

Department of Anthropology
Appointment, Evaluation, Reappointment, and Promotion of Non-renewable Full-time Lecturers and Full-time NTT Faculty in the Teaching Series

Section A below describes the appointment procedures for Non-renewable Full-time Lecturers. Section B outlines the evaluation procedure for Non-renewable Full-time Lecturers. Section C describes the appointment procedure for NTT Faculty in the Teaching Series and Section D describes the criteria for Appointment, Reappointment, and Promotion of Full-time NTT Faculty in the Teaching Series.

Section A.

Appointment procedures for Non-renewable Full-time Lecturers.

Within Academic Year: final decision rests with program and DEC

UPC acts as search committee and agrees on job ad

DEC approves ad

UPD places ad, reviews applications and phone interviews and ranks candidates

UPC submits recommendation to appropriate program and DEC for approval

DEC informs candidates of decision

Outside Academic Year: final decision rests with DEC

DEC makes hiring decisions and notifies candidates, whenever possible in consultation with UPD and/or faculty with appropriate expertise

Section B.

Evaluation procedure for Non-renewable Full-time Lecturers.

A member of the UPC will conduct a teaching observation. This will result in a letter of evaluation. Faculty being observed will be given an opportunity to review the letter of evaluation and offer rebuttal of criticisms or correct any inaccuracies but author of the letter has final authority over its contents. The UPC will convey this letter and student teaching evaluations to the Chair of the Department. Further actions will be at the Chair's discretion in consultation with the DEC.

Section C.

Appointment procedure for NTT Faculty in the Teaching Series.

In the spring semester, the Chair will discuss the Department's instructional needs at the first scheduled Program Committee meetings. The Program will recommend any new NTT Teaching Series positions and provide a description justifying the need. The Program's UPC representative brings the Program's requests to the UPC, which is responsible for recommending new Teaching Series positions to the full faculty. The full faculty will vote on Teaching Series requests which will be forwarded to the SAS Vice-Dean for Undergraduate Education by the Undergraduate Program Director.

Upon approval to conduct a search pending funding by the Vice-Dean for Undergraduate Education, the UPD shall consult with other members of the Department and faculty with

appropriate expertise to develop an advertisement for a position. The UPD shall be responsible for posting the position on the interfolio system following the consent of the Chair and UPC.

During the academic year, the UPC reviews applications, and, if possible, creates list of up to 12 candidates for further consideration. If this cannot be completed during the academic year, this responsibility falls to the DEC.

Upon approval from SAS Vice-Dean for Undergraduate Education, the UPC during the academic year or the DEC from June 1 to August 31 will create a short list of three or more candidates. The UPD will arrange for telephone or video conference interviews of these candidates and invite all members of the relevant program, the UPC, and the DEC to these interviews. The UPC during the academic year or the DEC from June 1 to August 31 will make a final recommendation to the Chair and SAS Vice-Dean for Undergraduate Education. This recommendation will be at a rank that is in accordance with the appointment criteria in Section D. The Chair of the Department may make hiring decisions during times outside the academic year in consultation, whenever possible, with the UPD and/or faculty members with appropriate expertise. All decisions will be made in accordance with the appointment criteria outlined in section D.

For reappointment and promotion in the Teaching Series, the criteria in Section D will apply. In the case of reappointment, it shall be the responsibility of the UPC to provide a recommendation based on these criteria to the DEC by the fourth Wednesday in January. For 3rd year reappointments, the UPC may offer an early recommendation by the second Wednesday in October. In the case of promotion it shall be the responsibility of the UPC to provide a recommendation to the full faculty by the fourth Wednesday in January. It shall be the responsibility of the candidate to submit a CV, personal statement, and any other supporting documents relevant to the criteria in Section D by January 1 or October 1 in the case of 3rd year reappointments. Reappointment recommendations approved by the DEC and promotion recommendations approved by the full faculty shall be transmitted by the UPD to the SAS Vice-Dean for Undergraduate Education and submitted by department staff to the SAS NTT portal by the appropriate deadlines usually in late-October and mid-February. In consultation with the Chair and UPD, a candidate for reappointment may request consideration for early promotion by waiver from the Executive Dean should special circumstances apply.

Section D.

Criteria for Appointment, Reappointment, and Promotion of Full-time NTT Faculty in the Teaching Series

Teaching Evaluation Metrics

Teaching by faculty in the Teaching series will be evaluated using the following metrics:

- Student evaluations. Each course taught will be scored as Unsatisfactory, Satisfactory, Good, or Excellent based on student evaluations for the teaching effectiveness of the instructor in comparison with the distribution of these scores for the level of the course in the Department of Anthropology.. Instructor means in the first quartile will be scored Unsatisfactory, those in the second quartile will be scored as Satisfactory, those in the third quartile will be scored as Good, and those in the top quartile will be scored as Excellent.

- Teaching observations. A member of the UPC will conduct a teaching observation in the Fall semester. This will result in a letter of evaluation. Faculty being observed will be given an opportunity to review the letter of evaluation and offer rebuttal of criticisms or correct any inaccuracies but author of the letter has final authority over its contents.

Teaching Instructor

Appointment Criteria

Qualifications:

- Advanced degree (master's or doctoral) in Anthropology or a related discipline.
- Teaching experience appropriate for the range of courses to be taught.

Expectations:

- Shows promise and capacity for excellence in carrying out the full range of duties associated with teaching.

Reappointment Criteria

- Satisfactory teaching as evaluated by students and the UPC, and demonstrated teaching effectiveness in all courses assigned. To be considered satisfactory the candidate must have student evaluations scored as Satisfactory or better according to the Teaching Evaluation Metrics described above for courses taught in the previous year. The candidate must also receive a majority positive vote from the UPC who will consider formal teaching evaluations described above and other relevant evidence submitted by the candidate. The UPC will draft a one page narrative justifying their vote.
- Continued need for position and availability of funding. The need for the position is determined by the extent the position maintains and enhances the teaching mission of the department.

Promotion Criteria, to the rank of Assistant Teaching Professor

- Candidates must have achieved a record of excellent performance in the title of Instructor, as evaluated by students and the UPC, and demonstrated excellence in continuous efforts to remain current in the discipline(s) being taught. To be considered excellent the candidate must have all teaching evaluations scored as Satisfactory or better and some scored as Excellent during their period of appointment at the rank of Teaching Instructor. The candidate must also receive a majority positive vote from the UPC who will consider formal teaching evaluations described above and other relevant evidence submitted by the candidate. The UPC will draft a one page narrative justifying their vote.
- In cases where a candidate for promotion was initially appointed without a doctoral degree, completion of a doctoral degree in Anthropology or a related discipline is expected for promotion.
- Consideration for promotion will take place after a minimum of 3 years in the rank of Teaching Instructor. In the case of exceptional performance indicated by Excellent

teaching evaluations the UPC will request the Executive Dean to waive the 3-year requirement.

Assistant Teaching Professor

Appointment Criteria

Qualifications:

- A doctoral degree in Anthropology or a related field.
- Teaching experience appropriate for the range of courses to be taught.
- Demonstrated excellence over a period of years (ordinarily at least 3) in carrying out the full range of duties associated with teaching.

Expectations:

- Depending on the position there may be additional related duties such as supervisory, advisory, laboratory, field work, administrative, etc.

Reappointment Criteria

- Candidates must have achieved a record of excellent performance, as evaluated by students and the UPC, and demonstrated excellence in continuous efforts to remain current in the discipline(s) being taught. To be considered excellent the candidate must have all teaching evaluations scored as Satisfactory or better and some scored as Excellent during their period of appointment at the rank of Assistant Teaching Professor. The candidate must also receive a majority positive vote from the UPC who will consider formal teaching evaluations described above and other relevant evidence submitted by the candidate. The UPC will draft a one page narrative justifying their vote.
- Continued need for the position and availability of funding. The need for the position is determined by the extent the position maintains and enhances the teaching mission of the department.

Promotion Criteria, to the rank of Associate Teaching Professor

- Candidates must have demonstrated excellence in teaching as evaluated by students and UPC, and demonstrated teaching effectiveness in all courses assigned, over the course of a minimum of 6 years in the rank of Instructor. The Executive Dean may waive the 6-year requirement under special circumstances.
- In addition, candidates must have made significant additional contributions outside the classroom, such as course development, supervision of staff and/or students, participation in educational initiatives of the department or program, program assessment, development and implementation of externally funded educational programs, and others as appropriate to the discipline and the level of the appointment.
- The candidate will be asked to draft a narrative statement and submit evidence concerning the promotion criteria above. The Department Chair will appoint a reading committee to review this evidence and this committee will report to the full faculty who will vote of to recommend or not recommend promotion. The Chair and UPD will draft a

statement explaining this recommendation which will be forwarded along with all evidence considered to the Executive Dean.

Associate Teaching Professor

Appointment Criteria

Qualifications:

- Doctoral degree appropriate to the discipline.
- Teaching experience appropriate for the range of courses to be taught.
- Demonstrated excellence over a period of years (ordinarily at least 9) in carrying out the full range of duties associated with teaching.
- Significant record of contributions outside the classroom, such as course development, supervision of staff and/or students, participation in educational initiatives of the department or program, program assessment, development and implementation of externally funded educational programs, and others as appropriate to the discipline and the level of the appointment.

Expectations:

- Depending on the position there may be additional related duties such as supervisory, advisory, laboratory, field work, administrative, etc.

Reappointment Criteria

- Candidates must have achieved a record of excellent performance, as evaluated by students and the UPC, and demonstrated excellence in continuous efforts to remain current in the discipline(s) being taught. To be considered excellent the candidate must have all teaching evaluations scored as Satisfactory or better and some scored as Excellent during their period of appointment at the rank of Associate Teaching Professor. The candidate must also receive a majority positive vote from the UPC who will consider formal teaching evaluations described above and other relevant evidence submitted by the candidate. The UPC will draft a one page narrative justifying their vote..
- Excellence in contributions outside the classroom, related to the educational mission of the department/program.
- Continued need for the position and availability of funding. The need for the position is determined by the extent the position maintains and enhances the teaching mission of the department.
- Demonstrated service in accordance with the mission of the department and the University, appropriate to the level of the appointment.