

College of Science and Mathematics Policy on Professors of Practice

(amendments made pursuant to the College Faculty meeting on 16 October, 2012; approved by College Faculty 5 March 2013)

Appointment – Faculty members whose primary function is teaching may be appointed or promoted to a special term appointment in accordance with NDSU Policy 350.1.4.c (13). Appointments may be within one or more departments at one of the following ranks: Assistant Professor of Practice, Associate Professor of Practice, or Professor of Practice. If the appointment is a joint appointment between two units, the appointment must exceed 50% in one of the units.

Appointment Duration – The duration of the appointment depends on rank and other factors. The minimum length of a contract is 1 year in all cases, and the maximum length is 3 for Assistant Professor of Practice, 4 for Associate Professor of Practice and 5 for Professor of Practice. The contracts are renewable based on satisfactory performance and the availability of funds. Although faculty members in these positions are not eligible for tenure, the contracts may be renewed indefinitely.

Position Description – The position description will typically include an emphasis on instructional activities and practice. Service to NDSU and/or the profession may also be emphasized. Scholarly activity is not typically a part of the position, but here too allocations of time may differ for different individuals or different departments. The precise role that the appointee plays in departmental activities (such as attending departmental meetings, voting on departmental issues) shall be determined by the department. The appointee's role in graduate education shall be governed by the department and by the existing policies of the Graduate School.

No Tenure – Faculty with a term appointment as a Professor of Practice can neither be hired with tenure nor are they eligible for tenure as a Professor of Practice.

Graduate Faculty Status – Professors of Practice at all levels hold the status of Associate Members of the Graduate Faculty, allowing them to serve on graduate committees and teach graduate courses. However, Professors of Practice are not typically allowed to serve as a graduate student's primary advisor. Exceptions are possible on a case-by-case basis by applying to the Graduate School for an exception.

Evaluation – An annual written evaluation will be completed by the department chair based on the current position description.

Promotion – Promotion follows the same timeline and review procedures (both departmental and college) as for tenure-track faculty. However, the criteria for promotion typically will be different (see following sections). The case for promotion will be initiated at the department level with the development of a portfolio similar to that required for promotion in a tenure track line and go through the same levels of departmental review as for tenure-track faculty. It is subsequently reviewed independently by the College Promotion, Tenure, and Evaluation Committee, and the Dean, and then finally by the Provost and Vice President for Academic Affairs. Typically, promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in instructional activities and practice but service and scholarship may be a part of the decision depending on an individual's specific job description.

Promotion from Assistant to Associate Professor of Practice

Indicators accompanying each criterion for promotion and evaluation should clarify, amplify, and provide opportunity to show accomplishment in the individual areas. Indicators will be established at the departmental level and indicated in departmental guidelines. Indicators should be selected to show how individuals in the department could meet or exceed the minimum criteria established by the Department and College.

The evaluation of a candidate's performance will be based on the individual's assigned responsibilities in instructional activities and practice and if specified in the position description, research, and service, on- and off-campus, in regional, national or international areas. Judgments will be primarily based on evidence of both the quality and significance of the candidate's work. The following indicators are not exhaustive, and other forms of information and evidence might be produced in support of the quality and significance of the candidate's work.

- A faculty member will contribute to a positive work environment through cooperation and collaboration with others by developing and maintaining good working relationships with other faculty, staff, employees, and students.
- Instructional activities and practice indicators may include the following: participation in workshops, seminars, or other training to improve teaching; active membership in professional teaching organizations; activities in curriculum/program/course development; student/participant evaluations; peer evaluations; results of curriculum/program reviews; honors, awards, and recognition for teaching excellence; and success in advising, recruitment/retention activities, work with student organizations, and/or in providing enhanced educational opportunities for individuals at remote locations.
- Service to discipline indicators may include the following: work on professional society committees; contributions to joint works (compendia, regional publications, etc.); referee for journals; referee for granting agencies; and editor/reviewer for disciplinary publications. Service to the University indicators must include service on at least one departmental or college or university committee. Other indicators which will strengthen the candidate's portfolio for promotion may include assigned or assumed institutional responsibilities; participation in events that showcase the Department, College and/or University; contributions to efforts or events that encourage or require inter-unit collaboration; participation/leadership in "all-campus" events; and representation of the Department, College, or University to the public.
- Research/Creative Activity indicators may include collaborative and/or independent publications in peer-reviewed outlets; collaborative research; presentations of research results; success in project management; honors, awards, recognition for research; participation in graduate student research; supervising assistants; success in work with supportive organization; and participation in grant writing.

From Associate to Full Professor of Practice

For promotion from Associate to Full Professor of Practice, the same areas (i.e., focus on instructional activities and practice, some service, and possibly some research) form the basis of the criteria. However, the level of performance substantially exceeds that required for promotion to Associate Professor of Practice. The candidate is expected to have

demonstrated an increase in assumed and designated responsibilities, growth in expertise and capability, and evidence of regional and/or national scope of activities.

Change in Status – At times, a faculty member in a Professor of Practice line at all levels may pursue a change of status to a tenure-track position. If he/she were hired into the position as a result of a national search, then the appointee may be appointed to this tenure-track position if the department has such a position available and requests the appointment. A Professor of Practice changing to a tenure-track position may negotiate for years of credit toward tenure.