

Campus guidelines for the placement of instructional academic staff into

Teaching Professor roles

(FINAL – 23 April 2020)

A. Introduction

What follow are guidelines for the appointment of academic staff members as Teaching Professors that broadly describe the criteria and procedures for such appointments, reappointments, and promotions. These are general guidelines for all academic divisions that have or are likely to have individuals appointed to hold Teaching Professor titles. Each school or college will create its own set of guidelines, which will conform to the campus guidance. Insofar as they conform to these campus-wide guidelines, schools or colleges will have the authority to determine whether and how the title will be used in the school or college, the appropriate processes for assessing the eligibility of individuals for appointment to the titles, and the shared governance procedures used to advance them in rank. In turn, school and college guidelines may permit flexibility with regard to teaching professors that reflects particular departmental and disciplinary needs and practices.

The title of Teaching Professor should be granted to instructional staff whose contributions can be characterized by excellence, distinction and innovation in the instructional enterprise within their department and, at the associate and full level, beyond. These qualities can be assessed by a range of relevant contributions, including but not limited to a strong record of teaching, classroom innovation, student interactions, scholarly accomplishments in the scholarship of teaching and learning, independently creating and designing a range of courses in the field of expertise, assessing student performance, providing formal or informal advising on students' academic and career directions, supervising student employees delivering instruction, and collaborating with faculty and staff in the development of teaching strategies. A case for a strong record of teaching will involve more than an assessment of student course evaluations, given their limitations.

Teaching professors will ordinarily be expected to have a relevant terminal degree, expertise in the relevant discipline, and pedagogical expertise in that discipline. Exceptions to the terminal degree expectation can be made in cases where the norm in the discipline is, or the accreditation standards of the profession require, otherwise. Exceptions may be made only with the approval of the Dean.

The placement of an employee into one of the levels of Teaching Professor, and the review of a Teaching Professor for promotion, should be a selective process that involves significant rigor. As this is an academic staff position, school or college guidelines regarding hiring and promotion of Teaching Professors should involve academic staff in those processes.

B. Coverage

Employees appointed or promoted into the Teaching Professor titles are considered academic staff. Therefore, the UW-Madison Academic Staff Policies and Procedures (<https://acstaff.wisc.edu/resources/policies-and-procedures>) apply to these appointments. Teaching Professors (all levels) are represented by the academic staff governance and have representation in the Academic Staff Assembly with the governance rights afforded them through Wisconsin State Statutes 36.09 (4m).

C. Track Promotion

Teaching Professor track employees may enter at the Assistant Teaching Professor level, or any other level consistent with their experience and credentials.

A clock for promotion through the title series will not be prescribed. Employees may progress from Assistant to Associate to Full at a pace commensurate with their goals, achievements, and particular unit metrics. Assistant or Associate Teaching Professors may remain in those ranks indefinitely, as appropriate for a given employee.

D. Duties

Teaching professors are expected to make long-term and consistent contributions to the teaching mission of their departments, advance teaching and learning in their discipline, and use innovative strategies that produce course and/or curricular improvement at the departmental level and beyond.

Teaching professor positions are full-time (no less than .5 FTE) and long-term (career-track) positions. Appointments should ideally be multi-year and renewable; one-semester or one-year non-renewable appointments cannot be made in this job title. At least 50% time should be devoted to classroom teaching.

The expectations for a teaching professor shall include department, college and/or university service.

E. Appointment and Promotion Committee

Each School/College using the Teaching Professor title series should establish a School/College Appointment and Promotion Committee. The composition and policies of each School/College Committee should be described in a document created by the School/College.

The School/College should determine the number of committee members needed to provide efficient service to the School/College; the composition of the committee should include

instructional academic staff members. For any case that comes before the School/College Committee, additional input may be sought and obtained from UW faculty or instructional academic staff who are subject-matter experts outside of the School/College. The School/College Committee should meet as needed, per requirements of the School/College.

The Dean of the School/College, or designee, will use the recommendations of the School/College committee to grant or deny appointments and promotions within the Teaching Professor track.

F. Mentoring/Oversight Committee

A departmental mentoring/oversight committee shall be established for each Assistant Teaching Professor when they are appointed. It may continue, or be dissolved upon promotion to Associate Teaching Professor, based on a given school/college policy for other non-tenure faculty tracks. The function of the mentoring/oversight committee is to encourage the professional development of the Assistant Teaching Professor, to suggest resources when needed to further teaching and other pedagogical aims, to assist in removing barriers when they are encountered, to advocate for the Assistant Teaching Professor when needed, and to ensure that reasonable progress is made in their emerging careers. A mentoring/oversight committee chair should be designated as determined by the Department or comparable unit. The School/College should advise Departments regarding the number of committee members needed to provide appropriate guidance to the Assistant Teaching Professor. The committee should strive to include tenured faculty and instructional or other academic staff members, as appropriate. If beneficial to the Assistant Teaching Professor and/or the committee, UW faculty/staff outside of the School/College/Department who have appropriate subject matter knowledge of the employee's work may also be recruited to serve on the mentor committee. The mentoring/oversight committee is responsible for ensuring, guiding, and evaluating progress of the Assistant Teaching Professor. Mentoring should be distinct from performance evaluation.

G. Performance Review and Reappointment

Performance reviews of Teaching Professor track employees must be completed annually in accordance with policies applicable to UW Academic Staff. Performance reviews for Assistant Teaching Professors will be performed by the mentoring/oversight Committee and reported to the Department Executive Committee (where applicable) and the School/College Dean's Office. Performance reviews of Associate Teaching Professors and Teaching Professors will be performed by Department Executive Committee, or in schools/colleges without departments, a comparable group, as appointed by the Chair or equivalent, or their designee. Actions regarding non-renewal, layoff, or termination follow UW-Madison Academic Staff Policies and Procedures (<https://acstaff.wisc.edu/resources/policies-and-procedures>)

H. Campus Framework for the Teaching Professor Track

1. Appointment and Promotion Process

Teaching Professor (all levels) appointments may be initiated for individual candidates by Department Executive Committees and Department Chairs.

Specific guidelines and metrics will be developed and published for each level by each School/College. The guidelines should be consistent with this overall framework and must be approved by the Provost or designee. Amendments/modifications to approved School/College guidelines and metrics must also be approved by the Provost or designee.

2. Appointment and Promotion Authority

The Dean of the School/College has the authority to approve appointments and promotions within the Teaching Professor track. All letters of appointment will be approved using standard School/College HR practices, and will have content that follows existing University Academic Staff policies.

Any individual in the Teaching Professor (all levels) track may apply for an open tenure-track position without prejudice or preference. Similarly, Teaching Professors (all levels) may apply for open academic staff positions without prejudice or preference.

3. Appointments

- A. Review of a candidate's credentials for hire or promotion at all Teaching Professor levels will be performed by the Department Executive Committee (where applicable) and a School/College committee charged with these reviews, with additional input from faculty and academic staff outside of these committees, if desired. All committee deliberations must be in accordance with the framework presented in this document and guidelines established by the School/College. In general, Teaching Professor track employees at all levels must demonstrate: (1) a solid record of teaching and pedagogical accomplishment that is highly regarded by individuals in their fields; and, (2) promise of continued, outstanding contributions to teaching.

For appointments at all levels, the School/College review committee recommendation will be routed to the Dean for consideration, who has final approval of appointments and promotions at all levels.

A credential packet must be developed by the candidate to begin the appointment process for the Teaching Professor track (all levels). Format and content of the application packet will be defined by the School/College.

Appointments may be part-time (less than 100% time and effort, but no less than 50%).

B. Assistant Teaching Professors should demonstrate the criteria that follow:

1. An impressive emerging record of teaching, and evidence of successful management and completion of prior teaching-related activities.
2. Demonstrated experience in independently creating and designing courses in the field of expertise.
3. Strong potential for development as an outstanding teacher through, and demonstrated interest in, the scholarship of teaching and learning and in pedagogy.
4. Experience in assessing student performance and supporting student success
5. Demonstrated ability, if not experience, in the supervision of student employees delivering instruction, when appropriate
6. Demonstrated ability in collaborating with faculty and staff in the development of teaching strategies
7. A willingness to support the overall instructional mission of the respective unit.

C. Associate Teaching Professors should demonstrate the criteria that follow:

1. An impressive, sustained record of excellent teaching, as evidenced by student and peer evaluation; departmental recognition through awards or other marks of achievement.
2. Demonstrated instructional contributions to the department and college, and/or campus, and/or broader discipline.
3. Demonstrated experience – beyond that of assistant teaching professor – in successful supervision of student employees, when relevant, and supporting student success
4. Demonstrated excellence in the supervision of student employees delivering instruction, when appropriate
5. Excellence in collaboration with faculty and staff in the development of teaching strategies, including participation in department, unit, or campus-level faculty/staff instructional development activities/programs
6. Demonstrated experience in creating courses and contribute to the overall curricular mission of the unit

7. demonstrated record of consuming, implementing and/or producing creative activity or scholarship in teaching and learning

D. Full or no-prefix Teaching Professors should demonstrate the criteria that follow:

1. An impressive and sustained record of outstanding teaching, as evidenced by student and peer evaluation; departmental, school/college, and national/international recognition through awards and other marks of achievement such as producing scholarship/creative activity in teaching and learning
2. Demonstrated instructional contributions to the department, college, campus, and/or broader discipline
3. Demonstrated and recognized outstanding achievement in the successful supervision of student employees delivering instruction, when relevant.
4. Demonstrated and recognized outstanding achievement in supporting student success
5. Leadership in collaboration with faculty and staff in the development of teaching strategies, including designing, organizing, and/or leading department, unit, or campus-level faculty/staff instructional development programs
6. Leadership in the creation of courses and in contributions to the overall curricular mission of the unit
7. Representation of the unit on college or campus committees in support of the university's instructional mission

4. Promotions

- A. Teaching Professors at the Assistant or Associate levels may put themselves forward for promotion with consultation with the mentoring/oversight committee and/or Department Chair.
- B. The School/College may promote to the level of Associate Teaching Professor and later to Teaching Professor if approval is granted by the Dean.
- C. Please see above criteria for Associate Teaching Professor and Teaching Professor. Criteria must be met to consider a recommendation of promotion to the next level.
- D. The School/College will develop guidelines concerning the format and content required in a promotion dossier, to be created by the candidate.
- E. The Department Executive Committee (where applicable) and then the review committee established by the School/College will evaluate particular cases based on School/College metrics for promotion.

- F. The School/College review committee will make a recommendation to the Dean, who has authority to grant all promotions within the Teaching Professor track in Dean Schools/Colleges.
- G. Teaching Assistant Professors may remain at that rank throughout their career at UW-Madison. There is no “up or out” requirement for promotion.