

WSAP Promotion Guidelines

University's promotion guidelines may be found [here](#). AS&E College Rules Appendix II described the general criteria for appointment and promotion in the instructional track. AS&E College Rules Appendix IV lists what to include in promotion packages.

WSAP promotion guidelines follow AS&E guidelines, with one exception. **The WSAP timeline differs from the AS&E timeline, but the WSAP timeline has been approved by the Dean's Office.**

WSAP Review for Promotion

In addition to the promotion process described in AS&E Appendix IV, WSAP has an internal review process to determine whether the candidate is ready to be recommended to the Dean for promotion. The internal WSAP process is outlined below.

WSAP Review Includes

- Committee review by three Writing, Speaking, and Argument Program "professors" at a rank higher than the promotion candidate
- Review by Writing, Speaking, and Argument Program Director

The WSAP Director may serve on the committee if there are not three WSAP "professors" at a rank higher than the promotion candidate.

Committee members serve annually and may not be the letter writers for the applicant under review.

Timeline for Review Process

Faculty are eligible, but not required, to go up for promotion in the sixth year at their current rank. More specifically, faculty are eligible to begin the promotion process at the end of their fifth year. They will prepare their package for submission by September 1 of year six, when the review process will occur. The table below outlines the timeline for this process both for the candidate up for promotion and the WSAP internal committee who will review the candidate's promotion package.

Deadline	Candidate Timeline	WSAP Committee Timeline
End of Spring semester	WSAP/Program Director notifies candidate of eligibility for promotion.	
May 31	Faculty notifies WSAP Program Director of intent to go up for promotion. Faculty are encouraged to meet with Deb for feedback and guidance as they prepare materials.	

May 31		WSAP notifies faculty that they are in the pool of potential committee members. Individuals have two weeks (June 15) to reply and confirm participation or request recusal for an extenuating circumstance.
September 1	Candidate submits completed promotion package, prefaced by statement of contributions, to WSAP director and Administrative Assistant.	
September 1	Candidate provides list of possible letter writers; one to two recommendations are required; one letter writer must be at a higher rank than promotion candidate.	WSAP administrator removes letter writers from pool of potential promotion committee members
September 15	WSAP director solicits letters of recommendation, using template provided by Dean's office (http://www.rochester.edu/college/faculty/assets/pdf/governance/appendix2-instructional-track-faculty.pdf).	
September 30		WSAP promotion committee meets for orientation to the review process.
November 7		Committee members, having reviewed the promotion package, meet to discuss promotion package, determine the final recommendation, and write a letter that articulates their recommendation and their reasons for the recommendation. "The review committee submits a recommendation letter that the department chair [or program director may] endorse/sign, or the chair [or program director] may write a brief statement supporting the committee's findings. If there is a difference in opinion, the school dean would then decide how to move forward" (http://www.rochester.edu/college/faculty/assets/pdf/governance/appendix2-instructional-track-faculty.pdf).

December 15	WSAP director meets with candidate to share the result of the committee's and the WSAP Director's recommendations.	
December 30		If WSAP recommends promotion, or if the committee recommends promotion but the WSAP Director does not agree, the WSAP Director submits the full package with letters from the committee and the Director to the Dean's office.

After the promotion package is submitted, the Dean will review it and arrive at a decision prior to the Spring Board of Trustee meetings (April or May). At this point the Dean's office will notify the WSAP Director, who will in turn notify the candidate of the Dean's decision. If the promotion is approved, the matter will then be presented to the Board of Trustees, so that they can vote on its approval during one of their Spring meetings. The Board of Trustees does not review materials, but their vote is required for appointment at the rank of Associate Professor or higher, so no announcement of a promotion or use of a new title can take place until they have voted on the matter. Once they have done so, the WSAP will announce the promotion, which will be effective July 1.

AS&E Criteria and WSAP Glossary of Terms

The underlined, italicized text relates the College's promotion criteria to the work we do and has been approved by the Dean of the College. These expansions are not meant to be prescriptive, but rather offer a basis to help faculty reflect on their work and create a statement that supports their case for promotion.

General Criteria for Appointment and Promotion in the Instructional Track – All Ranks

(See additional discussion below for rank-specific requirements)

- Terminal degree (e.g., Ph.D.) or professional equivalent. Dean's approval required, following department/program recommendation. Where a candidate is being considered for promotion, the case would be reviewed by department/program faculty at or above the relevant rank.
 - *“professional equivalent” includes years of instructional work within WSAP as a lecturer, or may include years of instructional work at a different institution, as determined by the review committee.*
- Primarily full-time, but part-time allowed in exceptional cases. Benefits eligibility based on employment status.
- Initial appointment term for two years; reappointment will typically be for four years. There is no guarantee of reappointment for any rank.
- Annual review through Faculty Activity Report (FAR) as is done for tenure-track faculty, with appropriate adjustment for the different expectations of the track.
 - *“appropriate adjustment”:* Adjustments include aspects of the position not captured by the FAR, such as position expectations specified in an individual contract.
- No “up-or-out” provision for promotion or maximum time within rank.
- No possibility of conversion from this track to a tenure-track position (but no restriction

on applying for tenure-track positions). A faculty member in this track who is subsequently appointed to a position in the tenure track would not be considered to have had any 'time in rank' for the purposes of calculating allowable years of service per Faculty Handbook.

- National search typically required for new appointments.

Criteria for Initial Appointment and Promotion

Assistant Professor (instruction)

In addition to general criteria, this appointment requires:

- Clear potential for success in teaching undergraduates, including strong interest in curriculum design and innovative pedagogies.
 - "Innovative pedagogies" refers to
 - focused re-design of a course based on the College's targeted areas for innovation (e.g., community engagement initiatives), or
 - re-design of part or all of a course based on the instructors reflective, revisionary approach to teaching, especially in response to feedback. Redesign might include coming up with an assignment or progression of assignments that can be explained as better meeting WSAP or College educational goals.
 - More generally, WSAP views innovation as being counter to habitual, stagnant teaching; within the context of a particular course, we are looking for some demonstration of reflection on and review of existing pedagogies and, where appropriate, experimentation and integration of new approaches; innovation can be misunderstood as a kind of momentary event, whereas we view excellence in teaching as an ongoing process of reflection and adjustments/innovations.
- Past success in collaborating with colleagues and, when relevant to the position, assisting in the management of academic programs.
- A record of scholarly achievement related to a core academic discipline and/or specialized expertise in industry (e.g., demonstrated involvement and practice in the field).
 - "Core academic discipline": In WSAP, the core academic discipline is Writing Studies, an interdisciplinary field that includes faculty from diverse disciplines. Within this interdisciplinary context, in addition to work within writing studies, scholarly work within the core discipline may involve parallel but related work in writing studies and another discipline, and/or integrated work in writing studies and another discipline.
 - "A record of scholarly achievement" involves demonstrating engagement with a core academic discipline (Writing Studies) in one of two ways: 1) participation in a scholarly activity related to Writing Studies, and 2) relating and applying that knowledge to pedagogical work. Examples include leading or participating in a reading group, publishing, participating or presenting at a conference, developing instructional resources for other educators.

Associate Professor (instruction)

In addition to general criteria, this appointment requires:

- Minimum of six years in previous rank, or equivalent experience.
- Record of excellence in classroom teaching, mentoring undergraduates, and in the development of new curricula and innovative pedagogies, and, when relevant to the position teaching and mentoring graduate students.

- “development of new curricula and innovative pedagogies” might include development of new academic programs (e.g., Graduate Writing Program, Speaking Center), courses, or workshops or a set of instructional materials aimed at strengthening instructional abilities of WSAP members.
- “Mentoring” refers to a wide range of activities, formal and informal, that support undergraduate education or, when relevant to the position, graduate student education.
- Proven effectiveness in collaborating with colleagues and, when relevant to the position, assisting in the management of academic programs. Record of service on departmental, school or University committees and/or governance activities.

Professor (instruction)

In addition to general criteria, this appointment requires:

- Minimum of six years in previous rank, or equivalent experience.
- Sustained record of excellence in classroom teaching, mentoring undergraduates, and in the development of new curricula and innovative pedagogies. Proven success in mentoring students and faculty on best practices in pedagogy, and when relevant to the position, graduate students.
- Proven effectiveness in collaborating with colleagues and, when relevant to the position, assisting in the management of academic programs. Strong record of service on departmental, school or University committees and/or governance activities.
- Continued engagement with a core academic discipline, with proven success in translating this knowledge of field into the classroom and other educational activities. Evidence of excellent standing as an educator (e.g., presentations at national conferences, strong record of publications on pedagogical issues, significant innovations to existing and/or new curricula).