

**Professional Track Faculty:  
Criteria for Faculty Ranks; Procedures for Appointments,  
Reappointments, and Promotions; Professional Development;  
and Inclusion within the University Community**

*UNC Greensboro, Approved by the Provost June 14, 2022  
(policy administrator contact: Office of the Provost 336.334.5494)*

1. Unit Responsibility for Criteria and Procedures
  - a. Academic units (schools, colleges, and the University Libraries) that include benefits-eligible (.75 FTE or greater) Professional Track Faculty (PTF) shall define criteria for each PTF rank (general job qualifications, workload assignments, and performance expectations) as well as procedures for initial appointment, reappointment, and promotion to these PTF ranks. Suggested elements of the PTF promotion application/dossier are described in section 3 of this document; required aspects of the PTF promotion procedures are presented in section 4.
  - b. Academic departments, programs, and schools within an academic unit shall adhere to these unit criteria and procedures, but they may also add requirements, customize language for their unique area of study, or make similar adjustments, as long as these department, program, and school level adjustments are not in conflict with the unit criteria and procedures. Unit and departmental/program/school criteria and procedures must be approved by the unit Dean and Provost.
  - c. Unit criteria and procedures shall be included in the unit's Instrument of Governance or another readily accessible document that is maintained on the unit's website. Departmental/program/school criteria and procedures shall be included in the departmental/program/school Instrument of Governance or another readily accessible document that is maintained on the department/program/school website.
  - d. Unit level documents shall be reviewed every five years by the academic unit and revised, as necessary.
  - e. Department/program/school documents must be revised immediately if any change to a corresponding unit document creates conflicts or otherwise puts the department/program/school out of compliance with unit requirements.
  
2. PTF Professional Progression and Career Trajectory
  - a. The specified criteria for the various faculty ranks and the procedures for appointment, reappointment, and promotion, as described in section 1, shall establish a career trajectory path (career ladder system) for eligible Professional Track Faculty. Performance expectations for successful progression from one rank to another shall be identified with respect to teaching, service, scholarship/creative activity, and/or directed professional activity.

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- b. Unlike the procedures applicable to Tenure Track Faculty, there is no mandatory promotional review year for Professional Track Faculty. After a minimum of five years following initial appointment at PTF Assistant-level rank (e.g., Clinical Assistant Professor, Academic Professional Assistant Professor, etc.) or the rank of Lecturer, PTF members may, but are not required to, request to be considered for promotion to a PTF Associate-level rank (e.g., Clinical Associate Professor, Academic Professional Associate Professor, etc.) or the rank of Senior Lecturer, as appropriate. See also item 2.c. below regarding potential exceptions to the five-year timeline. Likewise, five years after initial appointment or promotion into the PTF Associate-level rank, PTF faculty may, but are not required to, request to be considered for promotion to the rank of PTF full Professor (e.g., Clinical Professor, Academic Professional Professor, etc.). As above, see also item 2.c. regarding potential exceptions to the five-year timeline. Although the faculty member will make the determination as to when or whether they wish to go up for promotion within this timeline, faculty members are expected to consult with their chair/head/director regarding this decision.
- c. Professional Track Faculty can request, at the time of hire, that years of service in comparable appointments at one or more external institutions be recognized as service time at UNCG for purposes of meeting the five-year minimum time period described in item 2.b. For each approved year of external service, the five-year timeframe would be reduced by one year, shortening the timeline for promotion consideration at UNCG. This request must be approved by the chair/head/director, unit Dean, and Provost and must be made at time of hire.
- d. Professional Track Faculty may be hired initially into any established PTF rank, but the rank offered must have been cited in the posted recruitment advertising (the position notice), unless an exception is granted by Human Resources upon recommendation of the Dean and Provost.
- e. A Professional Track Faculty member who leaves the University for any reason (resignation, non-reappointment, etc.) and is later rehired into a UNCG PTF role may negotiate to receive the same or higher rank than when previously employed as well as negotiate recognized service time for meeting the five-year minimum time period described in item 2.b. The rank offered and recognized service time is recommended by the chair/head/director and subject to approval by the unit Dean and Provost.
- f. General expectations regarding PTF workload and job performance, as documented in the criteria statements described above in section 1, shall be discussed with Professional Track Faculty members by the head/chair/director when annual workload assignment forms for the upcoming academic year are completed. Any subsequent changes in PTF workload must also be documented in the workload assignment form.

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- g. The academic unit shall adhere to University practice concerning overload assignments. As with Tenure Track Faculty, overloads assigned to Professional Track Faculty should be compensated in some manner (e.g., reduction in another area of responsibility, reduction in workload in a subsequent semester/year, professional development support, etc.).
3. PTF Promotion Dossiers
- a. Academic units and departments/programs/schools have discretion in determining the specific materials that must be included in the promotion dossier/application, subject to Dean and Provost approval. Required materials must be identified in the procedural document described in section 1 above.
  - b. It is generally expected that the dossier will include the following:
    - i. An up-to-date curriculum vitae.
    - ii. A narrative statement describing accomplishments in each area of the candidate's workload assignment, including teaching, service, scholarship/creative activities, community engagement, administration, and/or directed professional activities. Professional Track Faculty who engage in additional non-required activities (such as research or service, when these activities are not specifically articulated in the faculty member's workload assignment), may also elect to address these contributions in the narrative. The narrative (and supporting evidence, as cited in iii. – vi. below) will cover the period since initial appointment or the last promotion, whichever is more recent.
    - iii. Workload agreements, goals, annual reports, and annual reviews prepared for the department/program/school, unit, or University.
    - iv. Evidence of teaching effectiveness, which should include a combination of sources such as student evaluations, peer evaluation, student products, scholarship in teaching, etc.
    - v. Supplemental materials and/or evidence of accomplishments as requested by the academic unit and/or department/program/school, or as seen fit by the candidate.
    - vi. Any other documentation required by the faculty member's academic unit and/or department/program/school.
4. PTF Promotion Review Procedures
- a. The PTF application for promotion must be reviewed at the following levels: review committee of the department/program/school; associated chair/head/director; review committee of the academic unit; unit Dean; and Provost.
  - b. The department/program/school review committee shall be composed of department/program/school faculty who hold tenured, tenure track, or

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professional track positions at a rank equal to or higher than the promotional rank being considered. A minimum of at least one reviewer who holds PTF rank must serve on the committee. If there are no eligible PTF members within the department/program/school, an appropriate PTF member from a related discipline shall be selected by the chair/head/director and invited to serve. The chair/head/director cannot serve on the review committee.

- c. The department/program/school committee shall conduct an independent evaluation and make a recommendation for or against the promotion to the chair/head/director.
  - d. The chair/head/director shall conduct an independent evaluation and make a recommendation for or against the promotion to the unit level committee.
  - e. The unit level committee shall conduct an independent evaluation and make a recommendation for or against the promotion to the unit Dean.
  - f. A faculty member eligible to vote in a promotion decision may vote only once on the candidate's promotion. If any member of a unit review committee has voted on the case at the department/program/school level, they must be recused from voting at the unit level. No faculty member may recuse himself or herself from voting at the department/program/school level in order to vote at the unit level.
  - g. The unit Dean shall conduct an independent evaluation and make a recommendation for or against promotion to the Provost. (The University-level P&T Committee is not involved in the PTF promotion process.)
5. Communication of PTF criteria and procedures
- a. Professional Track Faculty and all faculty and administrators who evaluate them must be fully aware of the PTF workload expectations and the procedures and criteria for PTF reappointment and promotion.
  - b. Accordingly, Deans hold responsibility for communicating this information clearly to their chairs/heads/directors. The chairs/heads/directors are responsible for communicating this information to their PTF members and all individuals in the department/program/school who will serve as evaluators.
  - c. The process of reappointment and/or promotion shall be communicated by the chair/head/director to new PTF candidates considered for hire. (Note: Not all PTF ranks have promotional pathways, such as Artist- or Writer-in-Residence.) As part of the job offer, it should be made clear to the prospective PTF member whether a career ladder system is in place in the unit and whether its benefits extend to the position being offered.

6. Timelines for PTF Personnel Actions

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- a. Faculty on one-year contracts shall be considered for reappointment as part of the academic unit/department/program/school annual review process.
  - b. Professional Track Faculty members, who are on a promotional pathway, may apply for promotion under the timeline described in section 2.b. and 2.c. above.
  - c. Promotions shall be effective at the start of the academic year that follows the successful promotion review.
  - d. Written notice of promotion will normally be given to Professional Track Faculty by April 1 of the academic year before the promotion is effective.
  - e. Written notice of reappointment or non-renewal will be given to Professional Track Faculty with as much advance notice as possible, normally at least three months before the end of the annual pay cycle (e.g., normally by May 1 for faculty on 9-month contracts since July 31 is the end of the annual pay cycle for these faculty).
  - f. Written contracts will normally be shared with all reappointed Professional Track Faculty by May 1 preceding the academic year for which the contract is written.
7. PTF Evaluation, Professional Development, and Inclusion
- a. Professional Track Faculty members shall be mentored by an assigned senior faculty member, preferably a senior PTF member.
  - b. Like all continuing faculty, PTF members shall be evaluated annually by their chair/head/director.
  - c. PTF shall have access to necessary support to advance their careers. For example, in cases where Professional Track Faculty assignments include a significant research component, they shall be eligible to compete for internal grants and travel funds.
  - d. PTF leadership development opportunities should be made available, when possible. Unless explicitly prohibited by other related policies, Professional Track Faculty in all units shall be eligible for all department/program/school, unit, and University-wide service roles.
  - e. PTF who are teaching faculty shall be included, as appropriate, in curriculum discussions at the unit and department/program/school levels.
  - f. Professional Track Faculty will be fully integrated into their departments/programs/schools and academic units. Except where explicitly prohibited by other policies, this includes incorporating them into governance at all levels through participation in department/program/school faculty meetings and voting. It also includes listing their names in relevant directories and other publications (e.g., University academic catalogs, faculty building directories, websites, etc.) and including them in all routine faculty communications.