

College of Letters & Science

Appointment and Promotion Guidelines

Teaching Professor Titles: Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor

A. Introduction

The purpose of this document is to: (1) provide general guidelines for UW-Madison College of Letters & Science departments/units to use when considering recruitments, appointments, reappointments, and promotion of employees within the Teaching Professor track (all levels); and, (2) broadly describe the criteria and procedures for such appointments, reappointments, and promotions. Departments/units shall adapt this approach and create specific written and published guidelines for Teaching Professor appointments (all levels) in order to best meet their needs.

Each department/unit should develop a process for establishing and evaluating Teaching Professor titles (all levels) that fits within the guidelines outlined in this document unless the title series is not appropriate for use in a particular unit. If a department/unit believes that an exception from these guidelines is necessary to advance their teaching enterprise, the Department Chair/Director may seek approval from the Dean for a specific exception(s).

The Teaching Professor series is a non-tenure track appointment that will enable and recognize excellence focused on instruction. The title of Teaching Professor should be granted to academic staff whose duties and contributions can be characterized by demonstrated and ongoing excellence, distinction, and innovation in the instructional enterprise.

Evidence of outstanding instruction and scholarly activity in our college takes on many forms above and beyond performance in the formal classroom environment. Examples may include:

- Curriculum development - development of new curricula and/or innovative methods of delivery in the relevant subject matter
- Evidence of sound advising and mentoring of students on academic and/or career issues
- Supervision of student activities
- New or innovative course development
- Use of technology or different modalities in teaching
- Collaborating with faculty and staff in the development of teaching strategies
- Administrative responsibility for educational programs
- Commitment to teaching clinics
- Publication of educational developments in journals, books, digital venues, and etc.

- Publication of textbooks, or production of software or other digital media important to education
- Evidence of national recognition as an outstanding educator
- Presentations at local or national events
- Service on committees related to teaching and learning (e.g., assessment, curriculum)

The Teaching Professor title is appropriate for academic staff whose job duties are devoted to teaching and learning. The title of Teaching Professor may not be used for positions whose responsibilities substantially replicate those of tenure-track faculty such as involving both teaching and regular research. (For any period in which short-term research duties are assigned, an appropriate title will be required, in addition to approval from the University Committee following the [campus dual role policy](#). Additional limits and restrictions may be created at the department/unit level.)

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.

This track is not intended to be a mechanism for recognizing outstanding performance by individuals in other academic staff positions, should not supplant current promotion or recognition systems that are in place (e.g., promotion in the Lecturer track), and should not be used for personnel who provide a predominantly service or research function.

B. Governance

The title of Teaching Professor does not entail tenure or any protections similar to those provided by tenure.

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 department/unit guidelines. Assistant or Associate Teaching Professors may remain in those ranks indefinitely, as appropriate for a given employee.

D. Duties

The Teaching Professor title should be granted to academic staff whose duties and contributions can be characterized by excellence, distinction, and innovation in the instructional enterprise. These qualities can be assessed by possessing a range of relevant contributions, including but not limited to a strong record of excellence in teaching, classroom innovation, student interactions, accomplishments in the scholarship of teaching and learning, independently creating and designing a range of courses in their field of expertise, assessing student performance, providing formal or informal advising on students' academic and career directions, supervising student employees (e.g. teaching assistants) delivering instruction, and collaborating with faculty and staff in the development of teaching strategies. Those granted this title will show a demonstrated record related to the teaching and learning functions listed above. The expectations for a teaching professor shall include department, college and/or university service.

Teaching professor positions are full-time (no less than .5 FTE) and long-term (career-track) positions; 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 or supporting classroom teaching through activities such as pedagogical training, planning, support and assessment of classroom teaching.

E. Appointment and Promotion Committee

Each department/unit using the Teaching Professor title series must establish a Teaching Professor Appointment and Promotion Committee, which is advisory to the department/unit Executive Committee. This Committee should include at least one instructional academic staff member. The composition and policies of this committee should be formulated and described in a document created by the department/unit. For any appointment or promotion case that comes before the departmental committee, additional input may be sought and obtained from UW-Madison faculty or instructional academic staff who are subject-matter experts inside or outside of the department/unit.

The department/unit Executive Committee will consider requests and make recommendations for appointments and promotion. The department/unit Chair/Director will forward requests and make recommendations to grant or deny appointments and promotions to the College. Requests should be sent to the Director of L&S Human Resources who will distribute the request to the L&S Teaching Professor Review Committee.

The Dean or designee has authority to grant all appointments and promotions within the Teaching Professor track in the College of Letters & Science. Requests will be reviewed by the L&S Teaching Professor Review Committee which is comprised of the Academic Associate Dean, Associate Dean for Teaching & Learning, & Human Resources representative. For any appointment or promotion case that comes before the committee, additional input may be sought and obtained from UW-Madison faculty or instructional academic staff who are subject-matter experts.

F. Mentoring/Oversight Committee

A mentor must be provided to each Assistant Teaching Professor upon appointment. In addition, a mentoring/oversight committee shall be established when an Assistant Teaching Professor is appointed. It may continue or be dissolved upon promotion to Associate Teaching Professor based on policies established within the department/unit. The committee should strive to include tenured faculty and instructional or other academic staff members, as appropriate. 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. The head of the unit will be responsible for appointing the mentoring committee and its chair.

G. Performance Review and Reappointment

Teaching Professors (all levels) are appointed with the expectation that they will work toward the goals broadly outlined in this document.

Performance reviews of Teaching Professor track employees must be completed annually in accordance with policies applicable to UW-Madison Academic Staff. Performance reviews for Assistant Teaching Professors will be completed by the Mentoring/Oversight Committee and reported to the Department Chair/Director. Performance reviews of Associate Teaching Professors and Teaching Professors will be performed by a committee established by the Department Chair/Director. Actions regarding non-renewal, layoff, or termination follow UW-Madison Academic Staff Policies and Procedures (<https://acstaff.wisc.edu/resources/policies-and-procedures>) for these appointments.

H. Appointment & Promotion Process

Specific guidelines and processes will be developed and published for each level of the Teaching Professor title by each department/unit. The guidelines and processes should be consistent with the overall framework presented in this document and must be sent to the College for review and approval. Amendments/modifications to approved department guidelines and metrics must also be approved by the College.

I. Appointment and Promotion Authority

The Dean or designee has the authority to approve appointments and promotions within the Teaching Professor track. All letters of appointment will be approved using standard L&S HR practices and will have content that follows existing Academic Staff policies and procedures.

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.

J. Appointments

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 Teaching Professor Appointment and Promotion Committee charged with these reviews, with additional input from faculty and instructional academic staff outside of these committees, if desired. All committee deliberations must be in accordance with guidelines presented in this document and guidelines established by the department/unit.

Teaching professor positions are full-time (no less than .5 FTE) and long-term (career-track) positions; 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 or supporting classroom teaching through activities such as pedagogical training, planning, support and assessment of classroom teaching.

For appointment at all levels, the Teaching Professor Appointment and Promotion Committee recommendation will be routed to the Department Executive Committee (where applicable) for consideration and then forwarded by the Chair/Director to the L&S Human Resources Director for consideration, and review by the Dean or designee who has final approval of appointments and promotions at all levels. A credential dossier must be developed to begin the appointment process for the Teaching Professor track (all levels).

1. Appointment at the level of Assistant Teaching Professor

Assistant Teaching Professors are expected to have a relevant terminal degree and should demonstrate the criteria that follow.

The credential packet for appointment/hire should include:

- a. A letter from the Department Chair/Director noting the Executive Committee vote (for, against, abstain), and describes the alignment of the candidate's credentials with the criteria noted in this document for the desired rank of appointment, including how the candidate has:
 - i. contributed to the teaching mission of the department
 - ii. demonstrated excellence in teaching
 - iii. independently created and designed a range of courses in their field of expertise
 - iv. assessed student performance and supported student success
 - v. provided formal or informal advising on students' academic and career directions
 - vi. trained or supervised student employees (e.g. teaching assistants)
 - vii. contributed to the development of scholarly work in their field relevant to teaching and learning

- b. The candidate's CV
- c. A one-page teaching philosophy statement from the candidate
- d. Three letters of recommendation solicited by the candidate, which may be the letters submitted when applying for the position.

2. Appointment at the level of Associate Teaching Professor

Associate Teaching Professors are expected to have a relevant terminal degree and should demonstrate the criteria that follow.

Appointment at the rank of Associate Teaching Professor requires a more extensive and higher level of achievement compared to the expectations at the Assistant Teaching Professor rank. The application should document the candidate's contributions during their service as an Assistant Teaching Professor. Evidence should demonstrate continued growth in stature and promise for continued future professional growth and achievement.

The credential packet for appointment/hire should include:

- a. A letter from the Department Chair/Director noting the Executive Committee vote (for, against, abstain), and describes alignment of the candidate's credentials with the criteria noted in this document for the desired rank of appointment, including:
 - i. An impressive, sustained record of excellent teaching, as evidenced by student and peer evaluation; departmental recognition through awards or other marks of achievement
 - ii. Demonstrated teaching and learning contributions to the department and college, and/or campus, and/or broader discipline
 - iii. Demonstrated experience -beyond that of assistant teaching professor– in successful training or supervision of student employees, when relevant, and supporting student success
 - iv. Demonstrated record of implementing and/or producing creative activity or scholarly work in their field relevant to teaching and learning
- b. The candidate's CV
- c. A one-page teaching philosophy statement from the candidate
- d. For newly-hired candidates for the Associate Teaching Professor title, three letters of recommendation solicited by the candidate, which may be the letters submitted when applying for the position

3. Appointment at the level of Teaching Professor

Teaching Professors are expected to have a relevant terminal degree and should demonstrate the criteria that follow.

Appointment at the rank of Teaching Professor requires a more extensive and higher level of achievement compared to the expectations at the Associate

Teaching Professor rank. The application should document the candidate's contributions during their service as an Associate Teaching Professor. Evidence should demonstrate continued growth in stature and promise for continued future professional growth and achievement.

The credential packet for appointment/hire should include:

- a. A letter from the Department Chair/Director noting the Executive Committee vote (for, against, abstain), and describes alignment of the candidate's credentials with the criteria noted in this document for the desired rank of appointment, including:
 - i. 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
 - ii. 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
 - iii. Demonstrated instructional contributions to the department and college, and/or campus, and/or broader discipline
 - iv. Demonstrated and recognized outstanding achievement in the successful training or supervision of student employees delivering instruction, when relevant
 - v. Leadership in the creation of courses and in contributions to the overall curricular mission of the unit
 - vi. Representation of the unit on college or campus committees in support of the university's instructional mission
 - vii. Demonstrated record of implementing and/or producing creative activity or scholarly work in their field relevant to teaching and learning
- b. The candidate's CV
- c. A one-page teaching philosophy statement from the candidate
- d. For newly-hired candidates for the Teaching Professor title, three letters of recommendation solicited by the candidate, which may be the letters submitted when applying for the position

K. Promotions

Teaching Professors at the Assistant or Associate levels may put themselves forward for promotion in consultation with the mentoring/oversight committee (Assistant) or Department Chair (Associate). Promotion or appointment at the rank of Associate Teaching Professor or Teaching Professor requires a more extensive and higher level of achievement compared to the expectations at the Assistant Teaching Professor rank. The application should document the candidate's contributions during their service as an Assistant/Associate Teaching Professor. Evidence should demonstrate continued growth in stature and promise for continued future professional growth and achievement.

The department/unit will develop guidelines concerning the format and content required in a promotion dossier. The department review committee will evaluate specific cases based on guidelines for promotion.

Assistant Teaching Professors may remain at that rank throughout their career at UW-Madison. There is no “up or out” requirement for promotion.

Teaching Professor Promotion Dossier

The dossier must contain the following components:

1. **Letter from the Department Chair/Director:** The 1-2 page letter should provide: (1) an analysis of the candidate’s teaching excellence and impact, (2) dates of appointment, (3) the importance of the teaching to the department/unit instructional mission, and collaboration with others, if applicable, (4) Executive Committee vote (for, against, abstain), and the appropriateness of the candidate for promotion into the Associate or Teaching Professor title.
2. **Letters of Evaluation:** The department/unit should solicit at least three letters of recommendation from faculty, academic staff, and/or students who are highly familiar with the candidate’s teaching performance and contributions. Letters from UW-Madison colleagues are appropriate/acceptable.
3. **Teaching Statement:** A 2-3 page statement that expresses the candidate’s teaching philosophy and describes the impact and significance of her/his teaching contributions.
4. **Curriculum vitae:** The candidate should provide a current CV and a summary document noting contributions made since the appointment or prior promotion.

L. Appeals Process

If the department/unit recommends against appointment or promotion (either by the Teaching Professor Appointment and Promotion Committee or Executive Committee decision), the basis for the recommendation will be provided in writing by the Teaching Professor Appointment and Promotion Committee chair to the candidate, the candidate’s department/unit chair and the Dean within 10 working days of the decision. When appropriate, an appeal of this decision by the candidate will follow standard process, as described in ASPP Ch.7.

If the department recommends appointment or promotion, but the request is denied by the Dean’s office, the Dean’s office will share with the unit the reasons for the decision within 10 working days of the recommendation. The department/unit chair may submit a final written appeal to the Dean within 20 working days upon receiving the denial. They should provide new or additional information and a response to the issues raised. Upon consideration of the appeal, the Dean may seek the advice of an ad-hoc committee before making the final determination.

APPROVAL AND GUIDELINES HISTORY

Approved by L&S Senior Staff on January 11, 2021