**Criteria for Promotion, Appointment, Evaluation, and Reappointment of Appointment Stream Faculty**

**Teaching Assistant Professor Promotion Rank Criteria**

**Teaching Assistant Professors typically have a terminal degree in the discipline (or closely related discipline), with the exception of Teaching Professors who may have years in service of the area instead of a terminal degree. Teaching Assistant Professors will generally have some curricular duties as part of their role.**

**Teaching Assistant Professor (previously Lecturer I):** A full-time faculty appointment outside the tenure stream whose primary responsibility is teaching, that may also include activities such as student advising, supervision of graduate student teachers, program administration, and technical or artistic support. Initial appointment is for one year,and may be renewed for up to two additional years. In the third year, a Teaching Assistant Professor who has demonstrated consistent excellence may be recommended for subsequent renewals of up to three years. After completing the fifth year, a Teaching Assistant Professor may be considered for promotion to Teaching Associate Professor. Previous teaching experience (full-time) in the same subject or other relevant experience may, at the discretion of the department and the Dean, be taken into account to allow early promotion. Evaluation and recommendation for contract renewals will be by a vote of the tenured and tenure stream faculty, and faculty at the ranks of Teaching Associate Professor and Teaching Professor.

**Teaching Associate Professor (previously Lecturer II)**: Recommendation for promotion to Teaching Associate Professor will be by a vote of the tenured and tenure stream faculty, and faculty at the ranks of Teaching Associate Professor and Teaching Professor. A full-time faculty appointment outside the tenure stream whose duties are the same as those of Teaching Assistant Professor, who has demonstrated consistent excellence as a teacher and/or in other assigned duties. Appointments are normally for three years and are renewable. After completing the fifth year as a Teaching Associate Professor, they may be considered for promotion to Teaching Professor.  Previous teaching experience (full-time) in the same subject or other relevant experience may, at the discretion of the department and the Dean, be taken into account to allow early promotion. Evaluation and recommendation for contract renewals will be by a vote of tenured and tenure stream faculty, and faculty at the rank of Teaching Professor.

*Amended September 7, 2023*

**General Guidelines for Promotion to the Rank of Teaching Associate Professor**

1. The criteria for promotion from the rank of Teaching Assistant Professor to the rank of Teaching Associate Professor are as follows:

1. A full-time faculty appointment outside the tenure stream whose duties are the same as those of Teaching Assistant Professor, but who has demonstrated consistent excellence as a teacher, and, if appropriate, as an advisor, or in other assigned service to a department or program. Appointments are for three years and are renewable.

2. Review for possible promotion begins at the department level. The Faculty member and the Chair of the department should consult the “[Criteria for Appointment, Evaluation, and Reappointment of Appointment Stream (AS) Faculty.”](https://www.as.pitt.edu/faculty/governance/criteria-promotion-appointment-evaluation-and-reappointment-appointment-stream)

3. A department/program review committee may be charged with assembling a promotion dossier, or a unit may function as a committee of the whole.

4. Recommendation for promotion to Teaching Associate Professor may be made by a vote of tenured and tenure stream faculty, and AS faculty at the rank of Teaching Associate Professor and Teaching Professor.

5. The Chair should submit a recommendation to the Associate Dean for Faculty Affairs on behalf of the department or program, with an appropriate supporting dossier.

**Checklist for dossier for promotion to Teaching Associate Professor**

1. \_\_\_\_Cover Letter from the Departmental Chair or Program Director to Associate Dean for Faculty Affairs, which includes: the promotion process; internal committee recommendation and vote (if applicable); faculty recommendation and vote; and chair recommendation.

2. \_\_\_\_Candidate’s Current Curriculum Vitae (date stamped).

3. \_\_\_\_ Candidate's Personal Statement with respect to their demonstrated excellence regarding the criteria for promotion delineated above. May also include a statement of activities related to community engagement as well as diversity, equity, inclusion, and accessibility within the areas of teaching or service.

4. \_\_\_\_Course Enrollment Sheets (requested from the data team: [Request Form - Arts & Sciences/CGS Data](https://services.pitt.edu/TDClient/33/Portal/Requests/TicketRequests/NewForm?ID=243&RequestorType=Service)).

5. \_\_\_\_Department/program Committee Report (if reviewed prior to discussion by full faculty).

6. \_\_\_\_Copies of annual letters of evaluation by Dept. Chair/Program Director since most recent reappointment and most recent letter of reappointment.

7.\_\_\_\_ Teaching/Course Materials.

a. \_\_\_\_ OMETs for all courses including summary pages since most recent reappointment.

b. \_\_\_\_ Peer evaluation of teaching (a minimum of three peer letters are required; 4-5 are recommended). Letters should be signed and dated.

c. \_\_\_\_ Candidate’s response to peer evaluation of teaching and/or OMETs (may be in personal statement).

d. \_\_\_\_ Selected course materials (syllabi for new courses; assignments, student work, etc.).

8. \_\_\_\_Ballots/Signature Sheet (use keycoded tabulation without faculty names because candidate is allowed access to personnel files).

9. \_\_\_\_ Draft offer letter

December 5, 2024