

**Southern Methodist University
Edwin L. Cox School of Business**

**NTT Promotion Policy and Procedures
April 2024**

The Cox School has two Non-Tenure Tracks: Clinical and Practitioner. Non-Tenure Track faculty contribute to the teaching mission of the Cox School and can have limited service and scholarship expectations.

1. Clinical Track

The **Clinical Track** is reserved for individuals who have completed their Ph.D. degrees and who may or may not have been in a Tenure Track position before joining the Cox School. In general, clinical faculty are hired for their domain specific theoretical knowledge. Depending on their level of teaching experience clinical faculty can be appointed with the titles Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor.

1.1 Clinical Professor Track

The **Clinical Professor Track** is reserved for individuals who come to the Cox School with considerable teaching experience of demonstrative high quality. These individuals have demonstrated superior classroom performance (course evaluations, syllabi, pedagogical innovation, etc.) and are conversant with the latest advances in their fields. Individuals appointed at the level of Clinical Professor may be expected to assist in course development and program design. Specifically, appointments as Clinical Professor based on:

- Minimum of least five (5) years of teaching experience.
- Sustained record of excellence in classroom teaching, sound pedagogical practices, and ability to assist in course development.
- Willingness to collaborate with colleagues and a strong record of service.
- Up-to-date knowledge of their respective academic discipline.
- Presentation of a prototypical course lecture.

The teaching load for Clinical Professors is 18 credit hours which is the equivalent to 7 work units. One service work unit will be given for specific service-related activities assigned by their Department Chair. There may be instances when the Clinical Professor is assigned additional service requirements and/or may contribute to the scholarship mission of the Cox School, both of which would result in a teaching load reduction.

Typical Clinical Professor appointments are for three years, although a five-year appointment is possible. The Department Chair, along with the approval of the Dean, will determine the length of the appointment. Notification of non-reappointment will be communicated in May of the year prior to expiration date specified in their appointment letter.

Clinical Professors are subject to the same annual performance evaluation as Tenure Track Faculty. Performance evaluations take place during the annual FAR process with feedback provided by the Department Chair. Reappointment and merit decisions are determined at that

time as well.

Appendix A provides materials required for initial appointment and reappointment along with the procedure for non-renewal.

1.2 Clinical Associate Professor Track

The **Clinical Associate Professor Track** is reserved for individuals who come to the Cox School with three (3) to five (5) years of teaching experience. These must have a record of high-quality teaching as evinced in course evaluations and course related materials (e.g., syllabi). Specifically, appointments as Clinical Associate Professor based on:

- Three (3) to five (5) years of teaching experience.
- Record of high-quality classroom teaching and sound pedagogical practices.
- Willingness to collaborate with colleagues and a willingness to engage in service-related activities.
- Up-to-date knowledge of their respective academic discipline.
- On-site or virtual course lecture.

Clinical Associate Professor appointments are for three years. Notification of non-reappointment is communicated in May of the year prior to expiration date specified in their appointment letter.

Clinical Associate Professors are subject to the same annual performance evaluation as Tenure Track Faculty. Performance evaluations take place during the annual FAR process with feedback provided by the Department Chair. Reappointment and merit decisions are determined at that time as well.

Appendix A provides materials required for initial appointment, reappointment, and promotion along with the procedure for non-renewal.

1.3 Clinical Assistant Professor Track

The **Clinical Assistant Professor Track** is reserved for individuals who come to the Cox School with three (3) years or less of teaching experience. These individuals must have a record of high-quality teaching as evinced in course evaluation and syllabi. Specifically, appointments as Clinical Assistant Professor based on:

- One (1) to three (3) years of teaching experience.
- A teaching record that shows potential.
- Willingness to collaborate with colleagues.
- Up-to-date knowledge of their respective academic discipline.
- On-site or virtual course lecture.

Clinical Assistant Professor appointments are typically for one (1) or two (2) years. Notification of non-reappointment is communicated in May of the year prior to expiration date

specified in their appointment letter.

Clinical Assistant Professors are subject to the same annual performance evaluation as Tenure Track Faculty. Performance evaluations take place during the annual FAR process with feedback provided by the Department Chair. Reappointment and merit decisions are determined at that time as well.

Appendix A provides materials required for initial appointment, reappointment, and promotion along with the procedure for non-renewal.

2. Practitioner Track

The **Practitioner Track** is reserved for individuals who come to the Cox School with considerable industry experience. These individuals have had a career in the practice of management and may or may not have a terminal degree (e.g., Ph.D.) In general, Practitioners are hired for their ability to expose students to real-world perspectives that only practitioners can provide. Depending on their level of business and teaching experience individuals can be appointed with the titles Assistant Professor of Practice, Associate Professor of Practice and Professor of Practice.

2.1 Professor of Practice Track

The **Professor of Practice Track** is reserved for individuals who come to the Cox School with extensive industry experience and have shown an ability to communicate that knowledge in a classroom setting. These individuals have demonstrated superior classroom performance (course evaluations, syllabi, pedagogical innovation, etc.) and are conversant with the latest advances in the application of business principles. Individuals appointed at the level of Professor of Practice may be expected to assist in course development and program design. Specifically, appointments as Professor of Practice based on:

- Minimum of least ten (10) years of high-level business experience (e.g., consultant, C-suite position, etc.).
- Demonstrative record of high-quality classroom teaching, sound pedagogical practices, and ability to assist in course development.
- Willingness to collaborate with colleagues and assist in service-related activities.
- Up-to-date knowledge of their respective academic discipline as well as continuing to maintain their business network.
- On-site or virtual course lecture.

The teaching load for Professor of Practice is 18 credit hours which is the equivalent to seven (7) work units. One (1) work unit is given for specific service-related activities assigned by their Department Chair. There may be instances when the Professor of Practice is assigned additional service requirements, which would result in a teaching load reduction.

Typical Professor of Practice appointments are for three years, although a five-year appointment is possible. The Department Chair, along with the approval of the Dean, will determine the length of the appointment. Notification of non-reappointment is communicated in May of the year prior to expiration date specified in their appointment letter.

Professor of Practice are subject to the same annual performance evaluation as Tenure Track Faculty. Performance evaluations take place during the annual FAR process with feedback provided by the Department Chair. Reappointment and merit decisions are determined at that time as well.

Appendix B provides materials required for initial appointment and reappointment along with the procedure for non-renewal.

2.2 Associate Professor of Practice Track

The **Associate Professor of Practice Track** is reserved for individuals who come to the Cox School with extensive business experience but with limited, two (2) or three (3) years of teaching experience. Although these individuals have limited classroom experience, they must have a record of high-quality teaching as evinced in course evaluations and course related materials (e.g., syllabi). Specifically, appointments as Associate Professor based on:

- Minimum of least five (5) years of high-level business experience (e.g., consultant, C-suite position, etc.).
- Record of high-quality classroom teaching and sound pedagogical practices.
- Willingness to collaborate with colleagues and assist with service-related activities.
- Up-to-date knowledge of their respective academic discipline.
- On-site or virtual course lecture.

Associate Professor appointments are for three years. Notification of non-reappointment is communicated in May of the year prior to expiration date specified in their appointment letter.

Associate Professor of Practice are subject to the same annual performance evaluation as Tenure Track Faculty. Performance evaluations take place during the annual FAR process with feedback provided by the Department Chair. Reappointment and merit decisions are determined at that time as well.

Appendix B provides materials required for initial appointment, reappointment, and promotion.

2.3 Assistant Professor Track

The **Assistant Professor of Practice Track** is reserved for individuals who come to the Cox School with extensive business experience but with very limited, one (1) or two (2) years of teaching experience. Although these individuals have limited classroom experience, they must have the potential of high-quality teaching. Specifically, appointments as Assistant Professor of Practice based on:

- Minimum of least five (5) years of high-level business experience (e.g., consultant, C-suite position, etc.).
- A teaching record that shows potential.
- Willingness to collaborate with colleagues.

- Up-to-date knowledge of their respective academic discipline as well as continuing their business network.
- On-site or virtual course lecture.

Assistant Professor of Practice appointments are typically for one (1) or two (2) years. Notification of non-reappointment is communicated in May of the year prior to expiration date specified in their appointment letter.

Assistant Professor of Practice are subject to the same annual performance evaluation as Tenure Track Faculty. Performance evaluations take place during the annual FAR process with feedback provided by the Department Chair. Reappointment and merit decisions are determined at that time as well.

3. Guidelines for Appointment, Reappointment and Promotion

Materials required for the Clinical and Practitioner Tracks are given in Appendix A and B.

- Appendix A provides materials required for initial appointment, reappointment, and promotion along with the procedure for non-renewal for the Clinical Track.
- Appendix B provides materials required for initial appointment, reappointment and promotion along with the procedure for non-renewal for the Practitioner Track.

In Appendix C there is a list of university required materials which should guide promotion decisions for both the Clinical and Practitioner Tracks.

Appendix A: Materials Required for the Clinical Track

There is no guarantee of reappointment for any rank. Reappointment within the track is based on satisfactory performance and Department and School need. Annual review, which includes a discussion with departmental chair and materials provided in one's Faculty Activity Report (FAR). In the case of a decision not to reappointment, the Department Chair must provide to the Dean a missive that outlines the reasons for not renewing and the evaluations that took place that resulted in this decision.

Rank	Initial Appointment	Reappointment	Promotion
Assistant Clinical Professor	<ol style="list-style-type: none"> 1. Current CV. 2. 2-3 letters of recommendation. 3. Statement of Teaching Interests. 4. Teaching history. 5. Syllabi and Exams. 	<ol style="list-style-type: none"> 1. Classroom observation feedback. 2. Satisfactory FAR evaluations. 3. Teaching evaluations. 4. Syllabi and Exams. 5. Recommendation of Department Chair. 	<ol style="list-style-type: none"> 1. Written statement describing contributions to the teaching mission of the Cox School. 2. Teaching Philosophy Statement. 3. Recommendation of Department Chair. 4. Recommendation of the Cox P&T Committee and Dean.
Associate Clinical Professor	<ol style="list-style-type: none"> 1. Current CV. 2. 2-3 letters of recommendation. 3. Teaching Evaluations. 4. Syllabi and Exams. 	<ol style="list-style-type: none"> 1. Classroom observation feedback. 2. Commendable FAR evaluations. 3. Teaching evaluations. 4. Syllabi and Exams. 5. Recommendation of Department Chair. 	<ol style="list-style-type: none"> 1. Written statement describing contributions to the teaching mission of the Cox School. 2. Teaching Philosophy Statement. 3. Recommendation of Department Chair. 4. Recommendation of the Cox P&T Committee and Dean.
Clinical Professor	<ol style="list-style-type: none"> 1. Current CV. 2. 3-5 letters of recommendation. 3. Teaching Evaluations. 4. Syllabi and Exams. 5. Teaching Philosophy Statement. 	<ol style="list-style-type: none"> 1. Classroom observation feedback. 2. Commendable FAR evaluations. 3. Teaching evaluations. 4. Syllabi and Exams. 5. Recommendation of Department Chair. 	NA

Appendix B: Materials Required Practitioner Track

There is no guarantee of reappointment for any rank. Reappointment within the track is based on satisfactory performance and Department and School need. Annual review, which includes a discussion with departmental chair and materials provided in one's Faculty Activity Report (FAR). In the case of a decision not to reappointment, the Department Chair must provide to the Dean a missive that outlines the reasons for not renewing and the evaluations that took place that resulted in this decision.

Rank	Initial Appointment	Reappointment	Promotion
Assistant Professor of Practice	<ol style="list-style-type: none"> 1. Current CV. 2. Description of how business experience relates to your teaching interests. 3. 2-3 letters of recommendation. 4. Preparation of course syllabus, course materials- outline of how you would deliver the course and course deliverables. 	<ol style="list-style-type: none"> 1. Classroom observation feedback. 2. Satisfactory FAR evaluations. 3. Teaching evaluations. 4. Syllabi and Exams. 5. Recommendation of Department Chair. 	<ol style="list-style-type: none"> 1. Written statement describing contributions to the teaching mission of the Cox School. 2. Teaching Philosophy Statement. 3. Recommendation of Department Chair. 4. Recommendation of the Cox P&T Committee and Dean.
Associate Professor of Practice	<ol style="list-style-type: none"> 1. Current CV. 2. Description of how business experience relates to your teaching interests. 3. 2-3 letters of recommendation. 4. Teaching Evaluations. 5. Preparation of course syllabus, course materials- outline of how you would deliver the course and course deliverables. 	<ol style="list-style-type: none"> 1. Classroom observation feedback. 2. Commendable FAR evaluations. 3. Teaching evaluations. 4. Syllabi and Exams. 5. Recommendation of Department Chair. 	<ol style="list-style-type: none"> 1. Written statement describing contributions to the teaching mission of the Cox School. 2. Teaching Philosophy Statement. 3. Recommendation of Department Chair. 4. Recommendation of the Cox P&T Committee and Dean.
Professor of Practice	<ol style="list-style-type: none"> 1. Current CV. 2. Description of how business experience relates to your teaching interests. 3. 3-5 letters of recommendation. 4. Teaching Evaluations. 5. Preparation of course syllabus, course materials (e.g., slides) and course deliverables. 6. Teaching Philosophy Statement. 	<ol style="list-style-type: none"> 1. Classroom observation feedback. 2. Commendable FAR evaluations. 3. Teaching evaluations. 4. Syllabi and Exams. 5. Recommendation of Department Chair. 	NA

Appendix C: University Materials for Promotion Decisions

The following types of evidence should be gathered during the years in which faculty are building a dossier toward the next promotion step. The strongest evidence demonstrates a growth trajectory with evidence gathered each year. There are three required components and a minimum of three self-selected components.

Required

- **Teaching Statement:** A teaching statement describes the faculty member's approach to instruction, the pedagogical strategies that inform their teaching, methods of assessing student learning, and a summary of how they have responded to student feedback and course evaluations across multiple semesters.
- **Course evaluations:** Course evaluations, an accepted form of evidence in higher education, carry concerns about bias, low response rate, and instability of feedback. Faculty are therefore encouraged, but not required, to augment and/or contextualize their course evaluations each term by providing additional triangulating information (e.g., systematically gathered mid-course feedback or documented correspondence with students through Canvas/email, etc.)
- **In-class visitation by peers:** The minimum number of evaluations should equal the number of years between promotion steps. Ideally, faculty will consistently connect with peers and the CTE to grow their pedagogical knowledge by seeking input each year. Documentation of in-class visitation should be provided through letters or other shared feedback tools.

Self-selected. A minimum of three additional components from the list below should be selected in consultation with a faculty mentor, department chair, or dean. Departments or units have the option to specify which area of this list to prioritize and/or to require more than a minimum of three.

- **Recognition for teaching excellence:** *Indicates exceptional teaching effort and outcomes warranting public recognition or awards, either internal to SMU and/or through external organizations.*
- **Teaching portfolio for peer/faculty administrator review.** Information should be provided on a representative sample of learning materials, assignments, syllabi, grading systems, inclusive education, and student feedback opportunities. The portfolio should demonstrate substantial course design, redesign and/or innovation.
- **Participation in professional development related to teaching.** Serve either as a CTE community leader (e.g. CTE director, CTE affiliate; facilitate an initiative) or a CTE community member (e.g. regularly attend CTE events annually and host at least 2 CTE-sponsored or co-sponsored workshops across the period under review)
- **Service to the teaching profession.** This can include a variety of options, including serving consistently as a peer mentor and/or peer reviewer at SMU; serving on professional societies focused on teaching; collaborating on inclusive excellence in teaching; invitations to teach workshops, guest lectures, or visiting professorships, or other substantive leadership roles.
- **Publications related to teaching methodology, effectiveness, or course content** (e.g., journal articles, textbooks, lab manuals). This type of contribution offers peer-reviewed evidence that methodologies or course content were intentional, measurable, and/or impactful.

- **Effective service to students that impacts learning beyond the course.** This can include any combination of the following: substantial mentoring; directing undergraduate and/or graduate research; supervising independent studies; developing and/or supporting co-curricular activities; and serving on student selection/recruitment/honors committees.
- **Effective service to faculty colleagues that demonstrates leadership.** Faculty who serve in substantive leadership roles (e.g., chairing committees focused on curriculum and/or instructional enhancements; serving on university-wide program and curriculum review; and/or participating in accreditation work such as scoring assessments or revising rubrics).