**General Criteria and 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. Sustained excellence and exemplary performance in online, classroom, and/or laboratory teaching, which may include highly impactful scholarship or creative work that supports the University’s teaching mission.
2. Sustained excellence and exemplary performance in highly impactful service contributions in the unit, Dietrich School, University, community, and/or profession, which may include highly impactful scholarship or creative work that supports the University’s service mission.

2. Review for possible promotion begins at the unit level, normally after five years in rank. Units may have their own criteria and guidelines for promotion that do not conflict with the DSAS criteria: [Criteria for Promotion, Appointment, Evaluation, and Reappointment of Appointment Stream Faculty | Kenneth P. Dietrich School of Arts & Sciences | University of Pittsburgh](https://www.as.pitt.edu/faculty/governance/criteria-promotion-appointment-evaluation-and-reappointment-appointment-stream)

3. The selection of external reviewers to provide letters of support is extremely important to the strength of a unit’s recommendation concerning promotion to the rank of Teaching Professor. The selection process should be objective and fair, and it should be well documented. The unit head should contact the candidate to request a list of up to three potential reviewers from outside the primary unit appointment (at Pitt or elsewhere). Using this list as a guide, the unit head should then procure one review letter (see template). Additionally, the unit head should choose at least two other external reviewers who are not included on the candidate's list. Publications or other relevant materials from the candidate may be submitted to reviewers. If unit-specific guidelines are available, they should be provided. A minimum of three total letters of support is required, with only one coming from the candidate’s initial list. Including 1-3 additional review letters (from reviewers selected by the unit) can further strengthen the promotion case.

4. A unit review committee of rank-appropriate faculty (Teaching Professors and tenured faculty) may be charged with assembling a promotion dossier, or a unit may function as a promotion committee of the whole.

5. Recommendation for promotion to Teaching Professor may be made by a vote of tenured faculty, and AS faculty at the rank of Teaching Professor.

6. The unit head should submit a recommendation to the Associate Dean of Faculty Affairs on behalf of the unit, with an appropriate supporting dossier.

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

1. \_\_\_\_ Cover letter from the unit head to the Associate Dean for Faculty Affairs, which includes the promotion process, internal committee recommendation and vote (if applicable), faculty recommendation and vote, and unit head’s own recommendation.

2. \_\_\_\_ Candidate’s current curriculum vitae (date-stamped) with time in professional positions clearly delineated.

3. \_\_\_\_ Candidate's personal statement with respect to demonstrated excellence regarding the criteria for promotion delineated above. If the candidate’s teaching or service encompasses community engagement (CE) or diversity, equity, inclusion, and accessibility (DEIA), the personal statement may also include a synopsis of these activities.

4. \_\_\_\_ A minimum of three external review letters from outside the unit of primary appointment (can be from inside or outside Pitt) is required, with one coming from the candidate’s initial list of reviewers.

5. \_\_\_\_ List of external reviewers with a brief description of each reviewer and how and why they were selected, as well as a list of those who declined to write.

6. \_\_\_\_ Unit committee report (if reviewed prior to discussion by voting faculty).

7. \_\_\_\_ Copies of annual letters of evaluation by unit head since the time of initial appointment in rank.

8. \_\_\_\_ 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)).

9. \_\_\_\_ Teaching Performance and Course Materials

1. \_\_\_\_ Peer evaluation of teaching (a minimum of three peer evaluations from at least two different courses over multiple years are required; 4-5 is recommended). Letters should be signed and dated.
2. \_\_\_\_ OMETs for all courses, including summary sheets, since most recent reappointment. Note: OMETs cannot be used as the primary source for evaluation of teaching performance.
3. \_\_\_\_ Candidate’s response to peer evaluations of teaching and/or OMETs (may be in personal statement).
4. \_\_\_\_ Any other materials the candidate wishes to include about teaching performance.
5. \_\_\_\_ Selected course materials (i.e., syllabi for new courses, assignments, assessments, student performance, curriculum resources, etc.).

10. \_\_\_\_ Ballots/Signature Sheet (use key coded tabulation without faculty names because the candidate is allowed access to personnel files).

11. \_\_\_\_ Draft promotion and reappointment letter.

Revised March, 2025

Template for Letter of Reference for Promotion to Teaching Professor:

Dear \_\_\_\_\_\_\_\_\_:

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, who holds a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert position title) in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program at the University of Pittsburgh, is being considered for promotion to Teaching Professor. I am writing to ask you to provide a letter in support of this promotion based on your interactions with Dr. \_\_\_\_\_\_\_\_\_\_\_ or your knowledge of their teaching, service, and/or creative work.

As background, the rank of Teaching Professor in the Dietrich School of Arts and Sciences is defined as follows:

A full-time faculty appointment outside the tenure stream for individuals with an outstanding track record of leadership, teaching, and service contributions. Teaching Professor is a title reserved for faculty of considerable professional attainment, sustained excellence, and exemplary performance in teaching and highly impactful service contributions to the unit, Dietrich School, University, community, and/or profession. Highly impactful scholarship or creative work that supports the University’s teaching and/or service missions may be considered for appointment to the rank of Teaching Professor.

Our department/program has identified you as someone who has interacted with Dr. \_\_\_\_\_\_\_\_\_\_\_or someone who may be well qualified to judge their accomplishments. We are asking you to provide a brief description of these interactions and their value, as a way to provide supporting evidence of impact in the University’s teaching and/or service missions.

Recommendation for promotion to Teaching Professor may be made by a vote of tenured faculty and appointment stream faculty at the rank of Teaching Professor, and your letter will be included in the dossier that will be made available to them. If these faculty endorse the promotion, a recommendation will be sent to the Associate Dean for Faculty Affairs of the Dietrich School of Arts and Sciences for review, along with the dossier that includes your letter. The Associate Dean will forward it to the Provost along with a recommendation regarding this promotion.

I am aware that this is a demanding request, one which takes time from your already busy schedule, and I thank you in advance for your help. We would very much appreciate hearing from you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If this date is a problem for you, please let us know. If you have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You may email your letter to me at \_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised March, 2025