The existing (now outdated) guidelines for the full-time non-tenure track promotion process can be found at this website:
http://www.bc.edu/content/dam/files/schools/cas/res/adjunct_promo_guidelines.htm

My hope is to prepare updated guidelines at some point this summer. The existing guidelines are helpful in this regard: "Although the procedures for the promotion of non-tenure track faculty are less elaborate than those for the tenure and promotion of the tenure-track faculty, the review and decision-making procedures should be fair, respectful of the experience of the candidates, and adhere to appropriate high academic and professional standards as in all faculty reviews at the University."

They also note that "Departments may develop their own specific procedures for reviewing non-tenure track faculty members for promotion. Some may appoint a non-tenure track faculty committee, while others may assign the task to their existing promotion and tenure committee. It is important, however, that the same type of procedure be followed for all non-tenure track promotion cases from a particular department."

"Any non-tenure-track faculty member recommended for promotion would be asked to prepare a file containing a personal statement, current CV, and supporting materials as necessary to demonstrate excellence in teaching . . . and service."

A promotion file should include the following:

1. The candidate's CV
2. A brief report on departmental procedures followed in the review of the candidate and the Chair's own assessment of the candidate
3. No external letters are required, but the candidate may include such letters if they deem them to be especially pertinent
4. A statement by the candidate of the candidate's teaching goals and activities at Boston College
5. Statistical summaries of the candidate's student course evaluations, along with departmental summaries for purposes of comparison
6. Evaluation of the candidate's teaching based on class visits by departmental colleagues and, when feasible, from student committees; candidates are encouraged to include the original student course evaluation forms, and are invited to provide other supporting materials
7. The department's evaluation of the candidate's teaching and service, the department's recommendation regarding promotion, and the department chair's own recommendations regarding promotion.

These materials should be posted on Canvas, and you and the candidate can work with Maureen Burke in the Dean’s Office and Peter Hess in IDES to coordinate posting of the material. It would be most helpful if the material could be posted on Canvas by the first week of March.
Evaluating Teaching

The *University Statutes* require excellence in teaching for promotion. Assessment of teaching will be based upon the candidate’s statement on teaching goals and activities; submitted course syllabi; statistical summaries of course evaluations (as well as the original forms with students' written comments if supplied by the candidate); report on classroom visits by departmental colleagues; and, when possible, comments on the candidate's teaching obtained from individual students or student committees within the candidate's department or program.

Departmental Deliberations

In general, only tenure-track faculty members who are senior to the candidate should take part in the departmental deliberations and voting. Non-tenure-track faculty members senior to the candidate may also participate in the departmental review and vote on the candidate at the discretion of the department chair. It is essential that all who are privy to the departmental discussions and vote maintain strict confidentiality.

The Committee Hearing

The Morrissey College of Arts & Sciences Non-tenure-tracks Promotion Committee is charged with the responsibility for making an independent judgment about the candidate's past performance and future trajectory in the areas of teaching and service. As part of its assessment process, the Committee may meet with the Chair of a department that is presenting a promotion case in order to give the Chair an opportunity to highlight important dimensions of the case and the significance of the candidate's contributions to the department's or program's academic objectives and mission.

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Later in the spring, I will be scheduling meetings with the Full-Time Non-Tenure Track Promotion Committee (Ginny Reinberg (History), Pamela Berger (Fine Arts), Jeff Flagg (Romance Languages) and Alan Kafka (Earth and Environmental Sciences) at which the department chairs can present their promotion cases. I expect that those meetings will be in late March or early April.

After the committee meets with the chairs later in the spring, I as dean will submit recommendations regarding the promotions to the Provost.