Policy on Teaching Track Appointments in the Mellon College of Science

Approved by College Council 6 October 1994; revised 17 October 1996
Reviewed by University Committee 8 March 1995
References to Lecture Track, Senior Lecturer, and Principal Lecturer changed to Teaching Track, Associate Teaching Professor, and Teaching Professor to confirm to University Standards. 31-May-2005

Revised Criteria approved by College of Council 11-May-2005

Introduction

This policy, which implements the pertinent provisions of the University Policy on the Teaching Track, concerns the full-time teaching positions of Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. Teaching track appointees have educational responsibilities so specifically focused as to be inappropriate for regular faculty and, in particular, teaching duties which may overlap considerably with the activities of some regular faculty, but typically are more restricted in scope and more precisely defined in the terms of the appointment. Teaching track appointments cannot be made with indefinite tenure. A major distinction between appointments in the Teaching Track and appointments of Type C in the Special Faculty is that the former assume a sizable degree of autonomy and responsibility and are associated with functions that are likely to be long-term in nature.

All provisions of the Teaching Track Policy of Carnegie Mellon University shall be applicable mutatis mutandis to the teaching track faculty; in case of conflict, the provisions of the University Policy shall prevail. Criteria and procedures not spelled out in either Policy are to follow the Appointment and Tenure Policy of the Mellon College of Science and, by reference, those of the Appointment and Tenure Policy of Carnegie Mellon University.

Appointments at the rank of Assistant Teaching Professor are for terms of three years. Initial appointment as, or promotion to, Associate Teaching Professor is for a term of three years. Subsequent reappointments as Associate Teaching Professor and all appointments and reappointments as Teaching Professor are for five-year terms. The Mellon College of Science will not contemplate shorter terms of Teaching Track appointments; Special Faculty appointments of Types A or C, as the case may be, are available for special or temporary educational appointments.

In consonance with the provisions of the University Policy on the Teaching Track, for the purpose of the application of pertinent provisions of the Appointment and Tenure Policy of the Mellon College of Science, the ranks of Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor shall be regarded as equivalent to those of Assistant Professor, Associate Professor, and Professor, respectively.

Teaching Track appointments in more than one department are governed, mutatis mutandis, by the provisions on non-tenured joint appointments in the Appointment and Tenure Policies of Carnegie Mellon University and of the Mellon College of Science. Teaching Track appointments may not be held jointly with regular, research, or special faculty appointments.
MCS Teaching Track Appointments

Under the provisions of the University Policy on the Teaching Track, this Policy is applicable to decisions on appointment, reappointment, and promotion in the teaching track, with the adjustments and interpretations specified below.

MCS Teaching Track Faculty Promotion Criteria

Criteria

The main criterion for appointment and promotion in the Teaching Track is excellence in teaching. However, the entire actual and potential contribution of the candidate to the educational enterprises and, more generally, to all aspects of the mission of Carnegie Mellon University is to be considered.

The evaluation of teaching and of quality in other educational activities requires input from the candidate’s students and colleagues as well as documentation of teaching and advising activities where relevant. This evaluation will include consideration of the factors listed under Teaching and Other Educational Activities in the Criteria subsection of the Appointment and Tenure Policy of the Mellon College of Science.

In regard to promotion, the intent of the Appointment and Tenure Policy of Carnegie Mellon University is to be followed. That is, it is indeed the policy that a decision on promotion be made as soon as the appointee is judged to satisfy the criteria for the proposed promotion. However, there is no restriction to the number of reappointments that can be made at any Teaching Track rank. An appointment in the Teaching Track does not establish an expectation of consideration for reappointment or promotion.

Regular and Research Track candidates are expected to have achieved a national or international professional reputation commensurate with the rank of the appointment. In some cases, Teaching Track candidates may achieve a similar recognition through leadership in the field of education as demonstrated by publications on innovations in teaching and participation in external seminars and conferences. Evidence of a national or international reputation, however, is not a necessary part of the case for appointment or promotion in the Teaching Track. Teaching Track candidates may be evaluated on their actual and potential contributions within the Carnegie Mellon community.

Appointees at the rank of Assistant Teaching Professor are expected to perform their teaching and advising responsibilities with an autonomy equivalent to that of an Assistant Professor. Associate Teaching Professors are expected to demonstrate exceptional mastery in teaching with substantial impact on the educational activities of the university that go beyond the teaching of a particular course or small subset of courses. Such contributions could include participation in curriculum development or extensive advising and mentoring. Appointments at the rank of Teaching Professor are made only for extraordinary accomplishment in teaching and fundamental contributions to the university’s education mission. These contributions should be widely visible outside the candidate’s department.

Departmental Procedures

The department must provide certification that the proposed appointment in the Teaching Track is appropriate. This certification must contain justification of (a) in what way the position is so focused as to be "inappropriate for regular faculty" and (b) why the autonomy required distinguishes the position from one in the Special Faculty. This certification is by vote at a meeting of all regular faculty and is to occur prior to each initial appointment and each promotion. The department may review such certification at any time without affecting a current appointee during his or her current term of appointment.

The following table specifies the regular, research, and teaching track faculty members entitled to vote on the recommendation within the Teaching Track for appointment, reappointment or promotion.

| Regular, research, and teaching track faculty |

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>members entitled to vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment at the rank of Assistant Teaching Professor:</td>
<td>All Professors, Associate Professors and Assistant Professors, and all teaching track appointees.</td>
</tr>
<tr>
<td>Reappointment at the rank of Assistant Teaching Professor; or appointment at, or promotion to, the rank of Associate Teaching Professor</td>
<td>All Professors and Associate Professors and all Teaching Professors and Associate Teaching Professors.</td>
</tr>
<tr>
<td>Reappointment at the rank of Associate Teaching Professor:</td>
<td>All regular faculty with indefinite tenure, and all Teaching Professors and reappointed Associate Teaching Professors.</td>
</tr>
<tr>
<td>Appointment or reappointment at, or promotion to, the rank of Teaching Professor :</td>
<td>All Professors and Teaching Professor.</td>
</tr>
</tbody>
</table>

In addition to all persons entitled to vote on a recommendation, as tabulated above, persons entitled to participate in the deliberation preceding the vote, and therefore also to have access to all the documentation of the case, are as specified in the Mellon College of Science Appointment and Tenure Policy.

In all other respects, the procedures prescribed by the Appointment and Tenure Policy of the Mellon College of Science are applicable.

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**College Procedures**

For an initial appointment in the Teaching Track at the rank of Assistant Teaching Professor, a summary procedure is prescribed as in the Appointment and Tenure Policy of the Mellon College of Science.

For reappointments at any level, for promotions, and for initial appointments as Associate Teaching Professor or Teaching Professor, a comprehensive procedure is prescribed as in the Appointment and Tenure Policies of Carnegie Mellon University and of the Mellon College of Science. Under this procedure the Dean submits the departmental recommendation together with all the accompanying documentation, including certification of the appropriateness of the position, to the Ad-Hoc Committee appointed under the Appointment and Tenure Policy, except that for the purpose of considering such cases the Ad-Hoc Committee must be augmented by Teaching Track Faculty of appropriate rank, if available. The Ad-Hoc Tenure Committee deals with all evaluations for reappointment at the rank of Associate Teaching Professor and for appointment and reappointment at, and promotion to, the rank of Teaching Professor. The Ad-Hoc Non-Tenure Committee deals with all evaluations for reappointment at the rank of Assistant Teaching Professor and for appointment at, and promotion to, the rank of Associate Teaching Professor.

For all cases evaluated by the Ad Hoc Committee, the documentation will be forwarded to the College Review Committee. This Review Committee is the same Review Committee referred to in the Appointment and Tenure Policy of the Mellon College of Science and it will follow the procedures described therein, again taking into account the special duties of the individual being reviewed.

The Dean will make the decisions on reappointments and promotions taking into account the advice of the Review Committee. An affirmative decision is subject to the approval of the Provost in those cases specified in the University Policy on the Teaching Track.

The Dean shall also review every decision to let an appointment (other than a terminal appointment required to satisfy the provisions of the University Policy on the Teaching Track for timely notice) lapse at the expiration of its term.