**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. 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 departmental review committee should be charged with assembling a promotion dossier.

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 of Faculty Affairs on behalf of the department, with an appropriate supporting dossier.

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

1. \_\_\_\_Cover Letter from the Departmental Chair to Associate Dean of Faculty Affairs, which includes: the promotion process; internal committee recommendation and vote; faculty recommendation and vote; and chair recommendation.

2. \_\_\_\_Candidate’s Current Curriculum Vita.

3. \_\_\_\_Candidate's Personal Statement with respect to his/her demonstrated excellence regarding the criteria for promotion delineated above.

5. \_\_\_\_Course Enrollment Sheets (provided by Dean’s Office).

6. \_\_\_\_Departmental Committee Report (if reviewed prior to discussion by full faculty).

7. \_\_\_\_Copies of annual letters of evaluation by Dept. Chair since most recent reappointment and most recent letter of reappointment.

8.\_\_\_\_ Teaching/Course Materials.

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

b. \_\_\_\_ Peer evaluation of teaching (two dept. evaluations required).

c. \_\_\_\_ Candidate’s response to peer evaluation of teaching and/or OMETs.

d. \_\_\_\_ Selected course materials (ie, syllabi for new courses).

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