

# Preparing for Promotion on the Teaching Track

## Promotion Basics

- **Teaching Assistant** and **Teaching Associate Professors** are eligible for promotion after at least 6 years of full-time employment (1.0 FTE) at their current rank.
- Faculty members undergoing reappointment review will be notified whether they are eligible to request consideration for promotion as part of their regular review process (“reappointment + promotion”).
- Faculty members who are eligible for promotion but who are not yet due for a reappointment review may request an “out-of-cycle” promotion review through the department chair. “Out of cycle” promotion requests must be approved by the Senior Associate Dean.

## Criteria for promotion from Teaching Assistant Professor to Teaching Associate Professor (from the [PPP](#)):

- The candidate must provide demonstrable evidence of extraordinary teaching and service to the appointing department, beyond that which is expected of a Teaching Assistant Professor, in accordance with standards of extraordinary teaching and service defined by the unit in which the candidate is appointed.
- In the Department of Romance Studies, evidence of extraordinary teaching may include: a university teaching award, consistent teaching evaluations in the top 10% of the department, regular service on undergraduate honors theses committees, exceptionally high peer teaching reviews, success in writing and/or administering grants that improve teaching in a unit, administrative oversight and training of teaching assistants and/or other fixed-term faculty in a unit.
- In the Department of Romance Studies, evidence of extraordinary service may include: a university service award, service as departmental undergraduate advising coordinator, service on the UNC Faculty Council and/or its subcommittees, service on university committees (such as Teaching Award Committee, Staff Award Committee, university search committees), chairing unit committees or task forces, membership on the advisory board of a professional journal, invitations for speaking engagements at other institutions of higher learning, service through Carolina Speakers Bureau. The candidate, if applicable, may also ask that his or her record of research and publication be considered along with service, especially the publication of textbooks and other pedagogical scholarship.

## Criteria for promotion from Teaching Associate Professor to Teaching Professor (from the [PPP](#)):

- The candidate must provide demonstrable evidence of distinguished teaching and service to the appointing department, beyond that which is expected of a Teaching

Associate Professor, in accordance with standards of distinguished teaching and service defined by the unit in which the candidate is appointed.

- In the Department of Romance Studies, evidence of distinguished teaching may include: a university teaching award, consistent teaching evaluations in the top 5-10% of the department, outstanding peer teaching reviews, leadership roles on unit committees concerned with teaching, success in writing and/or administering grants that improve teaching in the unit, administrative oversight and training of teaching assistants and/or other fixed-term faculty in the unit.
- In the Department of Romance Studies, evidence of distinguished service may include: a university service award; leadership on committees and task forces at the unit, College, or University levels (such as educational policy, teaching award, staff award, or search committees); service as unit undergraduate advising coordinator or director of a language program or coordinator of a language course; outstanding service on the UNC Faculty Council and/or its subcommittees; leadership in national or regional professional organizations; membership on the advisory board of a professional journal; invitations for speaking engagements at other institutions of higher learning; professional consulting.

## Materials Required for Promotion (the dossier):

- A [current curriculum vitae](#)
- Teaching Statement
- Service Statement
- Other documentation of teaching activities such as annual summaries of teaching, annual summaries of student evaluations, periodic peer teaching evaluations, student recommendations, nominations for teaching awards, original syllabi and/or course proposals, grant applications for teaching projects, evidence of mentoring other instructors or GTFs, etc.
- Other documentation of service activities such as coordinating, department and university committee service, leadership positions, grant applications for service projects, community service and outreach, service to mentoring programs (such as Carolina Covenant, Johnson Scholars, etc.), etc.
- Research statement and copies of publications (optional – only needed if requesting promotion partially on the basis of research activity)
- Names of two individuals who hold academic positions at the rank the candidate wishes to be promoted to or higher at an institution outside UNC or in another department at UNC who may serve as external referees. The candidate can request that one of these external referees come from the College's "pool" of Teaching Professors evaluators who are trained and supported by the CFE for the purpose of assisting with teaching-track promotion reviews.
- Two peer teaching observations (organized by the department)
  - ➔ **Note:** If one of the "external referees" is a UNC faculty member from another department, they will carry out one of the peer observations.

## Preparing for Promotion (questions to consider and perhaps discuss with your mentor):

- What professional activities am I already doing that constitute “extraordinary” or “distinguished” teaching and service? How can I document those activities (line in CV, other materials)?
- What are the weaker aspects of my dossier? What new professional activities would strengthen these?
- Whom would I ask to serve as external referees (e.g., colleagues from professional associations/conferences, former GTFs now in academic positions, colleagues from previous teaching positions, etc.)? How can I strengthen my professional networks and relationships beyond the department?
- Did I complete my checklist? Is there anything else we can add?
- Have an open and honest conversation with your mentor.