

**GUIDELINES FOR THE APPOINTMENT TO AND PROMOTION OF
PROFESSORS OF PRACTICE (INSTRUCTION)**

**COLLEGE OF AGRICULTURE, LIFE AND ENVIRONMENTAL SCIENCES (CALES)
UNIVERSITY OF ARIZONA**

The title *Professor of Practice* describes a career-track faculty (non-tenure) instructional faculty member who has established himself or herself by expertise, achievements, and reputation over as sustained period of time to be a distinguished professional in an area of practice or academic discipline in CALES. The primary responsibilities of this position are in the broad area of instruction including the teaching of undergraduate and/or graduate courses, advising, assessment, teacher training, mentoring, funding acquisition, and service as appropriate to the promotion of the scholarship of teaching and the educational mission of the academic unit. Professors of Practice are appointed within a CALES academic unit, have all the college privileges and responsibilities of faculty members in the unit, and are evaluated annually and for promotion in a similar manner as other faculty members in the unit.¹ Professors of Practice may be appointed for a period of more than one academic or fiscal year, but not more than three academic or fiscal years, as set forth in Arizona Board of Regents (ABOR) Policy 6-201(C). Such appointments may be renewed for subsequent periods. Professor of Practice faculty members are appointed at 0.5 full-time equivalent (FTE) or higher and are eligible for all benefits available to similarly appointed employees at the University. Professor of Practice faculty shall have all the rights, remedies, obligations, and duties of other career-track faculty (non-tenure) members, except as specifically limited by either ABOR policy or the *University Handbook for Appointed Personnel*.

Initial Appointment

The initial appointment of Professors of Practice, whether at the rank of Assistant, Associate, or Full, is made by the unit head and dean. New Professors of Practice are typically appointed for one year. Renewal of such appointments is at the discretion of the unit head and dean, as discussed below. Renewal of the appointment will be based upon the availability of funds and upon annual performance reviews by the unit head in consultation with the dean. Professor of Practice faculty must demonstrate a high level of success in the scholarship of teaching, broadly defined. Specific qualifications and potential kinds of evidence for Professor of Practice faculty within each rank follow.

Appointment/Promotion to Assistant Professor of Practice

Appointment at, or promotion to, the level of Assistant Professor of Practice is based chiefly on promise as an educator and on the unit's desire to support colleagues who contribute substantially to the educational goals of the unit. Appointment at this rank requires a graduate degree in the field of instruction, or commensurate field or industry experience and expertise. Appointment at this rank typically requires two or more years of teaching experience within the discipline. The individual must provide documentation of teaching accomplishments, active participation in academic affairs (e.g. advising, administration), and demonstrate an appropriate degree of disciplinary scholarship or scholarship in the areas of teaching and learning within his or her discipline.

¹ Shared governance representation and voting rights in the University are governed by bylaws that are separate from the employment policies of the University. Employees concerned about shared governance should consult the bylaws of the Faculty Senate and Appointed Professionals Advisory Council to determine their representation.

Contract Length: Assistant Professors of Practice will receive an appointment for up to a three-year term, with renewal based on review of performance. An appointment may be renewed an indefinite number of times subject to satisfactory annual performance evaluations.

Assistant Professors of Practice will:

- Consistently deliver courses with (1) rigorous and engaging pedagogical approaches, (2) observable and measureable student learning outcomes appropriate to their unit, and (3) demonstrable quality in the classroom, defined by (for example) teaching evaluations at or above scores of comparison group means, positive peer-review, and/or other measures;
- Develop, investigate, and lead the implementation of new methodologies, instructional technologies and innovative teaching strategies that promote a learner-centered instructional environment;
- Provide support within the unit to faculty and instructors wishing to implement these instructional approaches in their classes;
- Serve as voting members of the faculty in their units and serve on unit committees, including curriculum committees;
- Improve the unit's assessment of teaching and learning at all levels through scholarship, leadership of curricular innovations, and the development of shared resources;
- Participate in other roles as needed by their unit to enhance student learning, including student advising, student recruiting, supervising GTAs/Preceptors, and leadership in fostering student engagement in outreach, internships, and research.

In addition, Assistant Professors of Practice may:

- Provide professional development opportunities for faculty, post-doctoral, graduate and undergraduate students within the unit and across the University or discipline;
- Participate in funded programs that extend the unit's, University's and discipline's knowledge or capabilities regarding the teaching and learning in their content areas;
- Advise student research and serve as members of Ph.D., M.S., or undergraduate research committees, as permitted by the Graduate College;
- Serve as PIs or co-PIs for externally funded programs that extend the unit's, University's and discipline's knowledge or capabilities in their content area or regarding teaching and learning in their discipline.

Appointment/Promotion to Associate Professor of Practice

In addition to the requirements and responsibilities for appointment as Assistant Professor of Practice, appointment at, or promotion to, the level of Associate Professor of Practice typically requires evidence of an established and productive career and is possible only after a minimum of three years of service as an Assistant Professor of Practice or comparable instructional experience. These individuals should be recognized at the University, regional, or national level for their educational accomplishments, as documented in the CV, and by internal and/or external letters. In addition, individuals at this level should have clear documentation of service and scholarship at a more advanced level than that required for Assistant Professors of Practice. Examples of broad scholarship include publications in their discipline, participation in the development of courses or instructional materials that are broadly adopted or especially innovative, participation in faculty development activities, leadership in academic affairs and participation in regional or national meetings of professional and teaching societies or associations. Funding for external, professional engagement activities will be the result of some combination of unit funds and grant support.

Contract Length: Associate Professors of Practice will receive an appointment for up to a three-year term, subject to approval by the Provost, with renewal based on review of performance.

Associate Professors of Practice will:

- Participate in programs that extend the unit's, University's and discipline's knowledge or capabilities in their content area or regarding teaching and learning in their discipline;
- Actively involve themselves in the educational community of their disciplines, which may include presenting at meetings, participating in national committees, publishing research, or engaging in professional development workshops;
- Develop and lead professional development opportunities for faculty, post-doctoral, graduate or undergraduate students within the unit, University or discipline.

Appointment/Promotion to Full Professor of Practice

In addition to the requirements and responsibilities for appointment as Associate Professor of Practice, appointment at, or promotion to, Full Professor of Practice should signify that individuals are established figures in their field, and recognized nationally and/or internationally for their educational accomplishments and contributions as documented by their CV, promotion dossier, and internal and external letters. Such individuals also should have earned a doctorate or equivalent terminal degree in their discipline or related area. Individuals should, furthermore, show evidence of significant contributions to the strength, reputation, educational mission, and leadership of the unit, College or University. Promotion to Full Professor of Practice may occur at any time, but normally Associate Professors of Practice will be reviewed for promotion after four years of experience in rank. During the fourth year, the unit head must inform the Associate Professor of Practice that he or she has the right to be reviewed for promotion to Full Professor of Practice. A review will be conducted in the fifth year unless the faculty member declines in writing. If declined in writing, the Associate Professor of Practice will be retained in rank for the duration of his/her existing contract, and the contract may be renewed based on performance as standard for the rank.

Contract Length: Full Professors of Practice will receive an appointment for up to a three-year term, subject to approval by the Provost, with renewal based on review of performance.

Full Professors of Practice will:

- Demonstrate leadership within their units regarding the development and implementation of innovative teaching and learning strategies;
- Serve as mentors to others in the unit, College, or the University in matters concerning the promotion, development, and implementation of teaching excellence;
- Have established themselves as leaders in the educational community of their discipline by presenting at meetings, participating in and leading national committees, publishing peer-reviewed research, or leading professional development workshops.

Promotion Procedures for Professor of Practice Track

CALES uses a similar process for career-track faculty (non-tenure) as for those with similar titles who are tenure track (e.g. research professors). The process should be equitable for both tenure track and career-track faculty (non-tenure) individuals in similar positions. For year-to-year faculty there should be very clear distributions of effort and responsibilities, including service. There must be criteria and measures for activities that are part of the job description and a process for evaluation just as there are for tenure-track faculty.

Candidate dossiers should be prepared following the same Provost instructions and templates as for tenure track faculty with similar titles. The cover page should be clearly marked "For promotion only" and "non-tenure eligible." It should include a clear position description and appropriate criteria and guidelines for promotion to each level in the position (i.e. Assistant, Associate, Full). The relevant guidelines as defined by

the Unit should be included in the dossier together with an abstract of the CALES guidelines, with the CALES guidelines intended to set a general standard that can be customized by discipline or focus area. The evaluation of the dossier for a Professor of Practice should follow the normal promotion and tenure process within the unit, with the addition of two Professors of Practice from other units within CALES as special members of the Unit's P&T committee. These additional Professors of Practice must hold a rank equal or superior to the rank for which the candidate is being considered. The unit's promotion committee will consider the candidate's dossier, teaching evaluations, and internal and external letters of evaluation. The promotion committee will vote and provide a formal recommendation to the candidate's unit head. The unit head, the CALES P&T Committee, and the Dean then will review the dossier. The candidate's dossier will be submitted to the Provost's Office for a final decision regarding promotion.