**General Guidelines for Promotion to the Rank of Teaching Professor**

1. The criteria for promotion from the rank of Teaching Associate Professor to the rank of Teaching Professor are as follows:

1. Demonstrated evidence in classroom or laboratory teaching (and advising, when applicable).
2. Demonstrated contributions of importance to the undergraduate educational mission of the department beyond classroom teaching. This evidence should be manifest in such areas as new course development, curriculum development, and extracurricular activities, but need not be limited to these areas.
3. Demonstrated contributions to the undergraduate mission of the University through activities that go beyond the department, as manifest by the significance of their participation in Dietrich School-wide or University-wide initiatives and/or the candidate's contributions to national pedagogy in their discipline.
4. A title reserved for persons of considerable professional attainment, of eminence, or with recognized expertise in their fields of scholarship or in the creative arts.
5. Renewable appointments are normally for five years.

2. Review for possible promotion begins at the department or program level. The faculty member and the Chair of the department or program 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 Professor may be made by a vote of tenured and tenure stream faculty, and AS faculty at the rank of 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 Professor**

1. \_\_\_\_Cover Letter from the Departmental Chair 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 diversity, equity, inclusion, and accessibility within the areas of teaching or service and statement of activities related to community engagement within the areas of teaching or service.

4. \_\_\_\_ External Letters of Reference (selected by the candidate but requested by the unit head; minimum of 3 letters external from department or program of primary appointment).

5. \_\_\_\_ Referee List (must include a brief description of each and why they were selected.)

6. \_\_\_\_ 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)).

7. \_\_\_\_Department/program Committee Report (if reviewed prior to discussion by full faculty).

8. \_\_\_\_Copies of annual letters of evaluation by Dept. Chair or Program Director since most recent reappointment and most recent letter of reappointment.

9.\_\_\_\_ Teaching/Course Materials.

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

b. \_\_\_\_ Peer evaluation of teaching (a minimum of three peerevaluations is required; 4-5 is 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.).

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

11. \_\_\_\_ Draft offer letter