



Digitizing your NTT Reappointment or Promotion File

Spring 2021

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December 1, 2020



KEY INFORMATION

- Candidate materials must submitted through the Microsoft Team according to the format outlined here.
- If you have questions about reappointment and promotion guidelines, consult with your department chair or school director.
- Files are due January 22nd. To submit, add the chair of your NTT Evaluation Committee to the Team as an owner.
- Please refer to Article 29 of the CBA for full details.



COLLECTIVE BARGAINING AGREEMENT

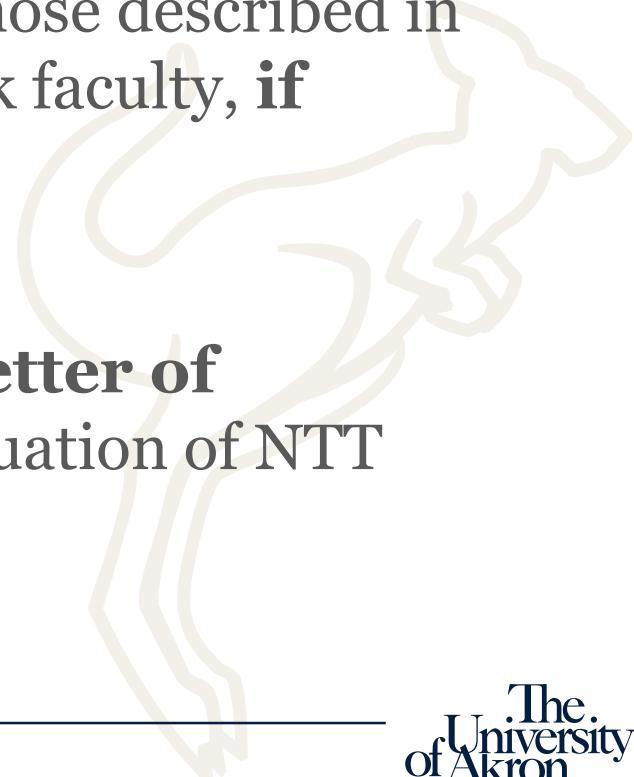


ARTICLE 29 SECTION 5 (D)

For nontenure-track faculty

The criteria to be considered for evaluation for reappointment and promotion are found in the letters of appointment/reappointment and as those described in Article 13, Section 3(b) for tenure track faculty, **if relevant.**

The duties specified in **current the letter of appointment** form the basis for evaluation of NTT faculty.



ARTICLE 29 SECTION 5 (D), CONTINUED

If an Assistant Professor of Instruction or an Assistant Professor of Practice is not required to engage in research activities, those criteria will not apply.

Professional activities submitted by the faculty member shall be considered in the evaluation, including the achievement of additional credentials, such as a relevant terminal degree.

ARTICLE 13, SECTION 3(B)

Tenure-track criteria, NTT use what is relevant

1. A current vita;
2. Narrative statement by the candidate addressing the meeting of University-wide and academic unit criteria;
For NTT: narrative statement addresses duties outlined by current letter of appointment or reappointment, relevant criteria from this article, and unit criteria (if applicable).
3. A table of contents of materials included in the RTP file, which shall be amended to reflect any late additions to the RTP file;
4. All previous reappointment recommendations;
5. Initial Letter of Appointment and all subsequent letters of appointment

ARTICLE 13, SECTION 3(B), CONTINUED

6. Quantitative evidence of **effective teaching**, including results of formal teaching evaluations, as well as additional materials required by academic unit guidelines (such as peer evaluations of teaching or letters of support);
7. If required by academic unit guidelines, qualitative evidence of effective teaching, which may include, for example, peer evaluation of teaching, written student evaluation comments (along with the rationale for the material included), letters of support for the candidate (along with provenance of such letters), etc., shall also be included;
8. Evidence of **scholarship and/or creative activity**; [if relevant]
9. Evidence of **service** [including evidence of duties outlined by most recent letter of appointment or reappointment, such as administration]

ADVICE

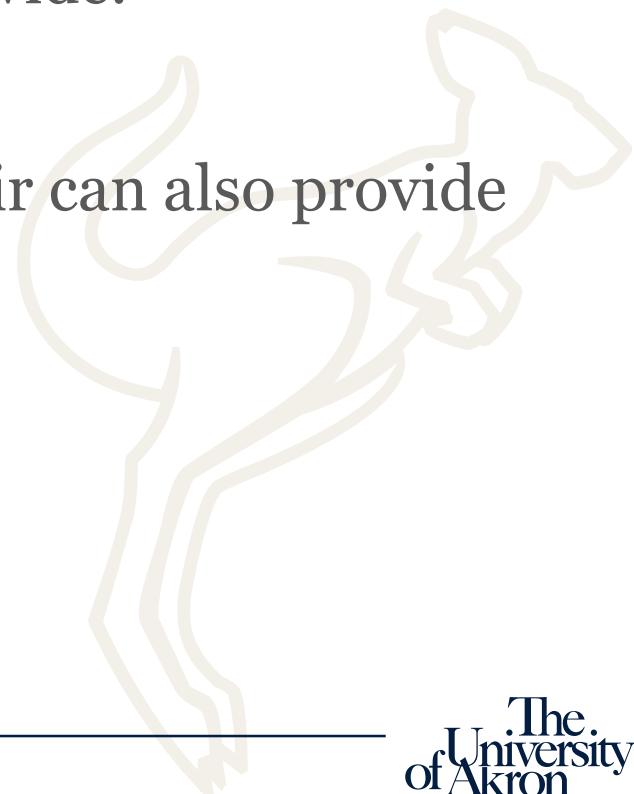
Consider the following:

- What duties are specified in my current letter of appointment or reappointment?
- Does my academic unit have NTT criteria or guidelines in their by-laws?
- Which criteria in Article 13 (teaching, scholarship/creative/research activity, and service) are relevant?
- Does my appointment require duties such as administration or other responsibilities? If so, what evidence should I provide?

STILL CONFUSED?

Talk with your department chair or school director if you have questions about the criteria of your evaluation or the kinds of evidence you need to provide.

Your NTT Evaluation Committee chair can also provide clarification and guidance.





CREATING YOUR DIGITAL SUBMISSION USING TEAMS

Process

1. Create/collect digital copies of your materials and evidence.
2. Create a Team using this format for name: NTT Evaluation - Firstname Lastname.
3. Create folders in the Team according to the templates that follow.
4. Upload files into appropriate folders in “Candidate Materials.” You don’t need to add any materials to the other main folders.
5. Add your NTT Evaluation Committee Chair to the Team as an owner and remove yourself.

TEMPLATE FOR MAIN FOLDERS

The screenshot shows a Microsoft Teams interface for a channel named "General". The top navigation bar includes a search bar, a user profile picture, and standard team collaboration icons like "Meet". Below the bar, the channel name "General" is displayed along with tabs for "Posts", "Files", and "Edit | Committe...". A "New" button is visible, followed by a plus sign for creating new items. The main content area displays a list of files under the "General" category. The columns show the file icon, name, modified date, and modified by user. All files were modified yesterday at 1:23 PM by Kathryn L Cerrone.

Name	Modified	Modified By
1. Candidate Materials	Yesterday at 1:23 PM	Kathryn L Cerrone
2. Department Evaluation Committee Letter and Transmittal Form	Yesterday at 1:18 PM	Kathryn L Cerrone
3. Dept Chair or School Director Letter and Transmittal Form	Yesterday at 1:23 PM	Kathryn L Cerrone
4. Dean Letter and Transmittal Form	Yesterday at 1:23 PM	Kathryn L Cerrone
5. Provost Letter and Transmittal Form	Yesterday at 1:23 PM	Kathryn L Cerrone

TEMPLATE FOR CANDIDATE MATERIALS FOLDER

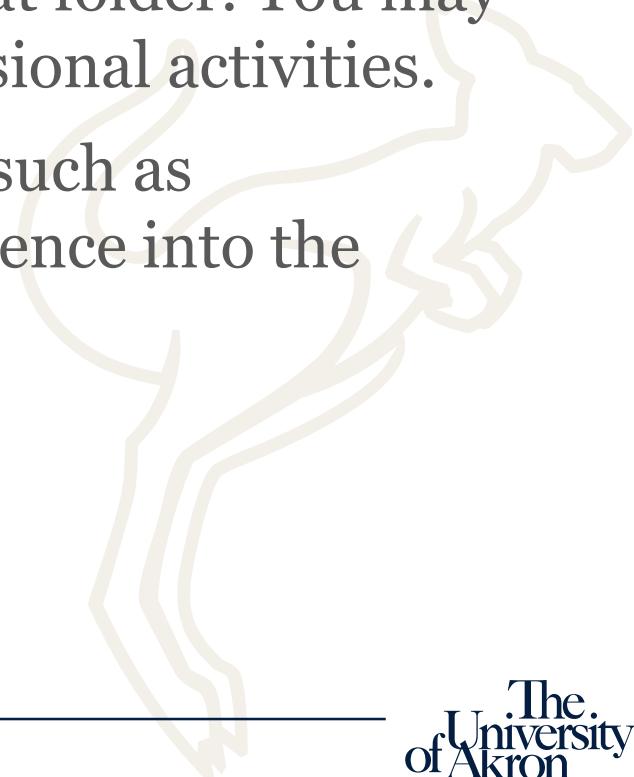
The screenshot shows a SharePoint interface with a dark blue header. The header includes a search bar, a user profile picture, and navigation links for 'General', 'Posts', 'Files', 'Edit | Committe...', 'New', and 'Meet'. Below the header is a toolbar with buttons for '+ New', 'Upload', 'Sync', 'Copy link', 'Download', 'Open in SharePoint', and 'All Documents*'. The main content area displays a list of files under the heading 'General > 1. Candidate Materials'. The list is sorted by name and includes the following items:

Name	Modified	Modified By
1. Table of Contents	3 minutes ago	Kathryn L Cerrone
2. CV	Yesterday at 3:03 PM	Kathryn L Cerrone
3. Narrative	Yesterday at 3:03 PM	Kathryn L Cerrone
4. Previous reappointment recommendation letters	Yesterday at 3:05 PM	Kathryn L Cerrone
5. Initial Letter of Appointment and all subsequent letters of appointment	Yesterday at 3:05 PM	Kathryn L Cerrone
6. Evidence of effective teaching	Yesterday at 3:05 PM	Kathryn L Cerrone
7. Evidence of scholarship or creative activity	Yesterday at 3:06 PM	Kathryn L Cerrone
8. Evidence of service	Yesterday at 3:06 PM	Kathryn L Cerrone
9. Transmittal sheet (signed)	Yesterday at 3:06 PM	Kathryn L Cerrone



USE TEMPLATE, BUT CUSTOMIZE

- Your folders should reflect the terms of your appointment.
- If scholarship/creative activity is not part of your duties, you do not have to include that folder. You may use this folder for evidence of professional activities.
- If your appointment includes duties such as administration, you can put this evidence into the “service” folder.



KEEP IT ORGANIZED

- Use numbers for your folders so they'll stay in the right order. (The default is alphabetical.)
- Use descriptive names for the information within the folders, such as: "Course evaluations" or "Peer reviews"
- The ownership of this Team will be returned to you after the process is complete, and you will be able to use the materials as a foundation when you go up for reappointment again.

SECURITY FAQS

Will the privacy of my file be protected?

Yes, access to the Team is limited to the appropriate committee members and administration. Reviewers will be removed as members of the Team as soon as their part in the process is complete.

What if someone changes my files?

Each file has modification information (date and person) that can confirm that file has not been changed after your submission.

What is my files get deleted or edited by accident?

ITS is able to revert to previous versions of files if necessary.



QUESTIONS?