Assistant, Associate, and Teaching Professor – UW College of Engineering
Draft Guidelines, Updated January 2020

I. Justification

By authorizing use of the titles Assistant, Associate and Full Teaching Professor, the College of Engineering aims to recruit and successfully retain outstanding instructors, who will contribute to our educational mission. Many of our peer institutions such as Cornell, University of California Berkeley, and University of Illinois Urbana–Champaign have teaching professor titles within their Engineering units. This title series provides opportunities to recruit full time instructors who currently hold similar titles into the College of Engineering and strengthen our instruction to our students.

II. Campus Policy

- Attached.

III. Description of the Position

The Teaching Professor series is non-tenure track appointment that will enable and recognize a concentrated excellence in instruction. The title of Teaching Professor should be granted to instructional staff whose contributions can be characterized by excellence, distinction and innovation in the instructional enterprise. These qualities can be assessed by a range of relevant contributions, including but not limited to a strong record of teaching, classroom innovation, student interactions, accomplishments in the scholarship of teaching and learning, independently creating and designing a range of courses in the field of expertise, assessing student performance, providing formal or informal advising on students’ academic and career directions, supervising student employees delivering instruction, and collaborating with faculty and staff in the development of teaching strategies. Those granted this title will show a demonstrated record accomplishment related to the teaching and learning functions listed above.

The title of Teaching Professor may not be used for positions whose responsibilities substantially replicate those of tenure-track faculty. Accordingly, such individuals normally are not permitted to conduct research. In the event that the ability to participate in research activities is requested by the appointing Department or Unit, the research performed must be consistent with the individual’s expertise and must be approved by the Dean as well as the campus guidelines for Dual Role.

At the time of appointment or promotion the Teaching Professor’s area of expertise must be one that is deemed to enhance the instructional mission of the College of Engineering. In this way, we anticipate the Teaching Professor as adding to, or extending the instructional profile of the unit. External visibility and impact in the field of the appointment is expected for promotion.

IV. Appointment Details

All Teaching Professor appointments are non-tenure track and it is expected that there will not be any movement from teaching professor to tenure track appointments, aside from exceptional circumstances as approved by the Dean. New Teaching Professor appointments will proceed through open recruitment searches as well as internal appointments. The initial rank of candidates is dependent upon their experience and is determined by the Department or Unit with the Dean’s approval.

Appointments: All Teaching Professor appointments are made with the approval of the Department or Unit Executive Committee (or equivalent) and the Dean. The Dean will convene a Review Committee
typically made up of two faculty members and two academic staff members to review new appointments and promotional requests.

**Credentials:** Teaching professors will be expected to have a relevant Ph.D. (or equivalent), expertise in the relevant discipline, and pedagogical expertise in that discipline. In exceptional circumstances, the Dean may permit exceptions to these expectations, considering particular departmental and disciplinary needs and practices.

A. Assistant Teaching Professors must have an earned PhD or other equivalent terminal degree in their field and should demonstrate the criteria that follow:

1. An impressive emerging record of teaching, and evidence of successful management and completion of prior teaching-related activities.
2. Strong potential for development as an outstanding teacher through a demonstrated interest in the scholarship of teaching and learning and in pedagogy.
3. Experience in assessing student performance and supporting student success
4. Emerging evidence of the ability to supervise students delivering instruction, where this supervisory experience is appropriate.
5. A willingness to support the overall instructional mission of the respective unit.

B. Associate Teaching Professors and Teaching Professors must have an earned PhD or other equivalent terminal degree in their field and should demonstrate the criteria that follow:

1. An impressive, sustained record of outstanding teaching.
2. Demonstrated experience in successful supervision of student employees, when relevant, and supporting student success
3. Demonstrated experience in creating courses, when new course creation has been part of the assigned responsibilities
4. Demonstrated interest in the scholarship of teaching and learning and in pedagogy.
5. Significant and contributions to the overall curricular mission of the unit

A dossier-based review must be conducted for initial appointment by the Department or Unit and the Dean. The dossier-based review may be conducted during the first year, with continued appointment contingent on successful review. The dossier shall include at least three confidential letters from scholars or professional specialists of appropriate rank and that are objective evaluators, and a report of the faculty vote. The Dean makes the ultimate decision about appointment.

**Evaluation Criteria:** For each Teaching Professor appointment, there must be a specific job description and evaluation criteria established for the position. This document will be used in selecting the candidate for the position, as well as in ongoing evaluations of the teaching professor once they have arrived, including annual evaluations for the salary improvement program.

**Promotion:** Promotion from Assistant Teaching Professor to Associate Teaching Professor and from Associate Teaching Professor to Teaching Professor is based on the quality of achievement, productivity, national and/or international stature in the field, leadership in instructional methods, effectiveness with colleagues and with participants in the classroom, and service to the field. Promotion is merit based and is not automatic after any particular number of years holding the title. A
formal dossier review is required for promotion. Documentation of significant contributions to the candidate's field is a primary consideration in the promotion process at this and all major universities. We are living in an era of great expectations of our students and their parents; potential employers of our graduates; and the taxpayers. All scholars, including undergraduate and graduate students, benefit from exceptional teaching and mentoring by our senior faculty. Therefore, a promotion recommendation for Professor should provide ample evidence that the candidate has a demonstrated teaching ability and commitment to effective student learning.

Effective teaching requires not only mastery of the subject, but also the ability and willingness to communicate this knowledge to students through appropriate organization of the course material; the ability to stimulate professional interest in the subject; the ability to motivate the theoretical material by providing its practical engineering applications; and a basic understanding of how humans learn. Documentation of the faculty member's level of excellence should show a strong commitment to education excellence and a desire to strive for continuous improvement.

Evidence of outstanding education in our college takes on many forms over and above performance in the formal classroom environment. Evidence of sound advising and mentoring of students and staff, supervision of student activities, the timely and thorough guidance of thesis research, new course development, publication of educational developments in journals, commitment to teaching clinics, publication of textbooks, evidence of national recognition as an educator, as well as other types of contribution should be given strong weight in the evaluation process.

Teaching Professors at the Assistant or Associate levels may be nominated for promotion with consultation with the mentoring/oversight committee and approval of the Department or Unit Executive Committee. The College of Engineering will consider promotions to the level of Associate Teaching Professor and Teaching Professor with approval by the Dean.

A. See above criteria for Associate Teaching Professor and Teaching Professor. Criteria must be met to consider a recommendation for promotion to the next level.

B. The Department or Unit Executive Committee (where applicable) and then the review committee established by College of Engineering will evaluate each case.

C. The College of Engineering review committee will make a recommendation to the Dean.

D. Teaching Assistant Professors may remain at their current rank throughout their career at UW-Madison. There is no automatic progression requirement for promotion.

V. College Review Committee Process

Based on the candidate’s dossier and the external letters, the Department or Unit will provide a letter of evaluation addressed to the Dean. This letter should provide an analysis of the candidate’s experience and performance using the relevant criteria related to their position, a summary of the letters, and a recommendation for or against promotion. If the promotion also includes a change in or additional professional responsibilities, the change should be described. This letter will be added to the candidate materials and external letters.

The Dean will convene a committee made up of two tenured faculty members and two academic professionals at or above the rank being considered. Based on the results of an official vote, the committee will send its recommendation to the Dean describing the rationale of the vote either for or against promotion.

The Committee Chair will write a letter to the Dean summarizing the main strengths and/or weaknesses of the case and whether they recommend promotion or not. The Committee Chair will forward their recommendation with the completed package to the Dean for final review. The final outcome of the
decision is communicated in writing by the Dean of the College to the Department or Unit at the end of the review process.

VI. Impact Statement

As already noted, the primary purpose of the Teaching Professor title is to be able to recruit and retain the best possible non-tenure-track faculty and to maximize their contributions to the college. The Teaching Professor title is not expected to reduce the number of tenure-track or other non-tenure-track faculty in the College of Engineering because those lines are closely tied to the college teaching load, and teaching professors do not play regular or ongoing roles in research. The use of the title is expected to strengthen the college and ultimately to contribute positively towards our instructional mission.