**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