

## Guidelines for Non-Tenure Track Promotions (2019)

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.

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 dossier containing a statement of the candidate's teaching goals, CV, and supporting materials as necessary to demonstrate excellence in teaching and service.

A complete promotion dossier should include the following:

1. The candidate's CV
2. A brief report on departmental procedures followed in the review of the candidate, the department's evaluation of the candidate's teaching and service, a description of the candidate's contribution to the distinctive mission of the University, the department's recommendation regarding promotion, and the department's own recommendations regarding promotion;
3. No external letters are required, but the department 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 and statement by the candidate of the candidate's service contributions
5. Evaluation of the candidate's teaching based on class visits by departmental colleagues and,

