

# College of Agriculture and Life Sciences

## Promotion Guide for Professors of Practice (Instruction)

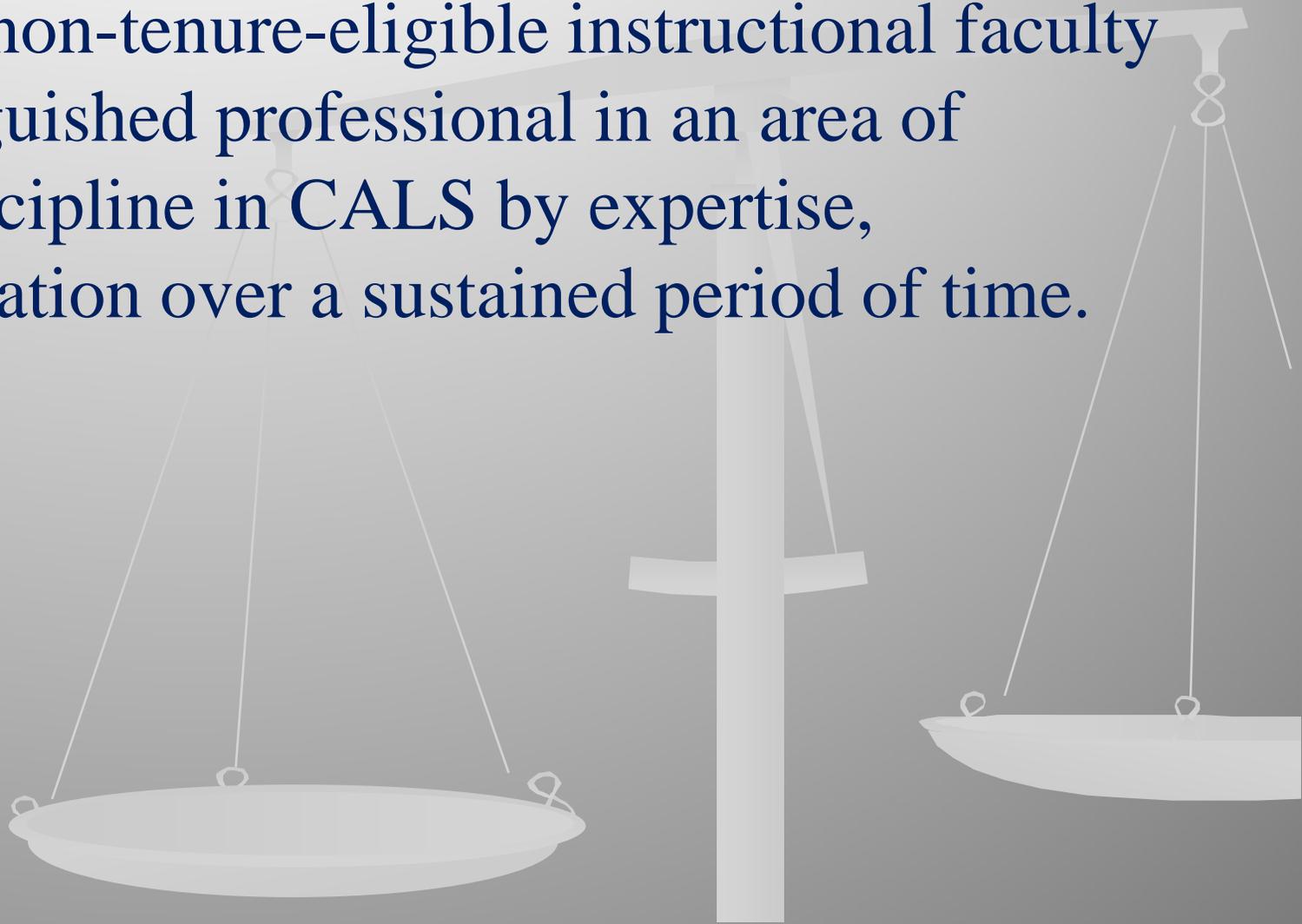
# Moving Forward

- Who?
- What?
- Where?
- When?
- How?



# Definition

- **Professor of Practice:** a non-tenure-eligible instructional faculty member who is a distinguished professional in an area of practice or academic discipline in CALS by expertise, achievements, and reputation over a sustained period of time.



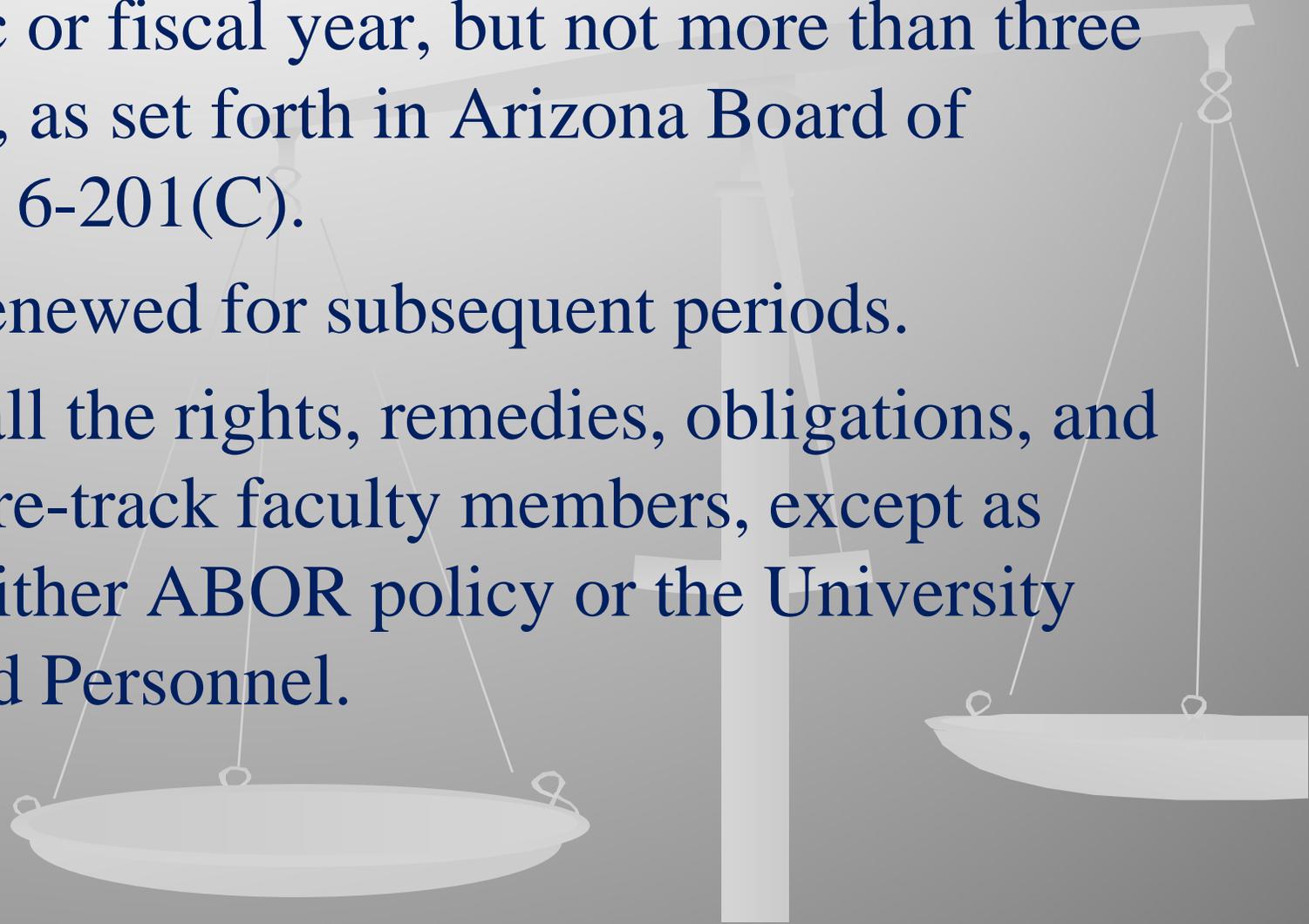
# Responsibilities

- Teaching undergraduate and/or graduate courses
- Advising
- Assessment
- Teacher training
- Mentoring
- Funding acquisition
- Committee service



# Appointment

- More than one academic or fiscal year, but not more than three academic or fiscal years, as set forth in Arizona Board of Regents (ABOR) Policy 6-201(C).
- Appointments may be renewed for subsequent periods.
- POP faculty shall have all the rights, remedies, obligations, and duties of other non-tenure-track faculty members, except as specifically limited by either ABOR policy or the University Handbook for Appointed Personnel.

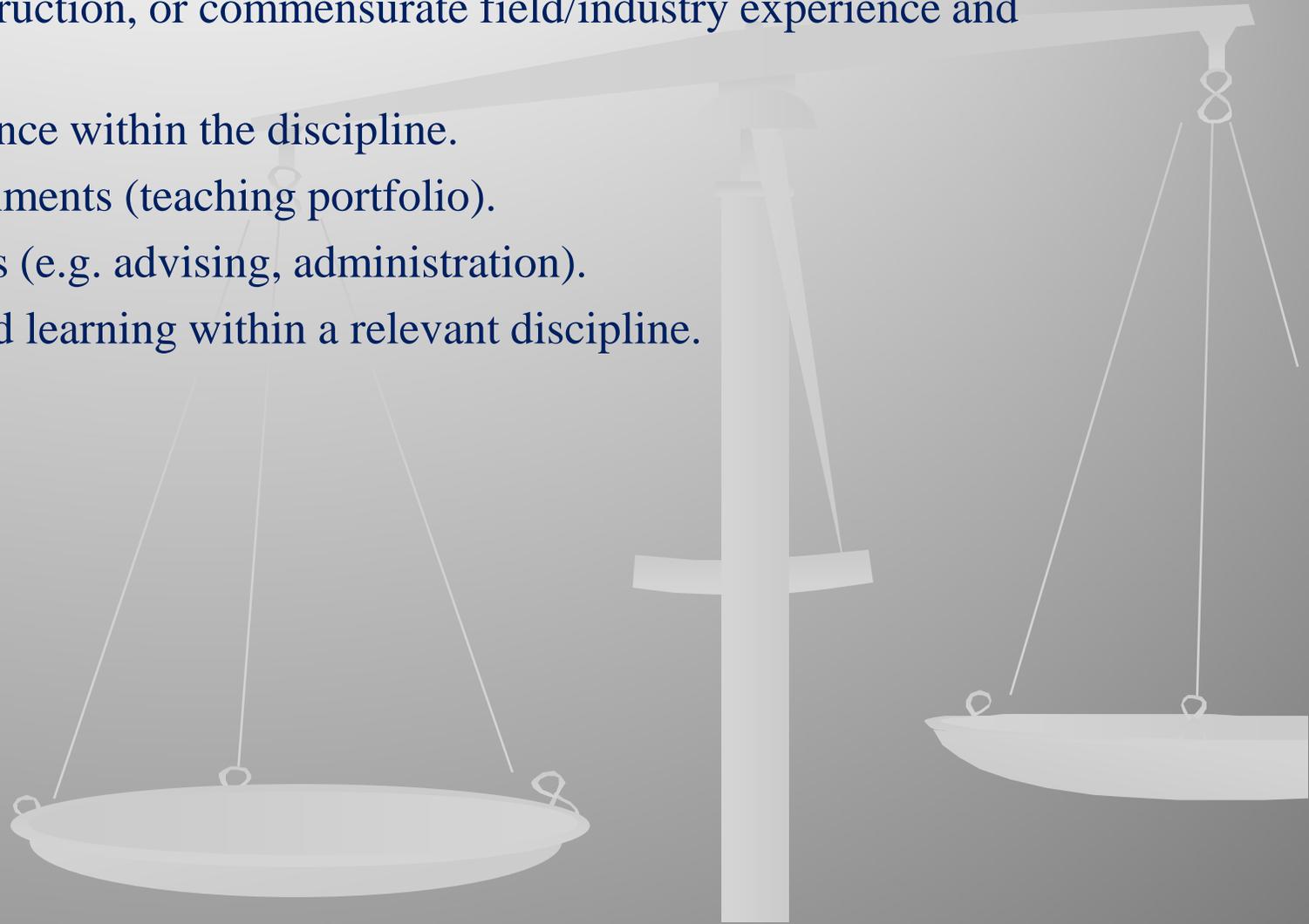


# **ASSISTANT PROFESSOR OF PRACTICE**



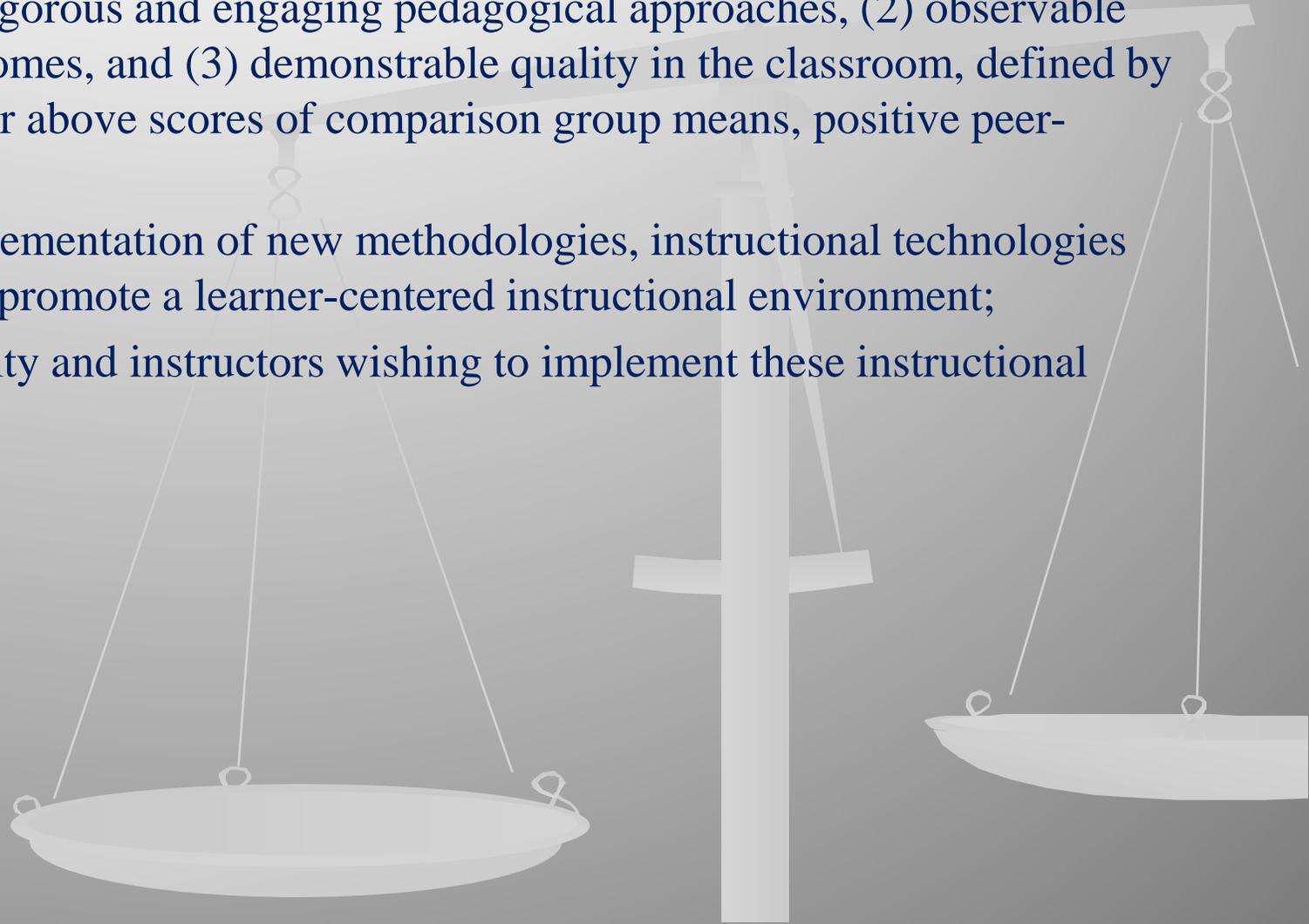
# Promotion to Assistant POP Requirements

- An advanced degree in the field of instruction, or commensurate field/industry experience and expertise.
- Two or more years of teaching experience within the discipline.
- Documentation of teaching accomplishments (teaching portfolio).
- Active participation in academic affairs (e.g. advising, administration).
- Scholarship in the areas of teaching and learning within a relevant discipline.



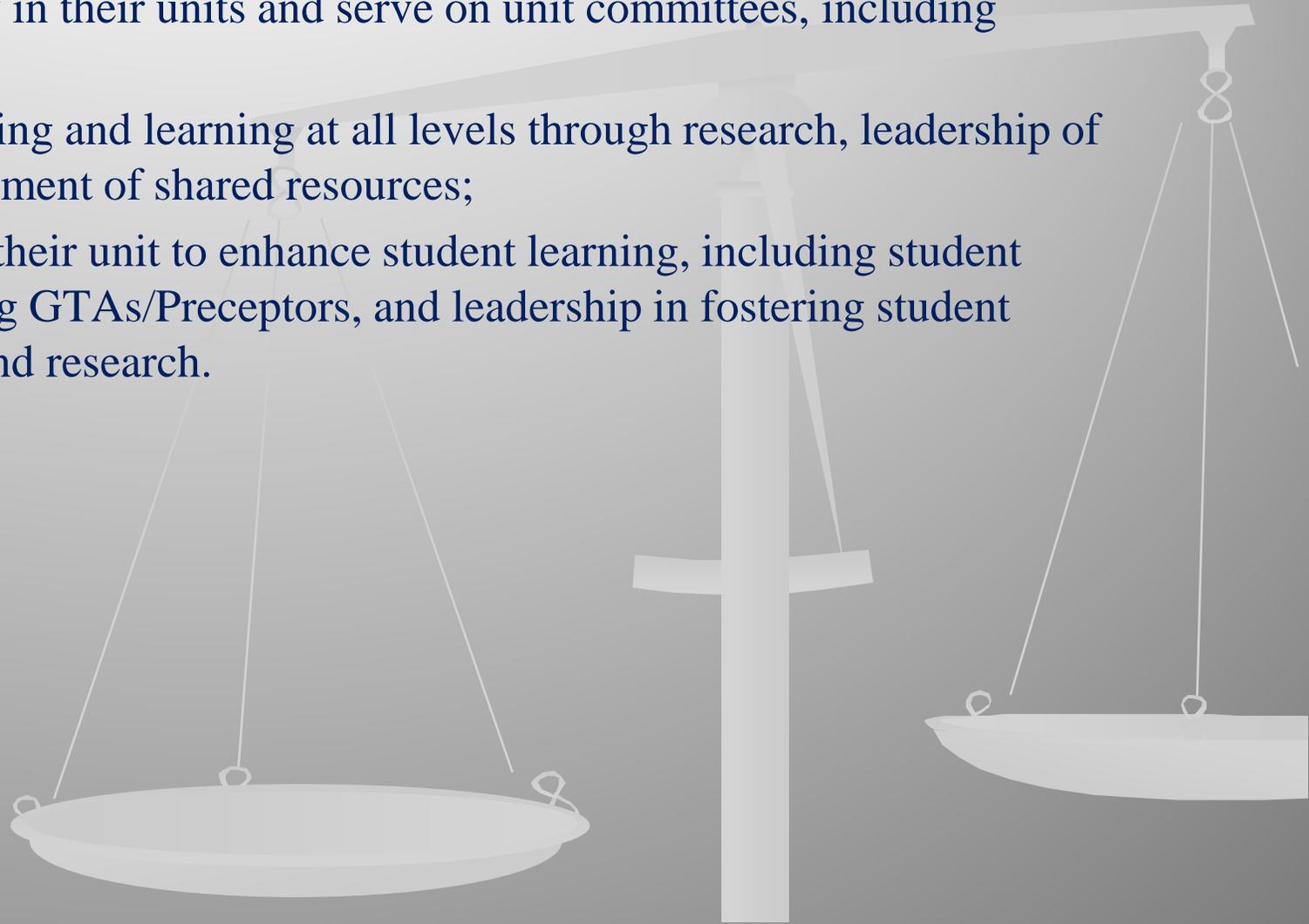
# Assistant POP Expectations

- Consistently deliver courses with (1) rigorous and engaging pedagogical approaches, (2) observable and measurable student learning outcomes, and (3) demonstrable quality in the classroom, defined by (for example) teaching evaluations at or above scores of comparison group means, positive peer-review, and/or other measures;
- Develop, investigate, and lead the implementation of new methodologies, instructional technologies and innovative teaching strategies that promote a learner-centered instructional environment;
- Provide support within the unit to faculty and instructors wishing to implement these instructional approaches in their classes;



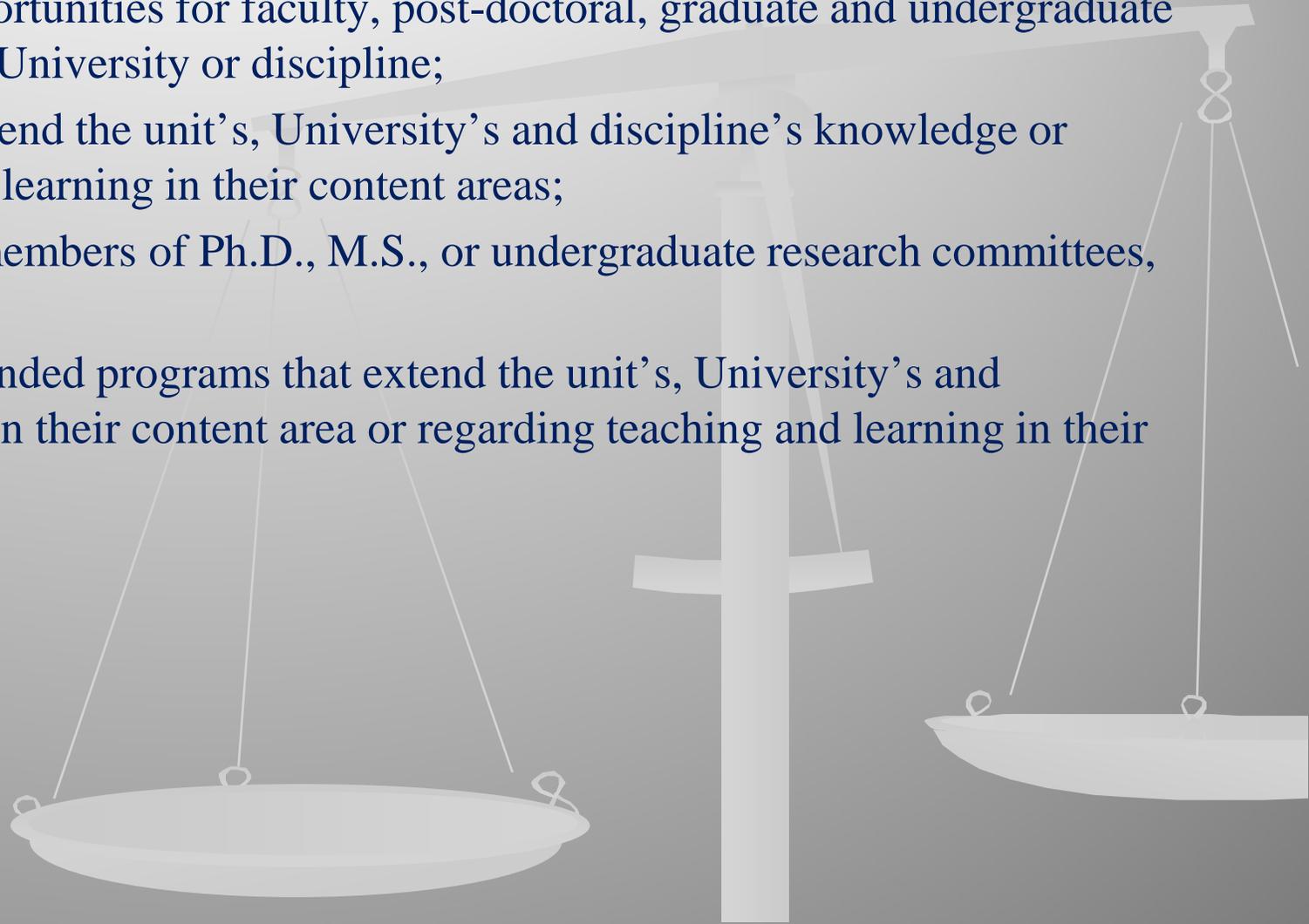
# Assistant POP Expectations (continued)

- Serve as voting members of the faculty in their units and serve on unit committees, including curriculum committees;
- Improve the unit's assessment of teaching and learning at all levels through research, leadership of curricular innovations, and the development of shared resources;
- Participate in other roles as needed by their unit to enhance student learning, including student advising, student recruiting, supervising GTAs/Preceptors, and leadership in fostering student engagement in outreach, internships, and research.



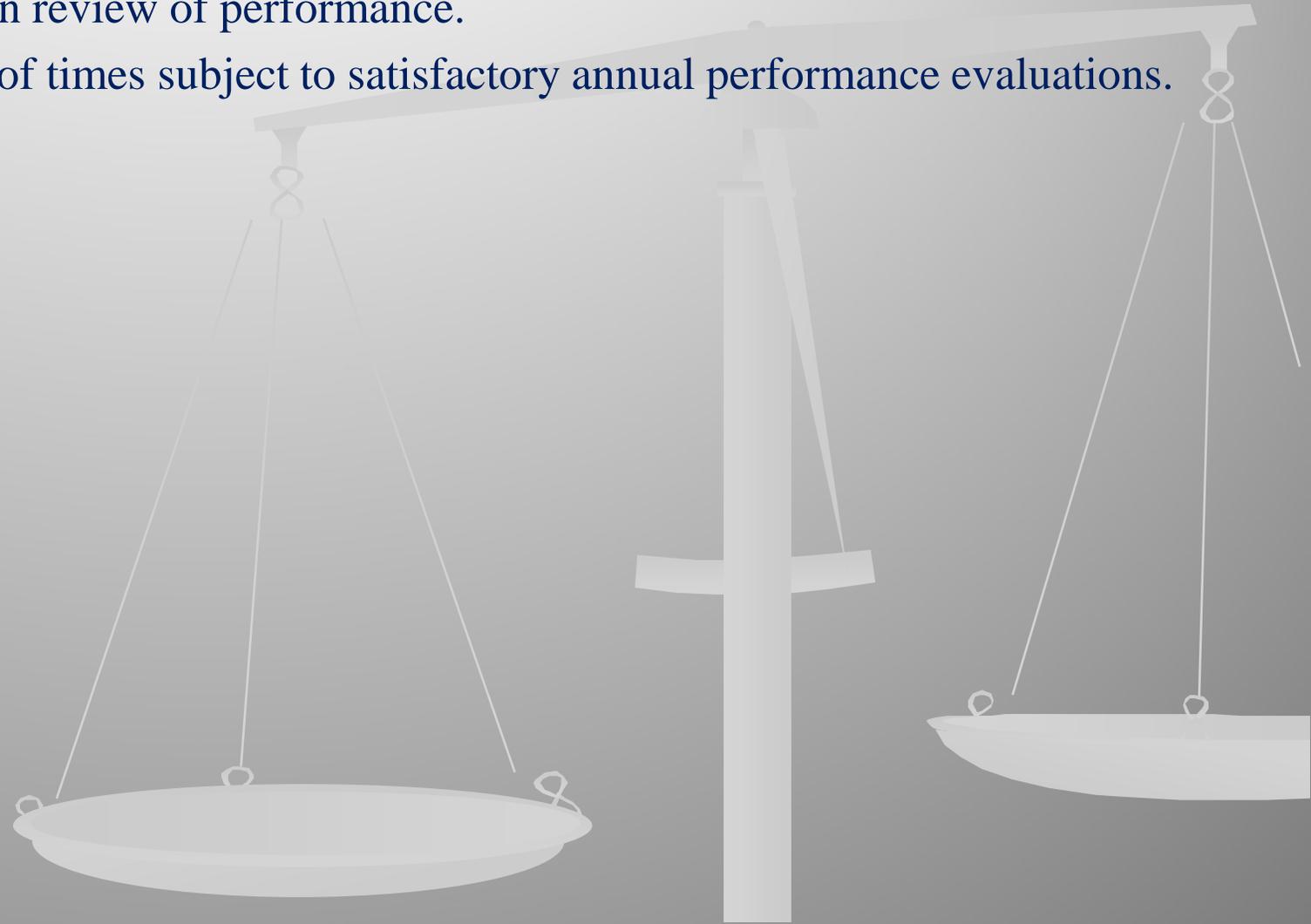
# Assistant POP Additional Activities

- Provide professional development opportunities for faculty, post-doctoral, graduate and undergraduate students within the unit and across the University or discipline;
- Participate in funded programs that extend the unit's, University's and discipline's knowledge or capabilities regarding the teaching and learning in their content areas;
- Advise student research and serve as members of Ph.D., M.S., or undergraduate research committees, as permitted by the Graduate College;
- Serve as PIs or co-PIs for externally funded programs that extend the unit's, University's and discipline's knowledge or capabilities in their content area or regarding teaching and learning in their discipline.



# Assistant POP Contract Length

- A one-year term, with renewal based on review of performance.
- May be renewed an indefinite number of times subject to satisfactory annual performance evaluations.



# **ASSOCIATE PROFESSOR OF PRACTICE**

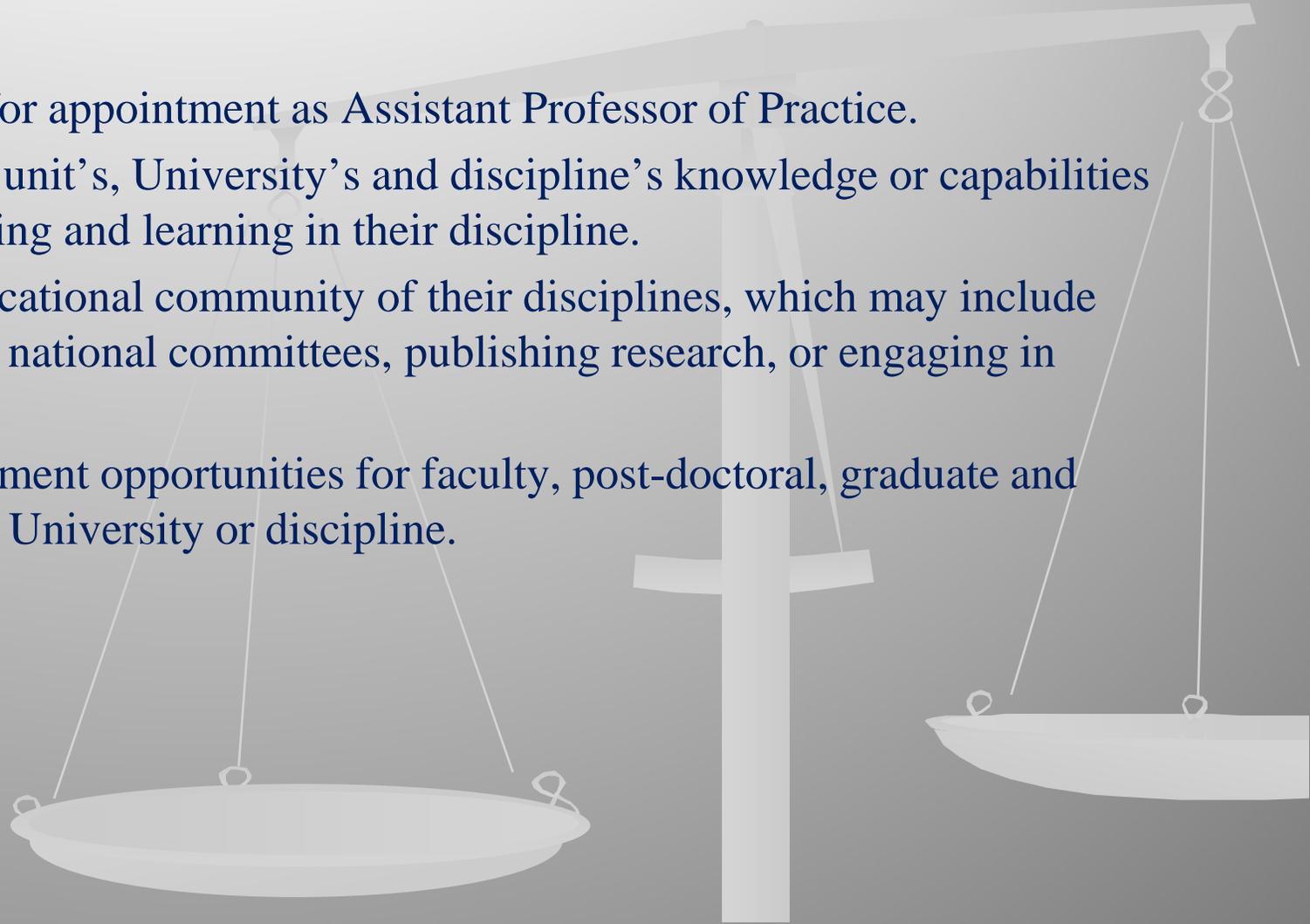


# Promotion to Associate POP Requirements

- The requirements and responsibilities for appointment as Assistant Professor of Practice.
- Minimum of three years of service as an Assistant Professor of Practice or comparable instructional experience.
- Evidence of an established and productive career.
- Recognized at the University, regional, or national level for educational accomplishments.
- Clear documentation of service and scholarship at a more advanced level than that required for Assistant Professors of Practice. Examples include:
  - publications in their discipline
  - participation in the development of courses or instructional materials that are broadly adopted or especially innovative
  - participation in faculty development activities
  - leadership in academic affairs
  - participation in regional or national meetings of professional societies.

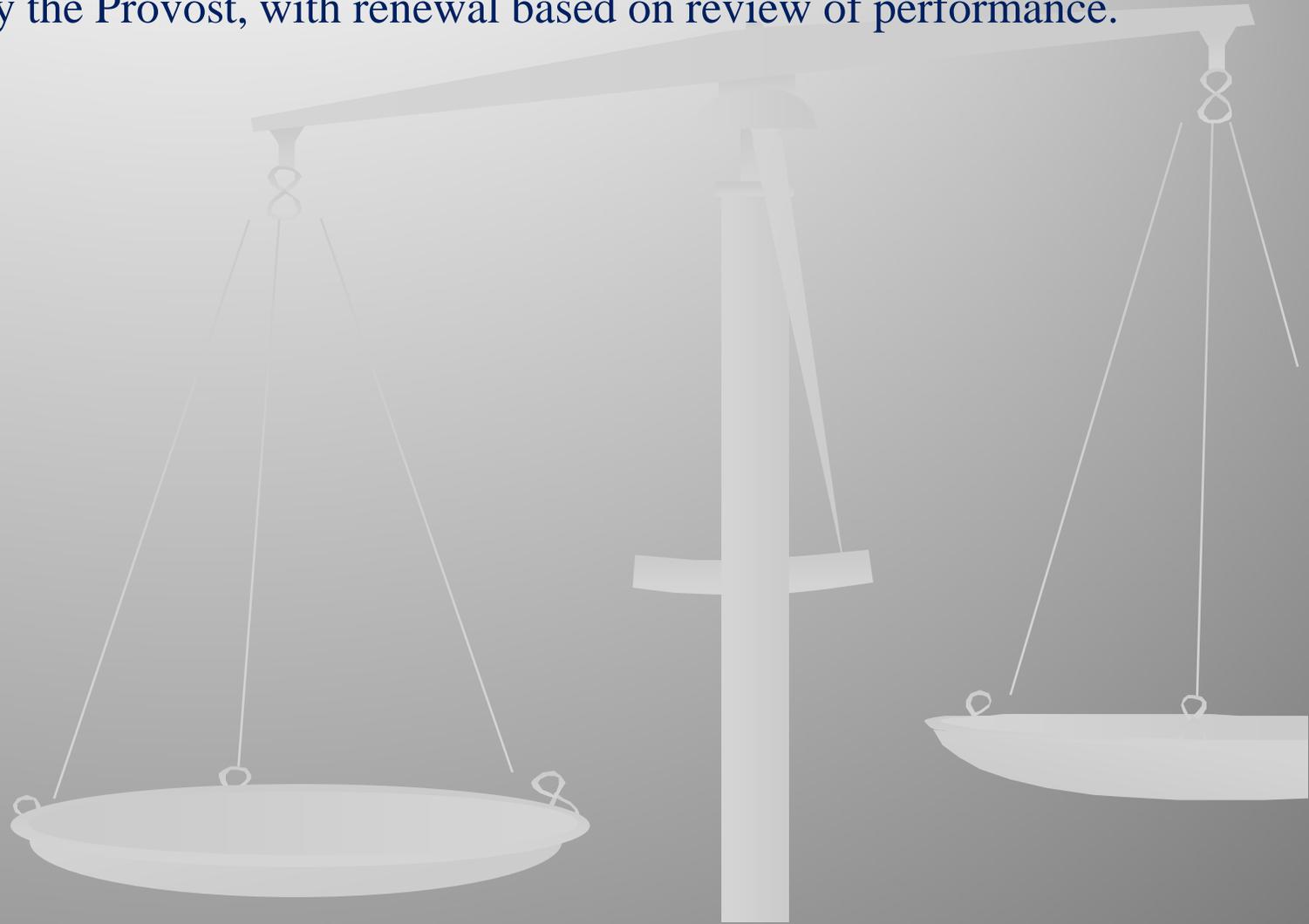
# Associate POP Expectations

- The requirements and responsibilities for appointment as Assistant Professor of Practice.
- Participate in programs that extend the unit's, University's and discipline's knowledge or capabilities in their content area or regarding teaching and learning in their discipline.
- Actively involve themselves in the educational community of their disciplines, which may include presenting at meetings, participating in national committees, publishing research, or engaging in professional development workshops.
- Develop and lead professional development opportunities for faculty, post-doctoral, graduate and undergraduate students within the unit, University or discipline.



# Associate POP Contract Length

- A two-year term, subject to approval by the Provost, with renewal based on review of performance.

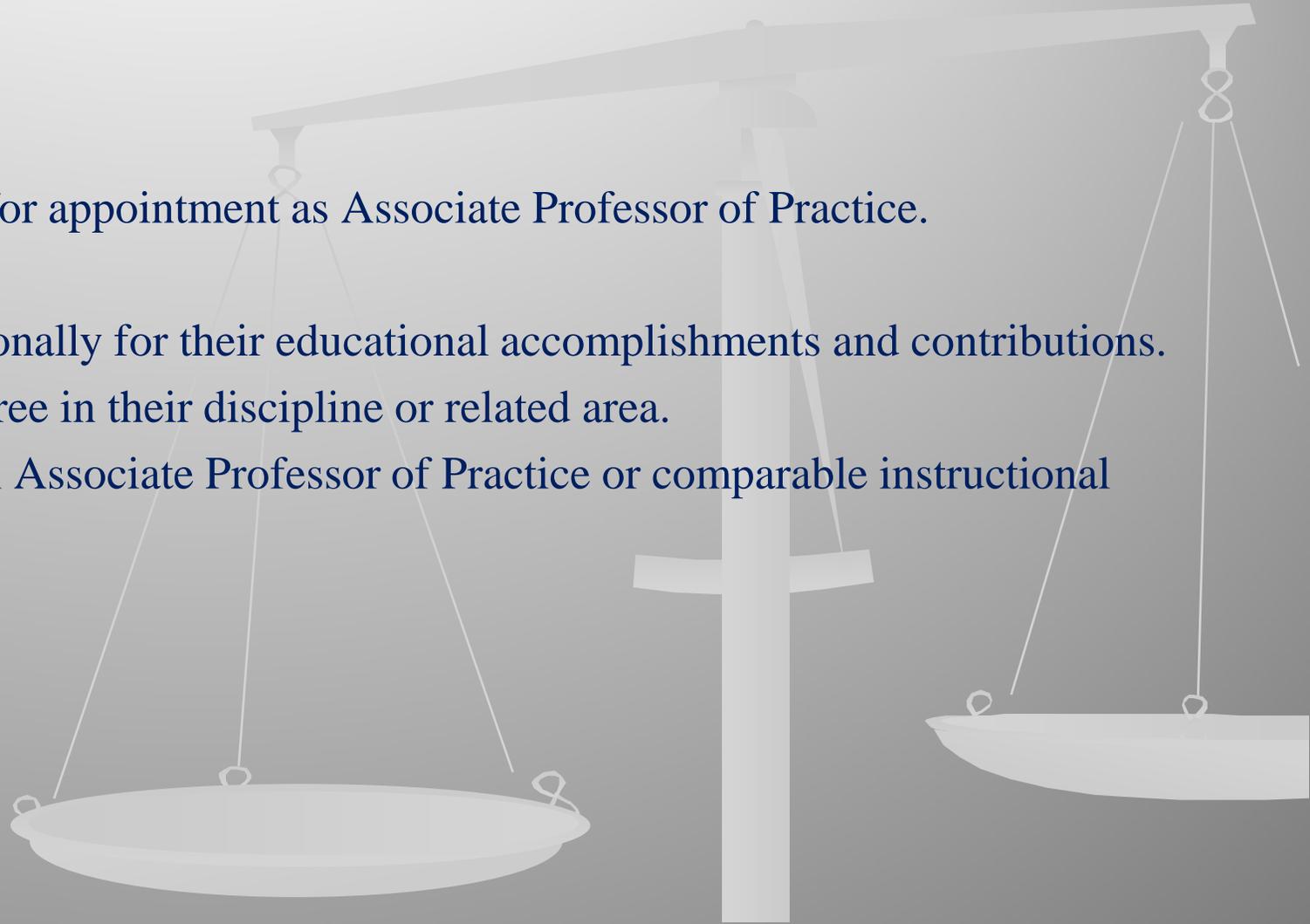


# **FULL PROFESSOR OF PRACTICE**



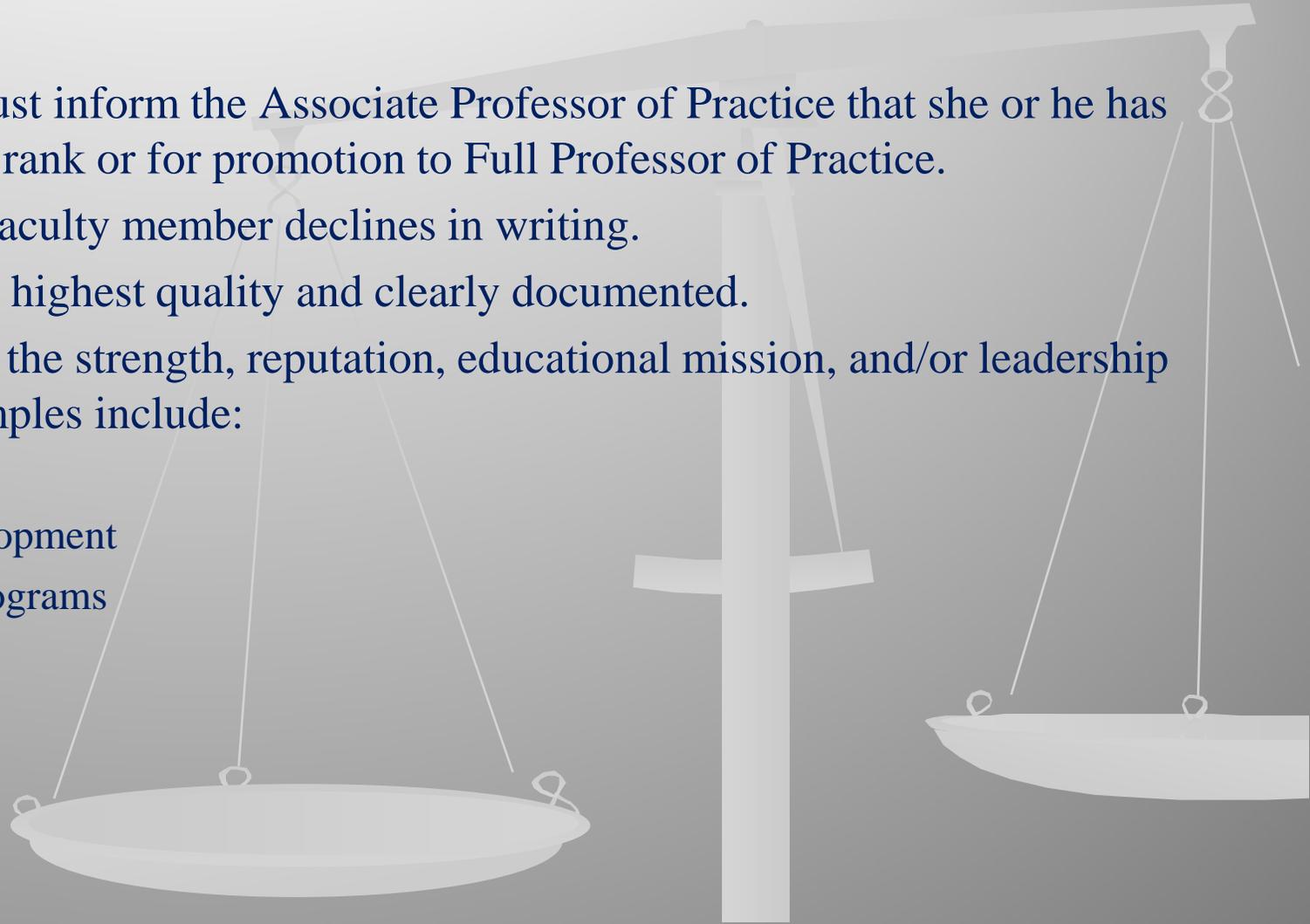
# Promotion to Full POP Requirements

- The requirements and responsibilities for appointment as Associate Professor of Practice.
- Established figures in their field.
- Recognized nationally and/or internationally for their educational accomplishments and contributions.
- A doctorate or equivalent terminal degree in their discipline or related area.
- Minimum of five years of service as an Associate Professor of Practice or comparable instructional experience.



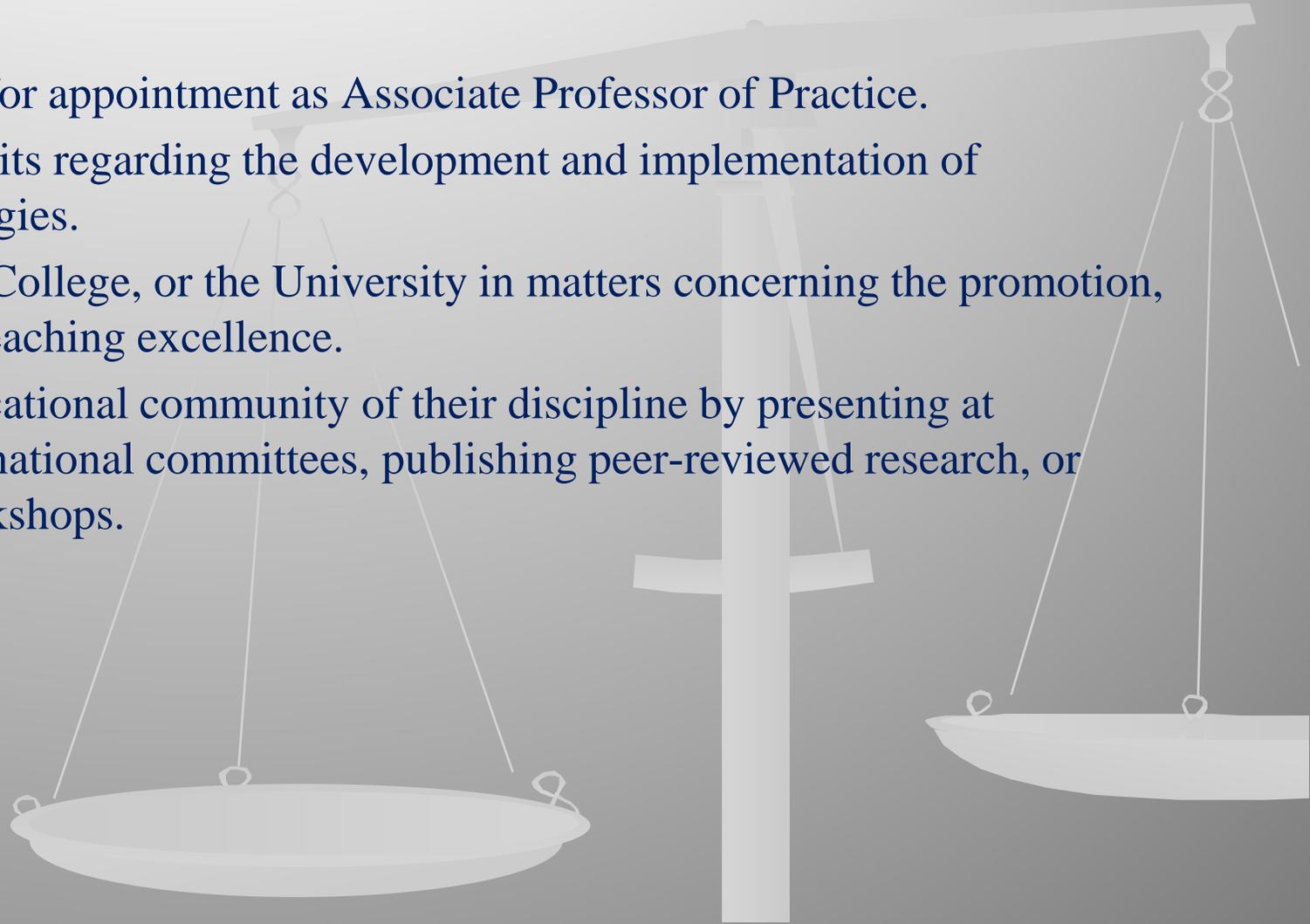
# Promotion to Full POP Requirements (continued)

- During the fourth year, the unit head must inform the Associate Professor of Practice that she or he has the right to be reviewed for retention in rank or for promotion to Full Professor of Practice.
- A review will be conducted unless the faculty member declines in writing.
- Teaching contributions should be of the highest quality and clearly documented.
- Evidence of significant contributions to the strength, reputation, educational mission, and/or leadership of the unit, College or University. Examples include:
  - Teaching awards
  - Course and instructional material development
  - Presentation of faculty development programs
  - Relevant research publications



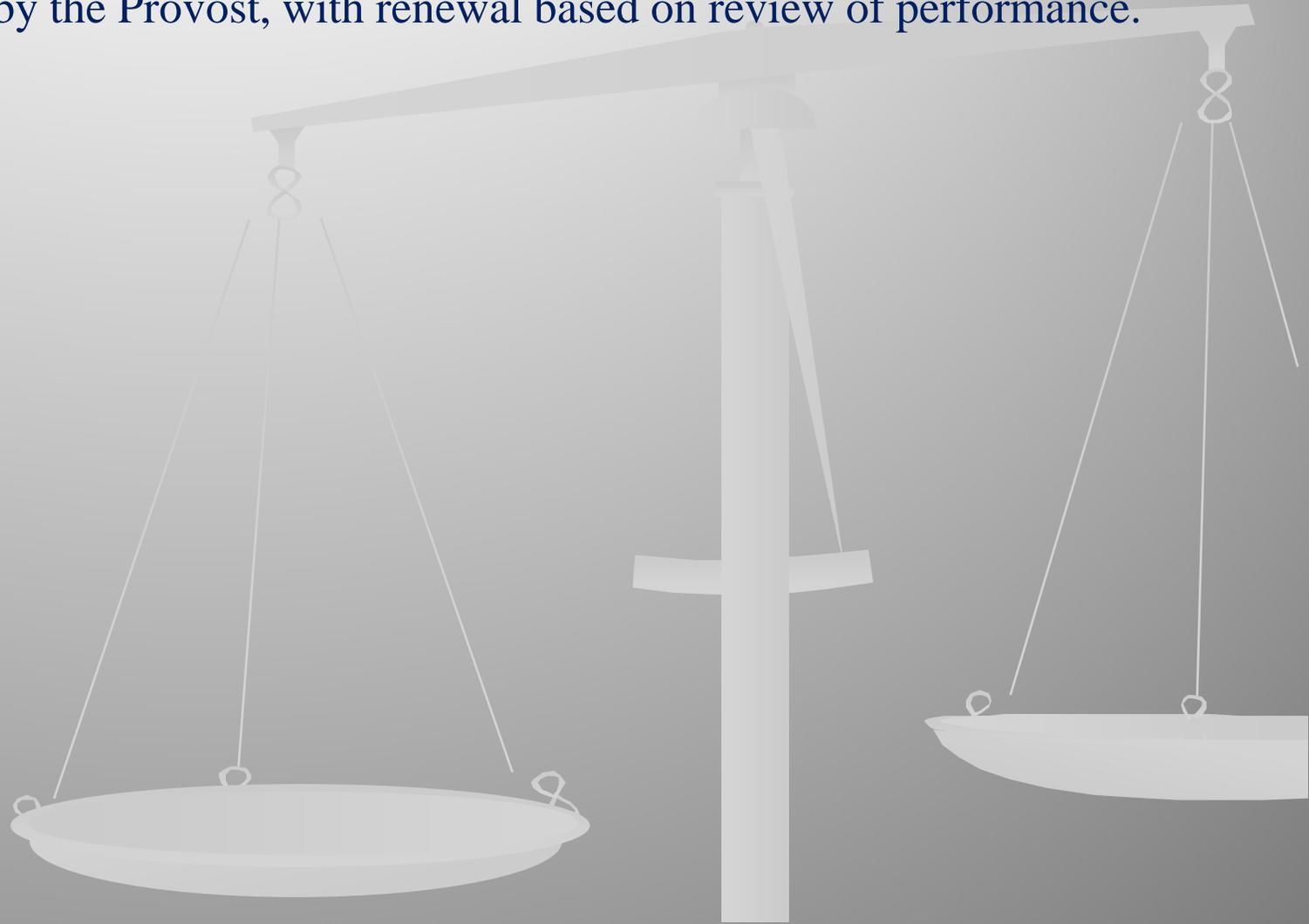
# Full POP Expectations

- The requirements and responsibilities for appointment as Associate Professor of Practice.
- Demonstrate leadership within their units regarding the development and implementation of innovative teaching and learning strategies.
- Serve as mentors to others in the unit, College, or the University in matters concerning the promotion, development, and implementation of teaching excellence.
- Become established leaders in the educational community of their discipline by presenting at meetings, participating in and leading national committees, publishing peer-reviewed research, or leading professional development workshops.

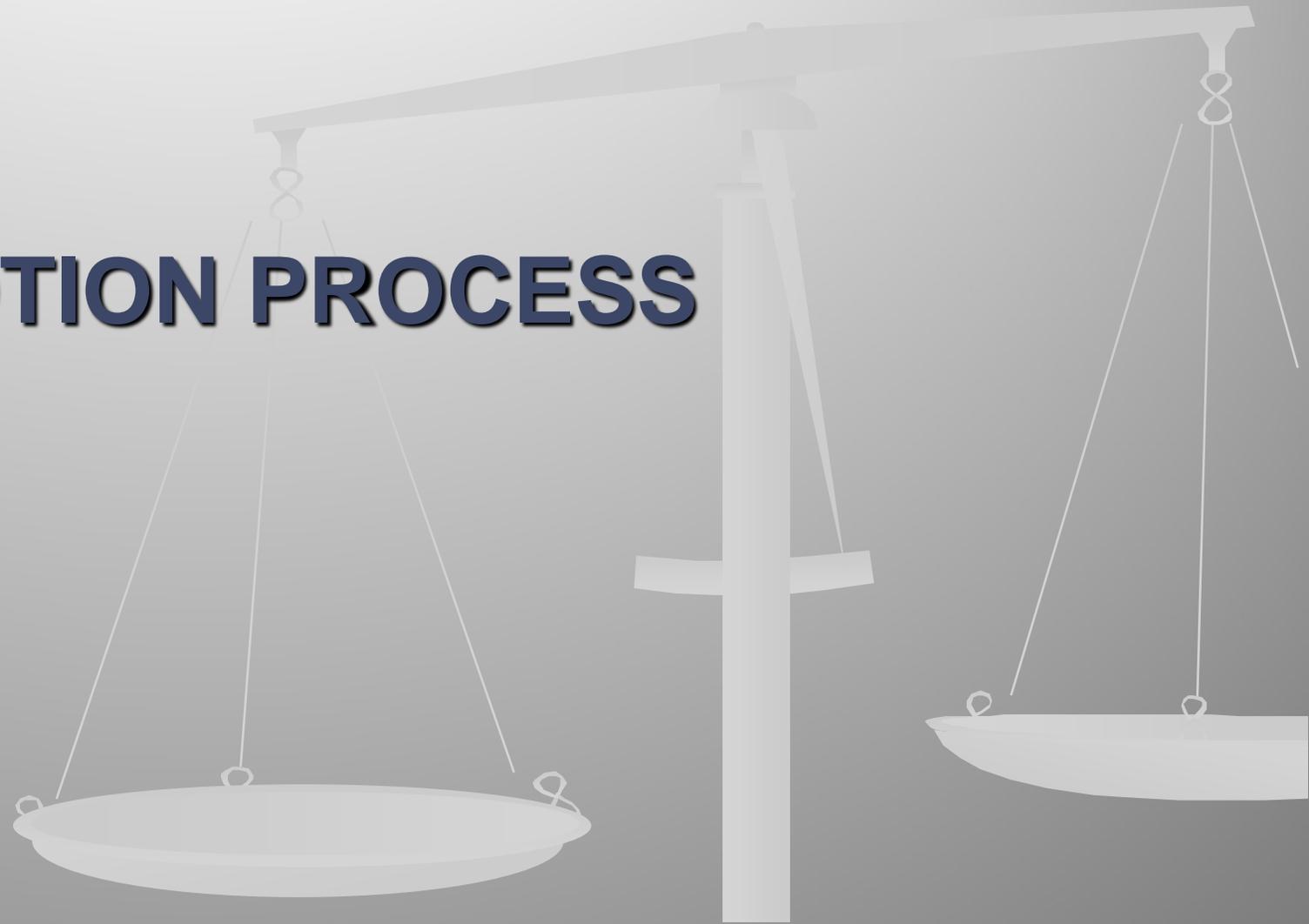


# Full POP Contract Length

- A three-year term, subject to approval by the Provost, with renewal based on review of performance.

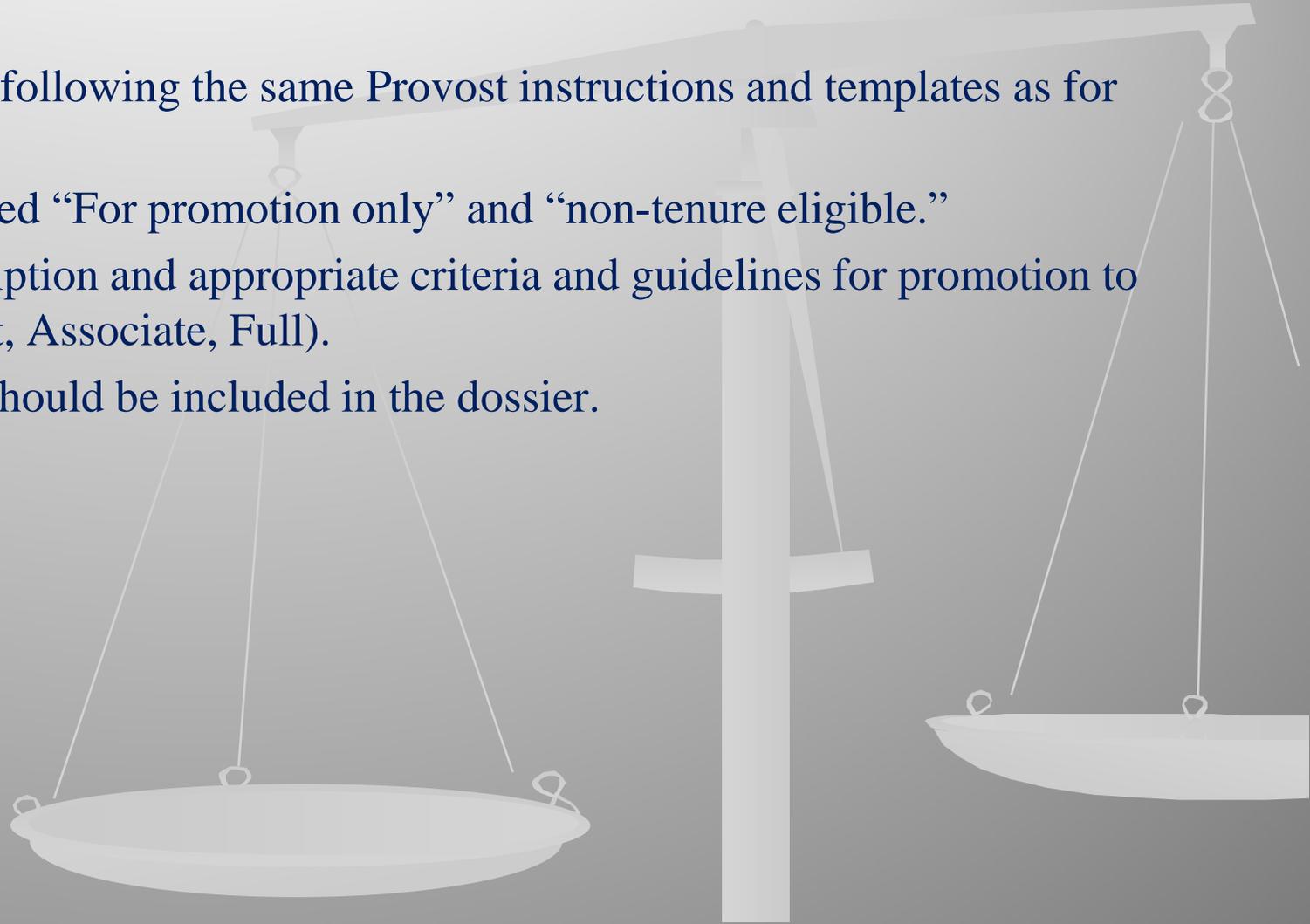


# PROMOTION PROCESS



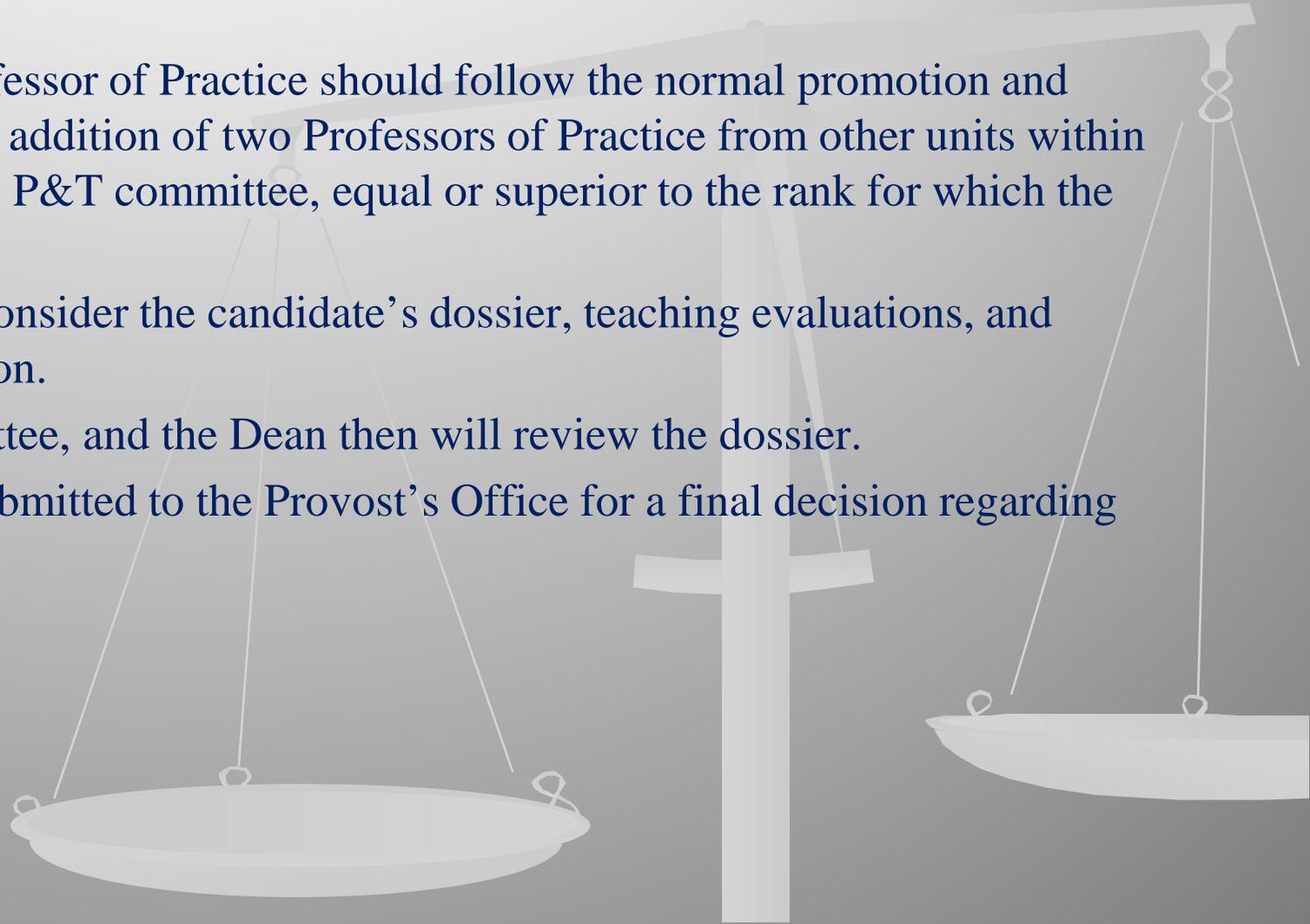
# How Do I Make A Dossier?

- Candidate dossiers should be prepared following the same Provost instructions and templates as for tenure track faculty with similar titles.
- The cover page should be clearly marked “For promotion only” and “non-tenure eligible.”
- It should include a clear position description and appropriate criteria and guidelines for promotion to each level in the position (i.e. Assistant, Associate, Full).
- An abstract of the relevant guidelines should be included in the dossier.



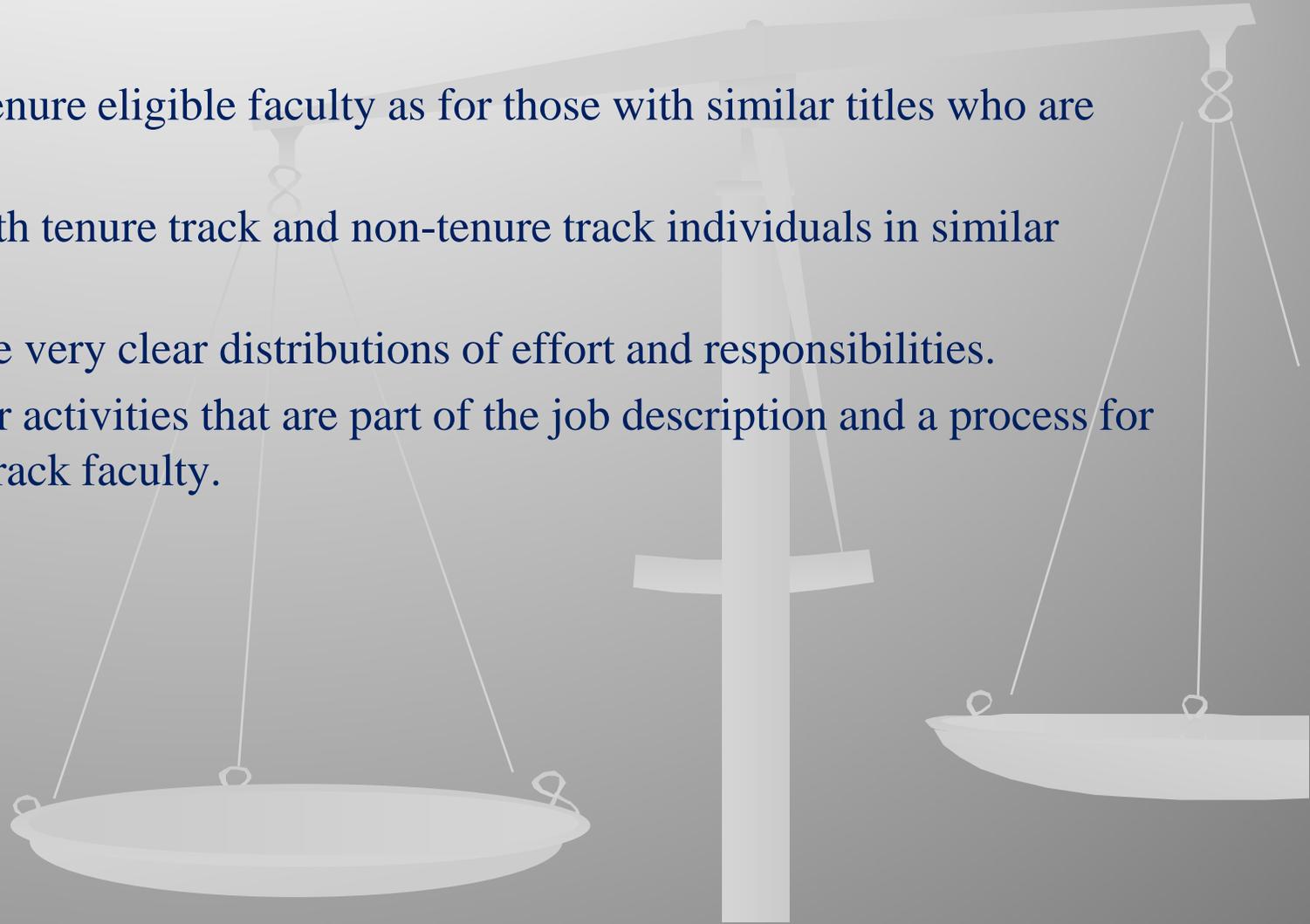
# Who Sees the Dossier?

- The evaluation of the dossier for a Professor of Practice should follow the normal promotion and tenure process within the unit, with the addition of two Professors of Practice from other units within CALS as special members of the unit's P&T committee, equal or superior to the rank for which the candidate is being considered.
- The unit's promotion committee will consider the candidate's dossier, teaching evaluations, and internal and external letters of evaluation.
- The unit head, the CALS P&T Committee, and the Dean then will review the dossier.
- The candidate's dossier will then be submitted to the Provost's Office for a final decision regarding promotion.



# What Are The Policies for Promotion?

- CALS uses a similar process for non-tenure eligible faculty as for those with similar titles who are tenure track (e.g. research professors).
- The process should be equitable for both tenure track and non-tenure track individuals in similar positions.
- For year-to-year faculty there should be very clear distributions of effort and responsibilities.
- There must be criteria and measures for activities that are part of the job description and a process for evaluation just as there are for tenure-track faculty.



# Relevant Resources

- Vice Provost for Faculty Affairs website (including teaching portfolio examples):  
<http://facultyaffairs.arizona.edu/teaching-portfolios-and-reviews>
- Office of Instruction and Assessment Criteria for Assessing Teaching Portfolios:  
<http://facultyaffairs.arizona.edu/sites/facultyaffairs/files/teachingportfolioeval.pdf>
- Dossier Section:  
[http://facultyaffairs.arizona.edu/sites/facultyaffairs/files/17-18\\_06-teachingportfolio.pdf](http://facultyaffairs.arizona.edu/sites/facultyaffairs/files/17-18_06-teachingportfolio.pdf)

