

Non-Tenure Track Faculty Ranks and Appointments in the Department of Mathematics (Guidelines)

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Teaching Professional Ranks (TPR)

The general guidelines for reappointment and promotion of the Teaching Professorial Ranks (TPR) of Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor are spelled out in [University Regulation: REG 05.20.34](#) – Non-Tenure Track Faculty Ranks and Appointments. The key points are that procedures for promotion and qualifications for TPR are the same as for tenure track faculty ranks. The difference is that while the professorial ranks have several areas of responsibility including teaching, the regulations state that Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor are an **“appointment with the principal responsibility in teaching.”** As part of the yearly performance review the TPR and the department head will sign a Statement of Faculty Responsibility (SFR). The evaluation of performance for a TPR is conducted in the same way as for the professorial ranks using peer review, student evaluations, portfolios, and resumes.

The SFR will detail how much effort should be devoted to which categories. As a TPR progresses in their career they are expected to be increasingly proactive in coming up with new and innovative ways to fulfill their principal responsibility.

The expected responsibilities listed for each rank should be used as guidelines to evaluate promotion cases within the Teaching Professorial ranks. They do not cover all possibilities.

I. Teaching Assistant Professor

Required Qualifications

- (a) Ability or definite promise in the mutually agreed upon realms of responsibility
- (b) Potential for directing activities in the mutually agreed upon realms of responsibility
- (c) Ability and willingness to participate in department, college and university affairs
- (d) A doctor’s degree, an equivalent degree, or equivalent professional experience

Expected Responsibilities

- A Teaching Assistant Professor is expected to:
 - be an excellent teacher and to teach a significant number of courses each semester as described in the SFR
 - serve on appropriate departmental, college and university committees

- A Teaching Assistant Professor is expected to be engaged in one or more of the following activities:
 - teacher training such as working with and mentoring TAs, and participating in the TA workshop
 - online or distance education, participation in teaching research, the development of undergraduate courses, or other activities agreed upon in the SFR
 - participation in workshops designed to promote good teaching
 - recruiting at the undergraduate level
 - undergraduate advising

A Teaching Assistant Professor intending to be promoted to Teaching Associate Professor should focus on activities showing promise that the expected responsibilities of a Teaching Associate Professor could be accomplished.

II. Teaching Associate Professor

Required Qualifications

- (a) Recognized ability and potential for distinction in the mutually agreed upon realms of responsibility
- (b) Demonstrated ability to direct activities in the mutually agreed upon realms of responsibility
- (c) Demonstrated ability and willingness to participate in department, college and university affairs
- (d) A doctor's degree, an equivalent degree, or equivalent professional experience

Expected Responsibilities

- A Teaching Associate Professor is expected to:
 - be an excellent teacher and to teach a significant number of courses each semester as described in the SFR
 - actively participate in undergraduate advising
 - serve on appropriate departmental, college and university committees
 - incorporate innovative teaching techniques in the classroom
- A Teaching Associate Professor is expected to be engaged in one or more of the following activities:
 - be active in teacher training such as working with and mentoring TAs, and participating in the TA workshop
 - be active in online or distance education, participation in teaching research, the development of undergraduate courses, or other activities agreed upon in the SFR
 - participate in and be encouraged to develop workshops designed to promote good teaching

- develop education related proposals and participate in education related meetings, workshops, and conferences. This includes presentations at local or regional meetings, particularly those that promote good teaching and mentoring of undergraduate students
- share successful teaching strategies or practices with the department and/or university
- be involved in activities such as recruiting at the undergraduate level, supervision of undergraduate research/independent study projects, peer teaching review, outreach
- be involved in decisions regarding curriculum changes within the department

A Teaching Associate Professor intending to be promoted to Teaching Professor should focus on activities showing promise that the expected responsibilities of a Teaching Professor could be accomplished.

III. Teaching Professor

Required Qualifications

- (a) Distinguished achievement in the mutually agreed upon realms of responsibility
- (b) Demonstrated ability to direct activities in the mutually agreed upon realms of responsibility
- (c) Established reputation in the individual's profession or field of scholarly or germane creative activity
- (d) Demonstrated ability and willingness to participate in department, college and university affairs
- (e) A doctor's degree, an equivalent degree, or equivalent professional experience

Expected Responsibilities

In addition to meeting the expectations outlined in Sections I and II, a Teaching Professor's record should reflect a demonstrated track record of excellence and an increasingly more active and visible role, as outlined below.

- A Teaching Professor is expected to:
 - actively participate on appropriate departmental, college, and university committees
 - act as a mentor to Teaching Assistant Professors in the department
 - be active in areas such as teacher training, mentoring TAs, online or distance education, teaching research, course and curriculum development, or other activities agreed to in the SFR
 - participate in and/or develop workshops designed to promote good teaching

- have a record of successful education related proposals and be active in education related meetings, workshops, and conferences that are external to the University. This includes presentations at regional and national math meetings, particularly those that promote good teaching and mentoring of undergraduate students
- incorporate innovative teaching techniques in the classroom
- share successful teaching strategies or practices with the department, university, and/or at regional and national meetings
- interact with regional or national groups with regard to teaching, mentoring, and/or advising
- be involved in activities such as recruiting at the undergraduate level, supervision of undergraduate research/independent study projects, peer teaching review, outreach, or other activities agreed to in the SFR
- be involved in decisions regarding curriculum changes within the department, college, and/or university
- serve in a matter that enhances regional and national recognition of the Department. Examples include serving on committees or taking on leadership roles in regional or national professional organizations, participating in workshops and conferences organized by national organizations, organizing or speaking on panels at national conferences, presenting at national conferences, disseminating course or curriculum innovations on a national scale

Lecturer Ranks

I. Lecturer

Required Qualifications

- (a) Ability or potential in the mutually agreed upon realms of responsibility
- (b) A master's degree, an equivalent degree, or equivalent professional experience

Expected Responsibilities

- A Lecturer is expected to be an excellent teacher and to teach a significant number of courses each semester as described in the SFR.

II. Senior Lecturer

Required Qualifications

- (a) Ability or potential in the mutually agreed upon realms of responsibility
- (b) A master's degree, an equivalent degree, or equivalent professional experience
- (c) At least five years college-level teaching experience
- (d) Other criteria as established by departmental rules

Expected Responsibilities

- A Senior Lecturer is expected to have a track record demonstrating excellent teaching and to teach a significant number of courses each semester as described in the SFR.
- A Senior Lecturer might choose to be involved in areas such as course redesign, mentoring of TAs, or recruitment at the undergraduate level.

Procedures for RPT Review and Contract Renewal

Promotion and Tenure Committee

- The standing departmental Promotion and Tenure Committee (PTC) consists of three full professors appointed by the Department Head in consultation with the Faculty Advisory Committee. No member of PTC will serve more than three consecutive years.

PTC Report

- During the spring semester the PTC evaluates the activity reports, teaching evaluations, and the current resume of each Teaching Assistant and Associate Professor and Lecturers. The PTC evaluates the activity reports, teaching evaluations, and the current resume of each Teaching Professor who is up for contract renewal. The PTC report is presented to the Department Voting Faculty (DVF) before the end of the Spring semester.

Nominations for Promotion

- There is no mandatory year or specific timeline for promotions in rank for non-tenure track faculty members. Nominations for promotion may be made by the PTC, DVF, or by self-selection. The DVF deliberates, votes, and provides an assessment and recommendation to the department head and each nominee. Nominees should consult with the Department Head before deciding to continue the promotion process as outlined in [NCSU REG05.20.34 – Non-Tenure Track Faculty Ranks and Appointments](#) .

Contract Renewal

- Decisions for non-tenure track contract renewals are made one year before the end of the current contract.
- The DVF deliberates, votes and provides an assessment and recommendation on contract renewals to the Department Head upon reviewing appropriate documentation prepared by the candidate in accordance with university guidelines. Documentation should include a current curriculum vitae and materials that would be included in the dossier section appropriate to the faculty member's responsibilities as reflected in the SFR (e.g., Teaching, Scholarship/Research, Extension and Engagement, Service). Full dossier is not required, see [NCSU REG05.20.34 – Non-Tenure Track Faculty Ranks and Appointments](#) .
- Decisions for contracts of up to 2 years may be delegated to the Department Head according to departmental procedures approved by the DVF.
- To receive a subsequent contract at a higher rank, the faculty member must have gone through the promotion process outlined in the previous Section.