Promotion Guide
2019-2020

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Overview of Promotion Timeline

• **September 16th**
  Last date for Faculty written request to Department Chair for promotion

• **October 1st**
  The Department Chair will notify the candidate in writing with a copy to the Office of the Provost, whether they are ready for promotion review. The candidate may choose to proceed or stop the process at this time.

• **October 15th**
  The candidate must submit to the Provost Office the names and contact information for individuals who will be asked to write letters of references. (Letters of reference are due by December 15th)

• **December 2nd**
  Candidates are strongly encouraged (but not required) to prepare and review their digital binder with their respective Chairs and Deans by this date. It is critically important, and to the advantage of candidates, to have Chairs and Deans review files prior to the January 7th deadline so letters reflect the content submitted.

• **January 7th**
  All electronic material (Volume I & II) must be submitted online by midnight on January 7th. The system automatically closes at this time.

• **February 20th**
  Last date for Promotion Committee to consider an application

• **March 2nd**
  Last date for Promotion Committee to vote

• **March 9th**
  Last date for Promotion Committee to send recommendations to the Provost

• **March 30th**
  Last date for Provost to send recommendations to the President

• **April 20th**
  Last date for President to decide on promotions
Wentworth Institute of Technology

Application for Change in Academic Rank to Associate Professor

Please read the most updated Agreement between Wentworth and the Faculty Federation, Local 2403 before completing this application.

Promotion-in-Rank

Wentworth seeks to recognize faculty leaders who have consistently demonstrated a superior level of professional achievement and accomplishment in teaching, scholarly and/or creative activities and service activities to the University and other educational, professional and civic communities. Although initial academic ranking is the responsibility and decision of the University at the time of the initial appointment, it is believed that peer review is essential in making recommendations for changes in academic rank throughout the career of a faculty member at the University.

Promotion in academic rank is awarded to faculty who have demonstrated a superior level of professional achievement and the expectation that similar performance will be sustained and exceeded in the future. Consideration in evaluating the record of achievement shall always be the degree to which this achievement improves the academic quality and learning environment at Wentworth. This record of achievement will be considered in relation to the period since the last promotion or since hiring, if there has been no promotion (Article V, Agreement).

Level of Associate Professor

At the associate professor level, faculty develop a body of evidence to demonstrate their continued advancement to fulfill the potential shown at hire. Both the quality and quantity of work are considered and the record must be both sustained and continuing. Faculty at the associate professor level are expected to make significant contributions in the areas of teaching, scholarly and/or creative activities and service activities. Typically, as the faculty member’s roles and contributions grow towards significance, leadership and initiative, the faculty member establishes a strong record of accomplishments with broader impact and recognition within and beyond the University. The specialty areas, expertise, and professional identities of associate professors should become more advanced, more clearly defined, and more widely recognized as their academic careers progress (Article V, Agreement).

Eligibility for Associate Professor

Candidates must have:

- completed the Development Period and been appointed to “Regular” faculty
- fulfilled all requirements of their initial appointment letters
- had no disciplinary action taken against them in the past year
- completed four years of service at the Institute
Application Timeline

During the annual performance evaluation, Department Chairs will review with the faculty their readiness to make formal application for a change in rank. The following calendar of deadlines must be met in order to be considered for promotion. Where possible, it is recommended that submissions be made well in advance of these dates:

**September 16:** A written request for promotion must be submitted by the candidate to the appropriate Department Chair.

**October 1:** The Department Chair will notify the candidate in writing with a copy to the Office of the Provost, whether they are ready for promotion review. The candidate may choose to proceed or stop the process at this time.

**October 15:** The candidate must submit the names and contact information for individuals who will be asked to write letters of references (see Section B. Professional References below). All confidential letters of reference are due no later than December 15th and will be scanned into digital binders by the Office of the Provost.

**December 2:** Candidates are strongly encouraged (but not required) to prepare and review their application contents with their respective Chairs and Deans by this date. It is critically important, and to the advantage of candidates, to have Chairs and Deans review electronic files at this time. This will allow the Department Chair and Dean to prepare their letters based upon the content provided in the digital binder.

**January 7:** The candidates must complete and electronically submit the appropriate Application for Change in Academic Rank and all subsequent material to be reviewed by the Promotion Committee. If all necessary materials, including confidential references, have not been received by January 7th, the candidate will be informed by the Chair of the Promotion Committee that he/she may reapply in the next academic year.

**Application**

Prior to completing the application for promotion, the candidate is strongly encouraged to attend a “Promotion Workshop”. If you are unable to attend, please note the workshop is recorded and can be viewed online. Faculty are encouraged to seek mentoring assistance in preparing their materials from Professors in and outside of their departments.

The application should provide commentary and supporting documentation to allow the Promotion Committee to make an evaluation as to whether you “…have demonstrated a superior level of professional achievement and the expectation that similar performance will be sustained and exceeded in the future” (Article V, Section F). It is very important to follow the application carefully and to submit each of the required sections in Volume One and Two (A – I). The Committee focuses on activities since the last promotion or hire date.
Wentworth Institute of Technology

Application for Change in Academic Rank to Associate Professor

VOLUME ONE

(Cover Sheet)

Name: _________________________________________

Department: ______________________________ College: ______________________________

Date Submitted: ___________________________________________________

Start Date of Full-Time Employment: ________________________________

Date of Last Promotion: ________________________________

Current Rank: _________________________________________

Section A. Curriculum Vitae: Attach a current CV including at a minimum: Education, Academic Experience, Publications, Presentations and Grants, Professional Experience, Professional Organizations, Civic and Social Organizations, and Areas of Expertise/Interest. Be sure to separate peer-reviewed and non-peer reviewed publications and presentations.

Section B. Letters of Reference: The letters of reference play an important role in the promotion decision. The Office of the Provost will secure a total of eight reference letters on your behalf (3) external letters, (3) internal letters, a letter from your Department Chair, and a letter from your College Dean. Letters of recommendation should be submitted on letterhead, should clearly show the name and the position of the referee, should be signed and must show a current date. The letters will be scanned and attached to the digital binder by the Provost’s Office.

External Letters of Reference

By October 15th, candidates should provide the Office of the Provost the names and contact information for four (4) persons outside Wentworth who are most qualified to objectively evaluate the scholarly and creative/professional activities of the candidate as well as the service outside of the Institute. The Office of the Provost will secure three (3) confidential letters of reference. Candidates are asked to provide one extra name in the event an individual is unable to write a letter.

The quality and the independence of the external letters and their writers play an important role in the promotion decision. External letters help committee members from outside the candidate’s field assess the quality of work by contextualizing it. In general, both external and internal letters should help clarify the norms of the candidate’s discipline or interdisciplinary specialty. They should address the impact the candidate has had outside Wentworth and the recognition the candidate brings to the university.

It is strongly recommended that at least one external letter should be from a full-time faculty member at another institution who has the same or preferably higher rank than the candidate. External letters should not be solicited from individuals currently employed by Wentworth Institute of Technology (i.e. adjunct faculty or visiting professors) or persons previously employed at Wentworth whose term at WIT overlapped that of the candidate.

Internal Letters of Reference

The candidate should provide the Office of the Provost the names of three (3) full-time Wentworth faculty (in regular appointment) who are knowledgeable about the candidate’s contributions, achievements, and activities
at Wentworth. It is strongly recommended that candidates solicit letters from faculty who hold a higher rank than the candidate. Internal letters of reference should not be solicited from chairs, adjunct faculty, visiting professors or staff members. Faculty who are applying for promotion and faculty who are members of the Promotion Committee are not eligible to provide letters of reference during that promotion cycle.

The focus of the letters should be to present evidence of recognized contributions in all three areas (teaching, scholarly work, and service) rather than to offer general support for the candidate. A special value is given to letters from faculty from other departments who can attest to the nature of a candidate’s work, particularly addressing interdisciplinary and scholarly activity.

Section C: Teaching Philosophy Statement: Prepare a self-reflective narrative on your beliefs about teaching and learning. Provide insight into the intentionality of your teaching beliefs and practices so the committee may visualize who you are as a teacher. This section should include concrete examples (e.g., course topics, approach to assignments, assessment methods, strategies toward improvement, goals for students, assessment of one’s philosophy) to illustrate your commitment to your teaching philosophy.

Section D. Statement of Scholarly and/or Creative Activity: Each faculty member shall engage in scholarly and/or creative activities which shall be documented and include peer review and dissemination (Article V, Section B, Agreement).

Prepare a self-reflective narrative about your scholarly and/or creative activity that will allow the Committee to evaluate your engagement in and contribution to the intellectual life of your department, discipline and profession. Please note the committee is interested in samples of scholarly and creative work. That is, candidates are encouraged to be selective with the evidence they wish to submit in this section. It is strongly recommended that you provide descriptive headings to break your statement into clear topic areas.

Scholarly or creative productivity may be accomplished in several ways including but not limited to:

a. Publishing in a peer-reviewed publication

b. Creative work: fiction/non-fiction writing, art, architecture, interior design, industrial design, performance, etc. that has been disseminated and recognized for its contribution to the relevant field.

c. Study or research in an academic or intellectual activity relevant to the faculty’s program or department or to new courses, labs and studios

d. Presenting at a conference or seminar

e. Juried shows of design or artistic work

f. Consulting in the faculty member’s area of expertise if the results of the work contribute to the advancement of that faculty member’s discipline or profession

g. Preparing and submitting grant proposals, and awarded grants

h. Documenting scholarly and/or creative works in progress

i. Develop, document and present findings on project-based and/or interdisciplinary learning such as EPIC projects.

Section E. Statement of Service: Provide a self-reflective narrative for the Committee to evaluate your involvement in internal and external service activities. Internal service typically includes the University, college, and department level, whereas external service may include the local, state, regional, national, and international level. Service may also include external activities to professional and/or public or community organizations. Candidates should provide an executive
summary outlining the importance of their service leadership. It is recommended that you provide descriptive headings to break your statement into clear topic areas.

**Section F. Statement of Future Plans:** Provide commentary on your long-range (i.e. 5 years, 10 years) plans for teaching, scholarly and/or creative activity, and service, and your role in relation to the future development of your program, department, college and the University.

**VOLUME TWO**

**Section G. Supporting materials for Section C - Teaching**

Candidates may include a sample of instructional materials which provide an indication of the range of classes and number of students they teach, the kinds of assignments they give, the manner in which they evaluate student work and assess student learning, the way in which they design and develop courses, and additional activities that they perform to supplement their teaching. Candidates may include representative syllabi, course proposals, sample assignments or exams, etc.

Other supporting material may include leadership in developing new and/or improved curriculum, use of innovative instructional methods, results and discussion of teaching evaluations, use of appropriate assessment methods resulting course improvements.

**Section H. Supporting materials for Section D - Scholarly and/or Creative Activity**

Materials to document scholarship and creative activity may include refereed work, primary evidence of refereed artistic endeavor, and non-refereed work. The criterion used to distinguish referred from non-refereed work is that the selection process for refereed work involves peer review of some kind and dissemination. Refereed work may include but is not limited to the following: articles, papers, books, textbooks, anthologies, collections, posters, presentation, abstracts and creative work. Successful curricular or grant applications also may be included. Works “in press” (accepted for publication and in the process of being published), labeled accordingly, should be included.

Scholarly citations should follow the MLA style or other acceptable styles related to the candidate’s field of study. All author’s names should be included in the same order they’re shown on the source with the candidate’s name in bold.

While it is not necessary to provide full copies of your publications, some proof that the paper/abstract/manuscript was published or accepted for publication should be attached. This can include the table of contents of the proceedings or journal showing your name and the name of the paper/abstract, or a conference’s final schedule showing your name as a presenter, or a letter of acceptance from an editor, or the book cover, etc. Your personal copy of the manuscript of a paper or book is not a sufficient proof that it was published or accepted for publication.

Candidates that received an award do not need to provide the entire nomination package as supporting documentation. The award letter, the nomination letter or the advertisement on Wentworth’s website would suffice. This suggestion applies to external grants, EPIC, Bistline grants, professorships, etc. Significant excerpts from a grant proposal package or the executive summary are preferred as supporting documentation to the entire proposal package.

**Section I. Supporting materials for Section E - Service**

Candidates are encouraged to provide documentation for internal service for the University, College, and department, and external service at the local, state, regional, national, and at international level. Service may also include external activities to professional and/or public or community organizations. Supporting material may include evidence directly from an organization served such as letters, testimonials, or other documentation demonstrating service contribution.
Promotion-in-Rank

Wentworth seeks to recognize faculty leaders who have consistently demonstrated a superior level of professional achievement and accomplishment in teaching, scholarly and/or creative activities and service activities to the University and other educational, professional and civic communities. Although initial academic ranking is the responsibility and decision of the University at the time of the initial appointment, it is believed that peer review is essential in making recommendations for changes in academic rank throughout the career of a faculty member at the University.

Promotion in academic rank is awarded to faculty who have demonstrated a superior level of professional achievement and the expectation that similar performance will be sustained and exceeded in the future. Consideration in evaluating the record of achievement shall always be the degree to which this achievement improves the academic quality and learning environment at Wentworth. This record of achievement will be considered in relation to the period since the last promotion or since hiring, if there has been no promotion (Article V, Agreement).

Level of Professor

The rank of professor represents the highest academic achievement that can be attained. It is awarded to faculty who are outstanding among their peers, as demonstrated by evidence in the areas of teaching, scholarly and/or creative activities and service activities. Thus, a candidate for professor must have documented record of achievement and distinction clearly above that of an associate professor, and consistently and continually performed well above the level required for associate professor (Article V, Agreement).

Professors are experienced and senior members of the faculty who have become highly accomplished in their scholarly activities. They are faculty whose careers have advanced to mature and high levels of effectiveness and productivity. Professors have strong records of contribution to and leadership in their respective areas of emphasis, both nationally and/or internationally. A professor is typically characterized as a leader, mentor, scholar and expert in teaching, scholarly and/or creative activity and service. Professors make significant contributions to knowledge as a result of their scholarly work, which are demonstrated through scholarly and/or creative activity, teaching, supervisions and mentoring, and professional service activities. Professors continue to grow and develop in their respective areas of emphasis, and their accomplishments will merit regional, national, and/or international attention and recognition (Article V, Agreement).

Eligibility for Professor

- Candidates must have been in the rank of Associate Professor for at least five (5) years
- Have at least seven (7) consecutive years of employment at Wentworth.
Application Timeline

During the annual performance evaluation, Department Chairs will review with the faculty their readiness to make formal application for a change in rank. The following calendar of deadlines must be met in order to be considered for promotion. Where possible, it is recommended that submissions be made well in advance of these dates:

**September 16:** A written request for promotion must be submitted by the candidate to the appropriate Department Chair.

**October 1:** The Department Chair will notify the candidate in writing with a copy to the Office of the Provost, whether they are ready for promotion review. The candidate may choose to proceed or stop the process at this time.

**October 15:** The candidate must submit the names and contact information for individuals who will be asked to write letters of references (see Section B. Professional References below). All confidential letters of reference are due no later than December 15th and will be scanned into digital binders by the Office of the Provost.

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**January 7:** The candidates must complete and electronically submit the appropriate *Application for Change in Academic Rank* and all subsequent material to be reviewed by the Promotion Committee. If all necessary materials, including confidential references, have not been received by January 7th, the candidate will be informed by the Chair of the Promotion Committee that he/she may reapply in the next academic year.

Application

Prior to completing the application for promotion, the candidate is strongly encouraged to attend a “Promotion Workshop”. If unable to attend, the workshops are recorded and can be viewed online. Faculty are encouraged to seek mentoring assistance in preparing their materials from Professors in and outside of their departments.

The application should provide commentary and supporting documentation to allow the Promotion Committee to make an evaluation as to whether you “...have demonstrated a superior level of professional achievement and the expectation that similar performance will be sustained and exceeded in the future” (Article V, Section F). It is very important to follow the application carefully and to submit each of the required sections of Volume One and Two (A – I).

The Committee focuses on activities since the last promotion or hire date. The Chair of the Promotion Committee will scan the confidential reference letters and teaching evaluation scores directly into your electronic file.
Wentworth Institute of Technology

Application for Change in Academic Rank to Professor

VOLUME ONE

(Cover Sheet)

Name: _________________________________________
Department: ______________________________ College: _______________________________
Date Submitted: ___________________________________
Start Date of Full-Time Employment: _______________________
Date of Last Promotion: _______________________
Current Rank: ___________________________________

Section A. Curriculum Vitae: Attach a current CV including at a minimum: Education, Academic Experience, Publications, Presentations and Grants, Professional Experience, Professional Organizations, Civic and Social Organizations, and Areas of Expertise/Interest. Be sure to separate peer-reviewed and non-peer reviewed publications and presentations.

Section B. Letters of Reference: The letters of reference play an important role in the promotion decision. The Office of the Provost will secure a total of eight reference letters on your behalf (3) external letters, (3) internal letters, a letter from your Department Chair, and a letter from your College Dean. Letters of recommendation should be submitted on letterhead, should clearly show the name and the position of the referee, should be signed and must show a current date. The letters will be scanned and attached to the digital binder by the Provost’s Office.

External Letters of Reference

By October 15th, candidates should provide the Office of the Provost the names and contact information for four (4) persons outside Wentworth who are most qualified to objectively evaluate the scholarly and professional activities of the candidate as well as the service outside of the Institute. The Office of the Provost will secure three (3) confidential letters of reference. Candidates are asked to provide one extra name in the event an individual is unable to write a letter.

The quality and the independence of the external letters and their writers play an important role in the promotion decision. External letters can play a crucial role in helping those committee members from outside the candidate’s field to assess the quality of work by contextualizing it. In general, both external and internal letters should help clarify the norms of the candidate’s discipline or interdisciplinary specialty.

It is strongly recommended that candidates solicit at least one external letter from a full-time faculty member at another institution who holds the same or preferably higher rank than the candidate. External letters should not be solicited from individuals currently employed by Wentworth Institute of Technology (i.e. adjunct faculty or visiting professors) or persons previously employed at Wentworth whose term at WIT overlapped that of the candidate.

Internal Letters of Reference

The candidate should provide the Office of the Provost the names of three (3) full-time Wentworth faculty (in regular appointment) who are knowledgeable about the candidate’s contributions, achievements, and activities at Wentworth. Internal letters of reference should not be solicited from chairs, adjunct faculty, visiting
professors or staff members. Faculty who are applying for promotion and faculty who are members of the Promotion Committee are not eligible to provide letters of reference during that promotion cycle.

The focus of the letters should be to present evidence of recognized contributions in all three areas (teaching, scholarly work, and service) rather than to offer general support for the candidate. It is strongly recommended that candidates solicit letters from faculty who hold a higher rank than the candidate. A special value is given to letters from faculty from other departments who can attest to the value of a candidate’s work, particularly interdisciplinary and scholarship.

**Section C: Teaching Philosophy Statement:** Prepare a self-reflective narrative on your beliefs about teaching and learning. Provide insight into the intentionality of your teaching beliefs and practices so the committee may visualize who you are as a teacher. This section should include concrete examples (e.g., course topics, approach to assignments, assessment methods, strategies toward improvement, goals for students, assessment of one’s philosophy) to illustrate your commitment to your teaching philosophy.

**Section D. Statement of Scholarly and/or Creative Activity:** Each faculty member shall engage in scholarly and/or creative activities which shall be documented and include peer review and dissemination (Article V, Section B, Agreement).

Prepare a self-reflective narrative about your scholarly and/or creative activity that will allow the Committee to evaluate your engagement in and contribution to the intellectual life of your department, discipline and profession. Please note the committee is interested in samples of scholarly and creative work. That is, candidates are encouraged to be selective with the evidence they wish to submit in this section. It is strongly recommended that you provide descriptive headings to break your statement into clear topic areas.

Scholarly or creative productivity may be accomplished in several ways including but not limited to:

-_publishing in a peer reviewed publication
- creative work: fiction/non-fiction writing, art, architecture, interior design, industrial design, performance, etc.
- study or research in an academic or intellectual activity relevant to the faculty’s program or department or to new courses, labs and studios
- presenting at a conference or seminar
- juried shows of design or artistic work
- consulting in the faculty member’s area of expertise if the results of the work contribute to the advancement of that faculty member’s discipline or profession
- preparing and submitting grant proposals, and awarded grants
- documenting scholarly and/or creative works in progress
- develop, document and present findings on project-based and/or interdisciplinary learning such as EPIC projects.
Section E. Statement of Service: Provide a self-reflective narrative for the Committee to evaluate your involvement in internal and external service activities. Internal service typically includes the University, college, and department level, whereas external service may include the local, state, regional, national, and international level. Service may also include external activities to professional and/or public or community organizations. Candidates should provide an executive summary outlining the importance of their service leadership. It is recommended that you provide descriptive headings to break your statement into clear topic areas.

Section F. Statement of Future Plans: Provide commentary on your long-range (i.e. 5 years, 10 years) plans for teaching, scholarly and/or creative activity, and service, and your role in relation to the future development of your program, department, college and the University.

VOLUME TWO

Section G. Supporting materials for Section C- Teaching

Candidates may include a sample of instructional materials which provide an indication of the range of classes and number of student they teach, the kinds of assignments they give, the manner in which they evaluate students work and assess student learning, the way in which they design and develop courses, and additional activities that they perform to supplement their teaching. Candidates may include representative syllabi, course proposals, sample assignments or exams, etc.

Other supporting material may include leadership in developing new and/or improved curriculum, use of innovative instructional methods, results and discussion of teaching evaluations, use of appropriate assessment methods resulting course improvements.

Section H. Supporting materials for Section D- Scholarly and/or Creative Activity

Materials to document scholarship and creative activity may include refereed work, primary evidence of refereed artistic endeavor, and non-refereed work. The criterion used to distinguish refereed from non-refereed work is that the selection process for refereed work involves peer review of some kind. Refereed work may include, but is not limited to, the following: articles, papers, books, textbooks, anthologies, collections, posters, presentation, abstracts and creative work. Successful curricular or grant applications also may be included. Works “in press” (accepted for publication and in the process of being published), labeled accordingly, should be included. Scholarly citations should follow the MLA style or other acceptable styles related to the candidate’s field of study. All author’s names should be included in the same order they’re shown on the source with the candidate’s name in bold.

While it is not necessary to provide full copies of your publications, some proof that the paper/abstract/manuscript was published or accepted for publication should be attached. This can include the Table of Contents of the Proceedings or Journal showing your name and the name of the paper/abstract, or a Conference’s final schedule showing your name as a presenter, or a letter of acceptance from an editor, or just the book cover, etc. Your personal copy of the manuscript of a paper or book is not a strong proof that it was published or accepted for publication.

Candidates that received an award do not need to provide the entire nomination package as supporting documentation. The award letter, the nomination letter or the advertise on Wentworth’s website would suffice. This suggestion applies to external grants, EPIC, Bistline Grants, Professorships, etc. Significant excerpts from a grant proposal package or the executive summary are preferred as supporting documentation to the entire proposal package.

Section I. Supporting materials for Section E- Service

Candidates are encouraged to provide documentation for internal service for the University, College, and department, and external service at the local, state, regional, national, and at international level. Service may also include external activities to professional and/or public or community organizations. Supporting material may include evidence directly from an organization served such as letters, testimonials, or other documentation demonstrating service contribution.
Frequently Asked Questions

Q - How do I prepare for advancement in rank?
A - Don’t wait until you think you are ready to begin. Documentation for faculty annual evaluation closely resembles the criteria for advancement in rank. It is essential to document effectiveness in teaching, scholarly and/or creative activities and service activities. Start a collection of materials on an annual basis. Refer to Article V - Promotion in Rank in the Agreement for guidance on specific criterion and materials that will assist the Promotion Committee in their evaluation.

Q - If I think I am ready to apply for promotion in rank where do I start?
A - The process starts with your annual evaluation with your Department Chair. At that time, you will discuss the qualifications for rank (Associate Professor or Professor) and whether you are ready to apply. You may choose to proceed with an application even if your department chair does not think that you are ready. You should prepare for this discussion by reading Article V - Promotion in Rank in the Agreement. The process and deadlines are spelled out in the Agreement.

Q - What is the first deadline? How do I notify the Promotion Committee that I want to be considered?
A - The deadline to make your written request to your Department Chair is September 16. By October 1st your department chair will notify you, along with the Office of the Provost, whether he/she believes you are ready for promotion. If your Department Chair does not believe that you are ready, you may still proceed. However, it is your responsibility to notify the Office of the Provost that you still want to be considered for promotion.

Q - How do I handle letters of reference?
A - You will be asked to send names and contact information for references to the Office of the Provost no later than October 15th. The Provost’s Office solicits your reference letters, although you should have corresponded with the individuals you want to write a letter on your behalf. Follow the instructions on the Application, providing all information requested. Please be reminded that internal reference letters must be written by full-time faculty and not staff, alumni, or a Chairperson outside of your department.

Q - Who should I get to write my external recommenders and how do they differ from internal recommenders?
A - The intent of external evaluations is to have a perspective on the impact and reach of your scholarship or creative activity and external service that are beyond the walls of Wentworth. External recommenders should not be people who know you from Wentworth. External recommenders should be chosen carefully as voices that can reflect on the significance of your presence outside the school. While they may comment on other areas of your submission, scholarship and external service should be the principal focus of their input.
Internal reviewers will be better prepared to comment directly on your teaching and internal service activities and may also speak to your scholarship/creative activity. They must be active faculty members with equal or higher rank to yours (no lower ranked or adjunct faculty are allowed). Higher ranked professors will benefit your submission since they have knowledge of the demands of the position you are applying for when they comment on your qualifications. We encourage you to have at least one internal recommendation from another department.

Q - How much material should I include as examples or exhibits? How much documentation should be submitted to support the criteria for advancement?
A - With respect to all documents submitted with the application, the committee would prefer a representative sampling and not an exhaustive quantity of supporting materials. For example, you should not include every student input form for all classes for every semester that you have been at Wentworth or every syllabus from all semesters. Each example or exhibit should be referenced in the text and clearly labeled if not self-explanatory. The committee should be able to quickly find examples referenced in your application. It is essential that you carefully synthesize information and provide the most instructive content to portray your credentials, rather than excessive numbers of correspondences or documents. Thoughtfully curated content will help focus the committee’s attention on what is most important in your broad array of work.

Q - Should I include information and examples from the beginning of my career at Wentworth?
A - Candidates should focus on activities since their last promotion, i.e., date of hire for candidates seeking the rank of Associate Professor and since appointment to Associate Professor for candidates seeking the rank of Professor.

Q - What criteria will the Promotion Committee use to evaluate my contributions?
A - The committee will use the criteria outlined in the Agreement and as outlined in the Application for Promotion in Rank. In addition, they will use their judgment as professors at Wentworth and professionals in their academic areas. Your application should focus on analysis of your activities and how they improve academic quality and the learning environment at Wentworth. Read Article V of the Agreement for the complete text explaining criteria for evaluation.

Q - How should I present my application?
A - The application outlines the acceptable format. In brief, you will submit an electronic file (Volume I and II) of your material. See the Application Form for complete details. The Office of the Provost will insert copies of your confidential reference letters in the appropriate section of your digital binder.

Q - Where do I find the Agreement and Application?
A - The Agreement between Wentworth Institute of Technology and the Wentworth Faculty Federation, Local 2403 (Contract) is located on LConnect under Employee Resources-Human Resources.

The Application(s) is located on LConnect under Academic Resources-Promotion Committee-Forms.
Tips and Suggestions around Promotion

• Candidates should carefully follow the Application for Change in Academic Rank form and provide all required sections.

• Candidates should use headings and subheadings to help the promotion committee navigate the material. Each volume should have a table of contents and the candidate’s CV should use headings and subheadings to clarify, for example, refereed vs non-refereed publications and presentations.

• Candidates should provide samples of their productivity. For example, it is unnecessary to provide documentation for every one of your presentations, publications, and course syllabi. Provide samples of your work and reflect on your capabilities and successes.

• Communicate with colleagues who you want to serve as a reference for you before providing their contact information to the Office of the Provost. Have they agreed to write a positive reference letter on your behalf before the Provost’s deadline of December 15th?

• Letters of recommendation should be submitted on letterhead, should clearly show the name and the position of the referee, should be signed and must show a current date.

• Candidates applying for promotion should not provide letters of recommendation to other candidates applying for the same rank.

• At least one external letter of recommendation should be from an associate or full professor (higher rank is preferred).

• The faculty scholarly citations should follow the MLA style or other acceptable styles related to the candidate’s field of study. All authors names should be included in the same order they’re shown on the source with the candidate’s name in bold.

• Volume I should be used exclusively for narrating and explaining your achievements in all 4 areas. All significant samples of your scholarly or creative work should be attached in Volume II as supporting documentation for the narrative.

  o For the Service Narrative, providing a list of committees you were involved with is not considered a narrative. It’s advisable to show the list as part of your CV only. By reading the narrative the committee is expecting to learn about your main contributions and achievements in this area (inside and outside Wentworth).
For the Teaching Narrative, providing a list of courses that you are teaching is not considered a narrative. It’s advisable to discuss examples to support your teaching philosophy.

- Study or research in an academic or intellectual activity relevant to the faculty's program or department or to new courses, labs and studios is considered scholarly work if it resulted in work which was published and/or disseminated (such as a paper, a thesis, a Syllabus, a report, etc.).

- Taking classes to pursue a degree or certificate is considered faculty development.
LIT Support and Resources

Support and Resources for Faculty Promotion Process
Learning Innovation & Technology

- All resources to guide faculty in creating a digital promotions binder can be found in the Academic Promotion Committee SharePoint Site. Please open a TechSpot Ticket (techspot@wit.edu) for access.

- The Learning Innovation & Technology team can help support you through the process. LIT is located in Beatty 318 next to TechSpot. For individual consultation and support, contact an instructional designer, see the department alignment table below:
  - Ron Frattura: fratturar@wit.edu, 617-989-4396
  - Don Tracia: traciad@wit.edu, 617-989-4765

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<tr>
<th>College</th>
<th>Department</th>
<th>LIT Alignment</th>
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<td>Arts and Sciences</td>
<td>Applied Math</td>
<td>Ron Frattura</td>
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<td>Business &amp; Facilities Management</td>
<td>Don Tracia</td>
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<td>Sciences</td>
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<td>Architecture, Design, and</td>
<td>Architecture</td>
<td>Don Tracia</td>
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<td>Construction Management</td>
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<td>Mechanical Engineering</td>
<td>Ron Frattura</td>
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Process to Create Digital Binder

1. Create a file structure that mirrors the sections of the promotion binder on your computer to collect your materials

2. Download Adobe Acrobat Professional software (tip sheet for PC, Mac)

3. Access Promotion Site in Office 365 from the Provost Office invitation email you receive

4. Download Faculty Promotion Template (instruction to create electronic binder pdf from template video)

5. Add content from your computer to your faculty promotion pdf file (instruction to create electronic binder pdf from template video)

6. Upload your complete electronic binder to the promotion website (upload electronic binder to the promotion website video)