

Touro University Committee on Faculty Promotions

Guidelines for Preparing Your Promotions Application & Portfolio

Please CAREFULLY read the Touro University Faculty Rank and Promotions Policy prior to preparing your portfolio. The Policy can be found on the TouroOne portal: [Faculty Rank and Promotions Policy RE-APPROVED April 26'21 NY.pdf |](#).

For questions, further information, or to submit the Faculty Promotion Initial Data Form and request a folder in Box, contact the Committee Chair, Dr. Meira Orentlicher, promotions@touro.edu.

• **Do you meet the eligibility requirements for the academic rank?**

- Instructor

An instructor normally holds a minimum of a Master's degree or equivalent, and is expected to demonstrate effectiveness in teaching, student advisement, and departmental service.

- Assistant Professor

An assistant professor normally holds a doctoral, first professional, terminal degree or professional equivalent; exhibits commitment to teaching and student enrichment; engages in scholarly activity or professional work of high caliber; and provides service to the institution at least at the departmental level.

- Associate Professor

An associate professor meets the degree requirements for appointment as an assistant professor, and additionally has a minimum of five (5) years of full-time teaching*; evidence of sustained, noteworthy teaching effectiveness; and evidence of noteworthy research, scholarship, creative or professional activities and service.

- Professor

A professor meets the degree requirements for appointment to an associate professor, has a minimum of five (5) years at the Associate Professor rank*, and in addition, has a distinguished record of accomplishments and recognition in his or her field. **This is a rank of distinction** earned by achievements in scholarship/research and innovative instruction.

* Credit toward rank may be requested by an applicant, within 3 years of initial appointment, for prior teaching and service at another academic institution.

- **Is your portfolio complete?**

Each portfolio must include:

- Cover letter explaining how you meet the criteria for promotion and special considerations as appropriate.
- Recent promotion application filled out and signed* as required.
- Signed* permission to release your course evaluations for committee review (included in the application).
- CV
- Letters of reference:
 - Promotion to Associate Professor: Three letters of reference are required. Two of the letters must be from sources outside Touro University. One of the external references should be solicited by or approved by the committee chair.
 - Promotion to Professor: Three external references. One of the external references should be solicited by or approved by the committee chair.
- Evidence for achievements in teaching, scholarship/research, and service as outlined below.
- Strongly recommended: Letter(s) of support from Dean and/or Chair

* Original or authorized digital (e.g., DocuSign) signatures are required.

- **Does your portfolio meet the criteria for promotion?**

The Touro University Committee on Faculty Promotions reviews each candidate's increasing levels of achievement in teaching, scholarship, and service, both qualitatively and quantitatively.

To guide its review, the Committee uses the Promotions Checklist. The Committee expects **significant achievements** as per the rankings above, when recommending promotion from one rank to the next.

The Committee retains the flexibility in determining the weighted contribution of the criteria and the progressive development in each of the three areas, Teaching, Scholarship/Research, and Service.

- **Teaching**

The portfolio demonstrates the following criteria from the Promotions Checklist:

TEACHING
Participates in the department's teaching program; teaches competently, effectively, and with commitment; relates well to students and other members of the faculty (documented by student evaluations and peer observations).

Is a superior instructor, substantial teaching responsibility, assumes significant responsibility for course planning and administration; teaching that is recognized by the faculty member's professional peers on departmental and university level.
Uses innovative and creative teaching methods that are effective, as measured by student and/or colleague evaluations and/or by results of appropriate standardized tests (where applicable).
Develops and implements new teaching strategies and techniques that promote the goals of general education (e.g., independent and critical thought, written and oral communication).
Has achieved a national and/or international reputation as a master teacher in his/her chosen field of study.
Provides service as a personal mentor/advisor to students or alumni in achieving educational or career goals (i.e., facilitating internship and/or job placement).

Required and Recommended Evidence:

- Course evaluations
 - Student comments
 - Teaching awards (#, type)
 - Examples of innovative teaching tools, methods, materials, modules
- **Scholarship**

The portfolio demonstrates the following criteria from the Promotions Checklist:

SCHOLARSHIP/RESEARCH
Participates in scholarship/research that makes contributions to his or her chosen field of study, and presents at conferences, professional meetings, or to professional organizations.
Makes significant contributions to his or her chosen field of scholarship/research, as demonstrated by published work in a peer-reviewed journal, or by publishing a scholarly book.
Develops innovative tools, methods, or other resources that have benefited or advanced his or her area of scholarship.
Directs independent, productive scholarship/research; addresses major and significant problems and topics of chosen field; has a solid record of first and senior author publications in peer-reviewed journals covering his or her discipline or has developed resources valuable to one's field and that have been adopted for use regionally or nationally; attracts students.
Evidence of respect by independent experts (e.g., letters of recommendation, invited lectures, reviewed articles, authorship of textbooks, etc.), competitively awarded grant support, and citation in published work.
Achieves wide national and/or international reputation for contributions or comparable distinction as a scholar; recognized as having had a major influence on his/her field.
Serves as principal investigator for an externally funded grant to Touro University.

Required and Recommended Evidence:

- Published manuscripts, books, book chapters:
 - Publications #
 - Quality (e.g., citations)
 - Peer reviewed.

- Primary, senior authorship
 - Journal impact factors
- Present at academic conferences:
 - Conference program or proceedings
 - Presentation forum (e.g., podium, plenary, poster)
- Funding success:
 - Grant awards – size
 - Scope (multi-institution)
 - Continuity
 - Competitiveness
 - Leadership (PI or Co-PI)
- Membership in peer-review bodies (grant or conference review panels)
- National/international reputation
- Patents
- **Service**

The portfolio demonstrates the following criteria from the Promotions Checklist:

PROFESSIONAL/COMMUNITY SERVICE
Performs administrative and governance duties (e.g., service on Touro University committees); interacts in a positive way with faculty and students.
Participates on committees related to institutional and departmental assessment plans and periodic program reviews.
Exercises a leadership role in the development of a new degree program or revises an existing program in such a way as to enhance the university's image and attract students.
Demonstrates a visible role in community service and participates in student mentoring and/or recruitment.
Takes a leadership role in a professional organization of the faculty member's peers on the state, regional, or national level.
Appears in the media as an expert representing Touro University or participates in other public forums as a representative of Touro University.
Shows substantial evidence of leadership within/or outside the institution. This may be significant professional service on editorial boards, in city or state appointments, and in professional societies.

Required and Recommended Evidence:

- Appointment letters
- Service awards