

## **Professor of the Practice Reappointment and Promotion Guidelines**

**Approved by VUSE Faculty September 19, 2024**

### **B.2.1 Practice of Engineering Titles**

At Vanderbilt University, the Professor of the Practice (POP) role is an important position that recognizes professionals with extensive teaching expertise and/or industry experience who promote the academic mission through teaching, program development, and contributions to their field. The promotion process for this role is designed to evaluate candidates based on their teaching and service as outlined below.

The promotion plan for the Professor of the Practice track consists of two key milestones: promotion to the rank of Associate Professor of the Practice and promotion to the rank of Professor of the Practice. The terms for initial appointment and renewal for Assistant Professor of Practice will be either for 1 year for candidates with limited experience or for 3 years for experienced candidates. One-year contracts must be renewed no later than 3 months prior to the contract end date. For three-year contracts, there will be a review in the second year (2-year review) for each term. It is expected that the candidate will continue to demonstrate excellence when approaching their 2-year review in their second term as Assistant Professor of the Practice. As a result, upon a second successful 2-year review, it is anticipated that the candidate will be able to be considered for promotion to Associate Professor of the Practice. All multi-year contract renewals must be finalized 13 months prior to the contract end dates. The initial contract and subsequent renewals of Associate and Full Professors of Practice will have contracts for up to a five-year term. They will have a review for renewal the year prior to their contract end date. Associate and Full Professors of the Practice will be provided additional mid-cycle mentorship from their home department in their 2<sup>nd</sup> year based on performance-related metrics in preparation for their contract renewal. It is expected that the candidate will continue to demonstrate excellence when approaching their 5-year review. As a result, upon a successful 5-year review, it is anticipated that the candidate will be able to be considered for promotion to full Professor of the Practice at the conclusion of their first five-year term. All multi-year contract renewals must be finalized 13 months prior to the contract end dates. It is to be noted that typical POP hires will follow the above promotion guidelines within the standard contracts, i.e., 6 years (two three-year terms) for promotion from Assistant POP to Associate POP and 5 years (one five-year term) for promotion from Associate POP to Full POP. However, POPs can be hired at any ranks based on their experience and their timeline for promotion can vary on a case-by-case basis. In exceptional cases, their next contract renewal can be initiated after a year of the previous renewal. Additionally, contract renewals are not necessarily tied to promotions. Any variations from the typical guidelines will need to be transparently discussed between the Department Chair and the candidate.

The chair will provide timely (e.g., annually) counseling memoranda to the candidate during the renewal and promotion process.

\* Indicates mandatory component

## Renewal of Assistant Professor of the Practice

The renewal of Assistant Professor of the Practice will follow the process as described below. They can be renewed for up to a three-year term.

The process for renewal for Assistant Professor of the Practice begins with the candidate preparing a comprehensive dossier in collaboration with the Department Chair or with a faculty mentor. This dossier should include the following elements:

1. **Curriculum Vitae:** A complete and up-to-date curriculum vitae, prepared in the format used for tenure-track dossiers. The CV should clearly document the candidate's contributions and areas of professional activity.
2. **Teaching Portfolio:** A teaching portfolio may include but are not limited to:
  - Teaching statement\*
  - Student evaluations\*
  - Peer evaluation
  - Demonstration of instructional leadership, such as the development of new courses or curricula
  - Potential additional evaluations from departmental peers or from the Institute for the Advancement of Higher Education (formerly known as the Center for teaching)
3. **Service Portfolio:** A service portfolio includes a statement and a detailed description of the candidate's activities, both within and outside of Vanderbilt University. Examples for this area may include but are not limited to:
  - Service statement\*
  - Details of committees served on\*
  - Accreditation activities
  - Leadership roles in professional organizations
  - Outreach activities and community engagement
4. **Additional Supporting Activities:** Candidates may choose to include information about their additional contributions to the academic mission of the school. Examples for this area may include:
  - Professional development activities
  - Professional certifications or licenses
  - Industry partnerships or collaborations
  - Research publications or presentations

The Department Chair will arrange a faculty meeting consisting of department's tenured and Professor of the Practice faculty holding the rank of Associate Professor or Professor, who will then vote on the renewal. The Chair will report the faculty vote to the Dean and make a

\* Indicates mandatory component

recommendation for or against the renewal. The final decision will be made by the Dean, who will review the dossier and the departmental recommendation.

### **Promotion to Associate Professor of the Practice**

The promotion to the Associate Professor of the Practice will follow the same process as a renewal of Assistant Professor of the Practice, including the required materials, with the additions described below. They can be for up to a five-year term.

The Chair of the department will be responsible for establishing the departmental Ad Hoc committee evaluating the dossier of the candidate after obtaining approval from the Dean of the School of Engineering. The Ad Hoc committee will comprise of a minimum of three faculty members of higher ranks from the tenured and Professor of the Practice faculty members, with at least one being an Associate Professor or Full Professor of the Practice. It is acceptable to include faculty from other departments or other university centers to participate in the Ad Hoc committee in certain instances with the approval from the Dean. This committee will review the dossier and provide their evaluation to the department's tenured and Professor of the Practice faculty holding the rank of Associate Professor or Professor, who will then vote on the promotion. The Chair will report the faculty vote to the Dean and make a recommendation for or against the promotion. The final decision will be made by the Dean, who will review the dossier and the departmental recommendation.

### **Renewal of Associate Professor of the Practice**

The renewal of the Associate Professor of the Practice will follow the same process as a renewal of Assistant Professor of the Practice, including the required materials. They can be renewed for up to a five-year term. In this case, only the department's tenured and practice faculty holding the rank of Professor will vote on the renewal.

### **Promotion to Professor of the Practice**

The promotion to the Professor of the Practice will follow the same process as a renewal of Associate Professor of the Practice, including the required materials, with the additions described below. They can be for up to a five-year term.

The process for promotion to the rank of full Professor of the Practice follows a similar structure as the promotion to Associate Professor of the Practice, but with a few key differences. The candidate will again prepare a comprehensive dossier in collaboration with the Department Chair or a faculty mentor. This dossier should be similar in content to the one required for promotion to Associate Professor of the Practice, but with a higher level of accomplishment reflected in the candidate's achievements.

\* Indicates mandatory component

Additionally, the dossier for promotion to Professor of the Practice will require three letters of recommendation, which will be selected by the Department Chair from a list provided by the candidate and the other faculty in the department. Metrics for this promotion may include:

- Sustained excellence in teaching, as evidenced by consistently high student and peer evaluation scores
- Significant leadership and impact in program development, as demonstrated by the creation of new courses, curricula, or initiatives
- Recognized contributions to the field, as evidenced by publications, presentations, or other professional activities

The Ad Hoc committee evaluating the dossier will comprise a minimum of three full Professors from tenured and Professor of the Practice faculty members, with at least one being a full Professor of the Practice. This committee will review the dossier and provide their evaluation to the department's tenured and practice faculty holding the rank of Professor, who will then vote on the promotion.

The Department Chair will report the faculty vote to the Dean and make a recommendation. The final decision will be made by the Dean, who will review the dossier and the departmental recommendation.

### **Renewal of Professor of the Practice**

The renewal of the Professor of the Practice will follow the same process as a renewal of Associate Professor of the Practice, including the required materials. They can be renewed for up to a five-year term. Note that renewal of the Professor of the Practice will not require external letters and only department's tenured and practice faculty holding the rank of Professor will vote on the renewal.

## Previous Version

### B.2.1 Practice of Engineering Titles

Persons holding Practice of Engineering titles will be evaluated by criteria consistent with standards outlined at the time of hire. These factors may include, but are not limited to (a) instruction and student advisement, (b) program development, and (c) contributions to the field. Specific weighting of factors will be indicated at the time of appointment and appointees will be advised if changes are made in the criteria or the approximate weights given them during the term of appointment.

Candidates for promotion to the rank of Associate Professor of the Practice of Engineering will prepare a dossier with the Chair of their Department or a sponsoring faculty member. The dossier will document the contribution and impact of the faculty in the areas specified in the letter of appointment, with appropriate weighting.

The dossier will contain the following

1. A statement written by the candidate in which contributions to areas specified in the letter of appointment are detailed,
2. A complete curriculum vitae prepared in the format used for tenure-track dossiers. Specific information to be included in the dossier will depend on the candidate's area of professional activity. In all cases it should clearly document the candidate's contributions,
3. A letter of endorsement written by the Chair of their Department or a sponsoring faculty member.

The dossier will be presented by the Chair to the tenured department faculty holding the title of Associate Professor or Professor, who will vote on it. The Chair will report the vote of the faculty to the Dean and will make a recommendation for promotion. The Dean will review the dossier and make the final decision.

Candidates for promotion to the rank of Professor of the Practice of Engineering will prepare a dossier with the Chair of their Department or a sponsoring faculty member. This dossier will be similar to the dossier required for promotion to the rank of Associate Professor of the Practice of Engineering. A higher level of accomplishment is required for promotion to Professor of the Practice of Engineering than that required for Associate Professor of the Practice of Engineering. The dossier will be presented by the chair to tenured departmental faculty holding the rank of Professor, who will vote on it. The Chair will report the vote of the faculty to the Dean and make a recommendation for promotion. The Dean will review the dossier and make the final decision.