)) defines instructional effectiveness as:

Including, but not limited to [...] development, improvement and demonstration of subject matter competence, continued improvement of methods and procedures of classroom presentation; active participation in departmental evaluation of course offerings and curricula for the purpose of maintaining their quality, relevance, and viability; conscientious discharging of responsibilities for student advisement throughout the academic year; and special or uniquely valuable contributions to the development or implementation or teaching of needed courses in any college or division of the University, and the like.

PROVIDE STRONG EVIDENCE OF TEACHING EXCELLENCE

The Instructional Effectiveness section of the guidelines notes many aspects of pedagogy that you can support with concrete evidence.

- In the narrative,
 - demonstrate how you gather and incorporate student feedback during your courses
 - be specific about pedagogical improvements you have made and the results you achieved
 - address areas of potential improvement candidly, and show evidence of your concrete efforts to improve in those areas.
- Start early to gather all course evaluation materials (from chair/designees and from students) for the period under review.
- Ensure your Instructional Activity chart is as complete and clear as possible.
- Be sure to seek peer review and feedback.

DEMONSTRATING EXCELLENCE

Service

The candidate should discuss the impact of their sustained and transformative service to the profession, University, and community. The narrative should not merely list activities undertaken or committee memberships, but should provide readers with a clear picture of how the candidate shapes professional life in the discipline, participates in faculty self-governance, and enacts leadership at these various levels. The narrative should clarify the candidate's role in key service activities cited, and identify the resulting accomplishments and outcomes; leadership roles should be emphasized.* The contract sets out three areas for recognized service (VII.B.2.c.(3)):

- (a) Service to the University*
- (b) Service to the Profession*
- (c) Community Service*

* The candidate should list both compensated and uncompensated service assignments, and delineate accordingly.

GUIDELINE UPDATES & REMINDERS

2025-2026

- Candidates request a 2025-26 P&T SharePoint folder: Complete the simple web form at www.uml.edu/pandt by July 1, 2025.
- Candidates may include a brief Covid-19 personal impact statement both in the materials to be sent to reviewers and in their portfolio.
- Clinical site review letter clarifications for the chair are provided (Appendix 8).
- Departments have been urged to hold DPC Elections by the end of Spring semester and send results to their Dean, CC pandt@uml.edu.

PROMOTION PROCESS TIMELINE

(contractual dates in bold)

Spring 2025 (clinical faculty only)	Clinical candidates provide Chair with contact info for letters of assessment from clinical sites
End of May (clinical faculty only)	Chairs solicit letters of assessment from clinical sites, specifying a due date of mid-August (See appendix 8)
Tuesday, May 20 9:30-11 am	Candidates attend the Electronic Promotion Materials workshop (optional)
May - August	Candidates work on materials, seek feedback, revise & edit
By July 1	Candidates request a folder on the P&T SharePoint site
Sept. 15, 2025 5:00 pm ET	Deadline for individuals to file for promotion and to upload all materials for Department Chairpersons. Candidates upload two PDF files by 5:00 pm.

*Candidates intending to apply for Promotion in 2025-2026 are reminded to attend the Workshop on Preparing and Submitting Electronic Promotion Materials on May 20 from 9:30am – 11am. Register at: <https://www.uml.edu/pandt>

PROMOTION REVIEW LEVELS

2025	
Oct. 6 - 27	Department Personnel Committee
Oct. 27 - Nov. 10	Department Chair
Nov. 10 - Dec. 1	College Personnel Committee
2026	
Dec.1 - Jan. 12, 2026	Dean
Jan. 12 - Feb. 17	University Rank and Tenure
Feb. 17 - Mar. 2	Provost
Mar. 2 - Mar. 16	Chancellor

CANDIDATE MATERIALS

Candidates upload two PDF files with the following contents:

Main Portfolio (pdf #1)

- Cover page
- Candidate's Curriculum Vitae (CV)
- Candidate's Narrative—recommended length: 5 to 7 pages
- Instructional Activity Chart (Appendix 6)

SUPPLEMENTAL MATERIALS (pdf #2)

Required:

- All annual or periodic evaluations by the Department Personnel Committee, department chair, and dean (include formal annual evaluations and classroom observations of teaching; exclude reappointment letters)
- Student evaluations from the period under review—including scanned copies of all pages/ sides of all completed evaluation forms (including numerical ratings and all written comments) NOTE: Per agreement with MSP, faculty are not required to share evaluation results from Spring 2020, Fall 2020, and Spring 2021; candidates may include evaluations from these semesters if they wish.
- *Required For Clinical Track Faculty Only:*
Letters of assessment provided by supervisors at clinical sites, provided to the candidate by the department chair

Optional:

- COVID-19 personal impact statement
- Other significant evidence

PANEL: RECENT PERSPECTIVES ON THE PROMOTION PROCESS

Elissa Magnant, *Management*

Recently promoted Associate Teaching Professor's Perspective

Kevin Petersen, *English*

Recently promoted Full Teaching Professor's Perspective

Joseph Gonzales, *Psychology*

Department Chair's Perspective

Shelley Barish, *English*

University Rank & Tenure Committee Member's Perspective

PROMOTION RESOURCES

Where to go for help:

- ▶ www.uml.edu/PandT
 - Provost's guidelines, calendar, user guides, and useful links
- ▶ Department Chair and Colleagues
- ▶ Workshop on Preparing and Submitting Electronic Promotion Materials on May 20 from 9:30am – 11am
- ▶ P&T Team help sessions – individual or small group – *Schedule early!!*
 - Paula Haines
 - Donna Mellen
 - Shaima Ragab
- ▶ Email "hotline": PandT@uml.edu