

Touro University Committee on Faculty Promotions

Guidelines for Preparing Your Promotions Application & Portfolio

Please CAREFULLY read the Touro University Faculty Rank and Promotions Policy prior to preparing your portfolio. The Policy can be found on the TouroOne portal. Click on the Employee tab and scroll down. The faculty resources are listed in the left column.

For questions, further information, or to request a folder in Box, contact the Committee Chair, Dr. Meira Orentlicher, promotions@touro.edu.

• *Do you meet the basic requirements for the rank?*

- Instructor

An instructor normally holds a minimum of a Master's degree or equivalent, and is expected to demonstrate effectiveness in teaching, student advisement, and departmental service.

- Assistant Professor

An assistant professor normally holds a doctoral, first professional, terminal degree or professional equivalent; exhibits commitment to teaching and student enrichment; engages in scholarly activity or professional work of high caliber; and provides service to the institution at least at the departmental level.

- Associate Professor

An associate professor meets the degree requirements for appointment as an assistant professor, and additionally has a minimum of five (5) years of full-time teaching*; evidence of sustained, noteworthy teaching effectiveness; and evidence of noteworthy research, scholarship, creative or professional activities and service.

- Professor

A professor meets the degree requirements for appointment to an associate professor, has a minimum of five (5) years at the Associate Professor rank*, and in addition, has a distinguished record of accomplishments and recognition in his or her field. **This is a rank of distinction** earned by achievements in scholarship/research and innovative instruction.

* Credit toward rank may be requested by an applicant, within 3 years of initial appointment, for prior teaching and service at another academic institution.

- **Is your portfolio complete?**

Each portfolio must include:

- Cover letter explaining how you meet the criteria for promotion and special considerations as appropriate.
- Recent promotion application filled out and signed* as required.
- Signed* permission to release your course evaluations for committee review (included in the application).
- CV
- Letters of reference:
 - Promotion to Associate Professor: Three letters of reference, two of them from sources outside Touro University. One of the external references should be solicited by or approved by the committee chair.
 - Promotion to Professor: Three letters of reference from sources outside Touro University. One of the external references should be solicited by or approved by the committee chair.
- Evidence as outlined in the document below.

* Original or authorized digital (e.g., DocuSign) signatures are required.

Strongly recommended:

- Letter of support from Dean, Chair, and/or Director

- **Does your portfolio meet the criteria for promotion?**

The Touro University Committee on Faculty Promotions reviews each candidate's increasing levels of achievement in teaching, scholarship, and service, both qualitatively and quantitatively.

To guide its review, the Committee uses the Promotions Checklist. The Committee expects **significant achievements** as per the rankings above, when recommending promotion from one rank to the next.

The Committee retains the flexibility in determining the weighted contribution of the criteria and the progressive development in each of the three areas – Teaching, Scholarship/Research, and Service.

○ **Teaching**

The portfolio demonstrates the following criteria from the Promotions Checklist:

TEACHING
Participates in the department's teaching program; teaches competently, effectively, and with commitment; relates well to students and other members of the faculty (documented by student evaluations and peer observations).
Is a superior instructor, substantial teaching responsibility, assumes significant responsibility for course planning and administration; teaching that is recognized by the faculty member's professional peers on departmental and university level.
Uses innovative and creative teaching methods that are effective, as measured by student and/or colleague evaluations and/or by results of appropriate standardized tests (where applicable).
Develops and implements new teaching strategies and techniques that promote the goals of general education (e.g., independent and critical thought, written and oral communication).
Has achieved a national and/or international reputation as a master teacher in his/her chosen field of study.
Provides service as a personal mentor/advisor to students or alumni in achieving educational or career goals (i.e., facilitating internship and/or job placement).

Evidence:

- Course evaluations
- Peer observations and reviews of classroom teaching
- Student comments
- Teaching awards (#, type)
- Examples of innovative teaching tools, methods, materials, modules

○ **Scholarship**

The portfolio demonstrates the following criteria from the Promotions Checklist:

SCHOLARSHIP/RESEARCH
Participates in scholarship/research that makes contributions to his or her chosen field of study, and presents at conferences, professional meetings, or to professional organizations.
Makes significant contributions to his or her chosen field of scholarship/research, as demonstrated by published work in a peer-reviewed journal, or by publishing a scholarly book.
Develops innovative tools, methods, or other resources that have benefited

or advanced his or her area of scholarship.
Directs independent, productive scholarship/research; addresses major and significant problems and topics of chosen field; has a solid record of first and senior author publications in peer-reviewed journals covering his or her discipline or has developed resources valuable to one's field and that have been adopted for use regionally or nationally; attracts students.
Evidence of respect by independent experts (e.g., letters of recommendation, invited lectures, reviewed articles, authorship of textbooks, etc.), competitively awarded grant support, and citation in published work.
Achieves wide national and/or international reputation for contributions or comparable distinction as a scholar; recognized as having had a major influence on his/her field.
Serves as principal investigator for an externally funded grant to Touro University.

Consider Boyer's (1990) four categories of scholarship:

1. *Scholarship of Discovery* - what most of us think of as original research or creative contributions, advances knowledge within specific subject areas.
2. *Scholarship of Integration* - evaluation, synthesis, analysis, and/or interpretation of research produced by others, often interdisciplinary.
3. *Scholarship of Application* - translating research so that it may be used by those who may be impacted by its findings, applying expertise to better understand or improve societal processes or problems.
4. *Scholarship of Teaching* - exploration of the dissemination of knowledge so as to advance the efficacy of transmittal of information and learning that may transpire.

Evidence:

- PDF copies of published manuscripts, books, book chapters including documentation of the following:
 - Number of publications
 - Quality (e.g., citations)
 - Peer reviewed
 - Primary, senior authorship
 - Journal impact factors
- Presentations at academic conferences including documentation of the following:
 - Conference program or proceedings
 - Presentation forum (e.g., podium, plenary, poster)
- Funding success including documentation of the following:
 - Grant awards: number and size
 - Scope (e.g., multi-institution)

- Continuity
 - Competitiveness
 - Leadership (PI or Co-PI)
- Membership in peer-review bodies (editorial boards, grant or conference review panels)
- National/international reputation
- Patents
- **Service**

The portfolio demonstrates the following criteria from the Promotions Checklist:

PROFESSIONAL/COMMUNITY SERVICE
Performs administrative and governance duties (e.g., service on Touro University committees); interacts in a positive way with faculty and students.
Participates on committees related to institutional and departmental assessment plans and periodic program reviews.
Exercises a leadership role in the development of a new degree program or revises an existing program in such a way as to enhance the university's image and attract students.
Demonstrates a visible role in community service and participates in student mentoring and/or recruitment.
Takes a leadership role in a professional organization of the faculty member's peers on the state, regional, or national level.
Appears in the media as an expert representing Touro University or participates in other public forums as a representative of Touro University.
Shows substantial evidence of leadership within/or outside the institution. This may be significant professional service on editorial boards, in city or state appointments, and in professional societies.

Evidence:

- Documentation of service such as award letters/certificates