

College of Professional Studies

Promotion Guidelines for Non-Tenure Track Faculty

Introduction: The College of Professional Studies is committed to hiring Continuing Non-Tenure (CNT) Track Faculty, in order to advance the goals of the College. It is important for the mission of CPS to support and advance the professional careers and experience of our faculty in order to meet the needs of our students in both credit and professional education (non-credit) programming. CPS faculty are encouraged to use their industry/professional experience, if applicable, to enhance their teaching, research, and service contributions to the University.

CPS faculty will teach in credit-bearing and professional education academic programs, and contribute to other professional development and personal enrichment learning. Our CNT faculty participate in course and program assessment, course development, and program development.

The College Mission Statement is below:

The College of Professional Studies (CPS) provides an academically rigorous education to high achieving adults who are balancing educational and professional aspirations with life's commitments.

Grounded in the Augustinian Mission and core values of *Veritas, Unitas, and Caritas*, CPS celebrates the diversity of all members of our academic community, and seeks to inspire global citizenship, professional excellence, and lifelong learning.

CPS embodies Villanova's enduring commitment to provide access to academic excellence, and offers premier, relevant, and innovative programs, taught by an engaging faculty of scholars and practitioners.

Statement of Principle: The College of Professional Studies (CPS) adheres to the standards and practices for Continuing Non-Tenure Track faculty described in the University Rank and Tenure Policy and Guidelines. The following statement is intended to further clarify the practices of our College.

Teaching: Teaching excellence is an essential element in the promotion process of Continuing Non-Tenure Track Faculty in CPS to Associate or Full Professor. Faculty experience in professional life is an important priority, as CPS seeks to provide our students with faculty input based on various industries, when appropriate. Additionally, particular attention is paid to advancement and innovation in teaching methodologies and mentorship of students in the classroom.

For promotion to the rank of Associate Professor, the committee looks for excellence in the following ways:

- A clearly articulated statement of teaching goals and outcomes and a demonstrated link between the College and University's mission and the individual faculty member's teaching goals and outcomes;
- Well-organized, clearly written syllabi;
- Well-designed online courses (if applicable);
- Teaching evaluations that "meet," "exceed," or "greatly exceed expectations";
- Consistently good CATS scores on questions related to quality of instruction.

Other evidence of teaching excellence may include: presentations at teaching-related workshops, teaching development activities, guest lecturing in colleagues' classes, overseeing independent studies, advising and/or mentoring students, evaluations from corporate training endeavors, and demonstrated integration of professional industry participation within course content.

Additionally, particular attention is paid to advancement and innovation in teaching methodologies both online and in-person.

For promotion to the rank of Full Professor, the committee looks for excellence in teaching in the following ways:

- A consistent demonstration of teaching excellence in the annual and triennial evaluations;
- Advancement in teaching methodologies and student engagement;
- Professional development in teaching and learning/practices;
- Student mentorship and research supervision;
- New course development and assessment;
- Program/Curriculum development and assessment;

Scholarship: The College of Professional Studies does not require research as part of the criteria for promotion to the rank of Associate or Full Professor. If, however, a faculty member wishes to contribute to research the committee will look for academic excellence in the following areas:

- Participation in conferences and professional organizations;
- Articles published in industry publications or peer reviewed academic publishing including, but not limited to, journals, chapters in books, textbooks, magazines and various media participation;
- Book reviews;

Service: In the promotion of faculty, CPS expects candidates to have a well-developed statement on service at Villanova and to the profession, acknowledging a connection with the College's and University's mission.

Because of the College's commitment to promoting professional excellence, CPS faculty are also expected to be aware of trends and innovations in their respective area(s) of professional practice, which can be demonstrated through attendance and participation in industry events, leadership

roles in industry organizations, and/or peer recognition and collaboration, among other examples as explained by the faculty member.

For promotion to Associate Professor, the committee will consider excellence in five or more of the following areas:

- Professional activities and/or engagements that advance or maintain knowledge and skills, including for teaching and learning.
- Committee involvement at the College and/or University level at Villanova,
- Participation in professional associations, industry, and/or community service.
- Professional partnerships with industry, domestic or international;
- Ongoing professional engagement with one's area of expertise through conference attendance and participation (if funding is available),
- And/or through membership/leadership in professional and/or scholarly associations.

For promotion to the rank of Full Professor, the committee will consider excellence in four of more the following areas:

- Service, leadership, and participation in activities of the College of Professional Studies;
- Service, and participation in activities to Villanova University;
- Service to the industry, including professional societies or workshops, and/or academic conferences or workshops;
- Service to the community;
- Peer recognition or collaboration within professional industry;
- And/or practice that lends to enhancing skills and expertise acquired in industry and then shared within the College/University.

Approved:

Christine Palus, Dean

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