

NTT Guidelines: Department of Philosophy (2011)

NTT positions within the Department of Philosophy are appointments that do not carry any research expectations. Inhabitants of these positions are expected to teach, and to teach well; to perform service in support of the Department's undergraduate and graduate programs; and to contribute to the overall intellectual life of the department.

Initial Appointment as a Lecturer in Philosophy

The minimum requirements for appointment to the rank of Lecturer in Philosophy are the following:

A Ph.D. in philosophy from a high-quality program.

Commitment to and demonstrated excellence in teaching.

Ability to teach in areas that meet explicit Departmental needs.

Change in Title from Lecturer to Ranked NTT Position, Assistant Teaching Professor

A lecturer may request this title change when the following conditions have been met:

Terminal degree plus 2 years teaching experience* or advanced degree in the discipline plus 4 years teaching experience

Demonstrated expertise in a central philosophical discipline

A growing reputation for excellence based on student assessments and evidence of student learning

Professional and intellectual development activities

Service appropriate to the appointment.

A Teaching Portfolio will be presented to support these claims.

Promotion from Assistant to Associate Teaching Professor

The Department may opt to promote an Assistant Teaching Professor to the rank of Associate Teaching Professor when the following conditions have been met:

Terminal degree plus 7 years teaching experience* or advanced degree in the discipline plus 9 years teaching experience

Demonstrated expertise in a discipline deemed important to the department's teaching needs

Sustained growth in teaching excellence based on student and peer assessments and evidence of student learning

Professional and intellectual development activities

Service appropriate to the appointment.

A Teaching Portfolio will be presented to support these claims.

Promotion from Associate to Full Teaching Professor

The Department may opt to promote an Associate Teaching Professor to the rank of Full Teaching Professor when the following conditions have been met:

Terminal degree plus 12 years teaching experience* or advanced degree in the discipline plus 14 years teaching experience

Evidence of expanded expertise in one or more disciplines deemed important to the department's teaching needs

Sustained growth in teaching excellence based on student and peer assessments and evidence of student learning

Widespread recognition by students and peers as a stimulating, dedicated, and effective teacher.

Professional and intellectual development activities

Service appropriate to the appointment.

A Teaching Portfolio will be presented to support these claims.

THE TEACHING PORTFOLIO

The **Teaching Portfolio** asserts and supports the argument "My teaching and service warrant promotion to the rank of _____ [Assistant, Associate, or Full]." The portfolio is limited to 25pp (as per the

“Implementation of Executive Guideline No. 35, College of Arts and Sciences, Ranked NTT Teaching Faculty, Section III B, p.5); appendices are not included in this page limit.

Candidates should begin developing their teaching portfolios early on during their time at UM-SL. A complete portfolio should contain the following items:

- An updated CV
- Teaching/Instruction Responsibilities (including instruction activities, courses and titles, frequency of instruction, enrollment statistics, information about students/clients, newly designed instructions).
- Teaching/Instruction Philosophy and Goals (including statements on teaching and learning).
- Representative Instructional Materials (including syllabi, handouts, assignments, delivery methodologies, study guides, sample tests, written plans, visual aids, descriptions of non-print materials.)
- Evaluations of Teaching/Instruction (including summaries of standardized student or participant evaluations, unsolicited letters of evaluation, peer evaluations if applicable).
- Teaching/Instruction Scholarship, where applicable (including materials development, improved instructional techniques, state-of-the art delivery systems, publications on teaching/instruction).
- Awards and Honors (including explanations of honors and awards, factors contributing to the candidate’s selection for the recognition, the sources of recognition, and the nature of competition for the recognition).
- Advising, Service, and Professional Activities (including service in curriculum and program development, supervising and advising, cooperative work with students and organizations).
- Improvement Activities Undertaken (including participation in workshops and meetings on instructional improvement, grants and support for delivery and instructional improvement).
- Procedure for Selection of Outside Reviewers.
- Peer Evaluations.

Portfolios need to show evidence that the work being evaluated represents several years of effective and sustained achievement in the candidate’s assigned area of responsibility.

- Verification of the professional standing and qualifications of the individuals providing letters of recommendation must be provided. The appendix of the portfolio is an appropriate place for such information.
- Innovation and creativity in teaching, advising, and service are highly regarded attributes that distinguish the active, imaginative faculty member from others. Innovative and creative efforts should be documented and described in the appropriate categories within the applicant’s portfolio.
- Updating of information in the portfolio should continue as needed as it moves through the review process.

* Unless there are special circumstances, years are calculated in terms of a 3/3 teaching load (or its equivalent) of independently taught courses.