

FACULTY RANKING POLICY

FACULTY APPOINTMENTS AND PROMOTION

A. FACULTY RIGHTS AND RESPONSIBILITIES

A university's faculty is the core of an academic institution, and each faculty is expected to contribute to the good of society in ways that go beyond just the advancement of individual faculty members' promotion and interests. In this community of Navajo Technical University scholars, academic freedom ensures that the University remains a marketplace of ideas that cannot require conformity with any orthodoxy of content or method in fulfilling its purpose of transmitting, evaluating, and extending knowledge for the greater good of society.

From the beginning of their careers, faculty members appreciate and thrive in environments that extend academic freedom; the right to teach, study, and engage in research that will result in new knowledge generation, creative and innovative scientific inquiry, dissemination of new ideas and scientific discoveries, engagement in peer evaluation processes and collaboration, transfer of knowledge and the extension and expansion of knowledge, under conditions permitting independence of thought and expression. No faculty member shall make any representations to, or enter into any agreement with, or act toward any student or other person in any manner which is not in conformity with established University policies, practices and procedures expressed in the NTU Faculty Handbook, NTU Student Handbook, NTU Graduate Handbook, University catalogues or other published University documents.

A unique and beautiful strength of NTU is the integration of Diné Culture and Philosophy into every aspect of the NTU learning environment. NTU encourages faculty members to explore Diné culture and Philosophy so they may discover and understand the benefits, significance and relevance of the intentional integration of Native American culture and philosophies in the NTU learning environment, which is designed specifically to support the success of our Native student population. NTU faculty will demonstrate the highest standards of teaching, scholarship and service and are expected to align teaching, scholarship, and service efforts with the NTU Core Values and Mission Statement which are based upon Diné Philosophy.

University service expectations for faculty members at the beginning of their careers will generally be lighter than those for faculty members who have established long term service with the University. A faculty member with long term service with the University is expected to provide support, mentorship, and guidance to their junior colleagues and to become increasingly involved in the life and governance of the University. This includes taking on a greater University based service load and mentoring faculty members toward success in their fields.

B. FACULTY PERFORMANCE EXPECTATIONS

All Faculty members will be evaluated annually in each of the following three areas: teaching, scholarship, and service. Teaching includes lectures, presentations in the classroom, online,

public/community/clinical/field setting or off-site locations for the purpose of expanding student learning, insight, and knowledge. Scholarship includes research, knowledge generation, and innovative creative activity. Service includes active participation in professional organizations, University faculty governance positions (committee membership), and in grassroots community-based organizations (Chapter Houses, Spiritual/Cultural Organizations, community organizations, public & private K-12 schools). In addition, faculty members will be evaluated on contributions to the quality and effectiveness of their School/Department and the University in the light of NTU's mission. The University recognizes that every faculty member offers a unique combination of accomplishments relative to the criteria listed above, depending on academic field, specialized scholarly interests, varying professional opportunities, and responsibilities for teaching, laboratory, and field work. NTU recognizes the relative weight and distribution of Teaching, Scholarship and Service may vary across and expects all faculty members to demonstrate productivity in each of the three areas over time.

Performance criteria in the areas of scholarship, teaching effectiveness and service shall be delineated in each School's/Department's documents concerning merit review, reappointment, and promotion policies. Each School's/Department's policies are subject to review and approval by the Dean of Undergraduate Studies and by the Provost.

1. Teaching- All faculty members are expected to transmit knowledge, extend their students' understanding and vision, and develop in their students the ability for critical and independent thinking. The NTU mission and Core Values are framed in the Diné philosophy therefore, all teaching will be aligned and relevant to values of Diné Philosophy. Examples of effective and quality teaching are outlined below:
 - a. Quality, respectful, inclusive and collaborative presentation in the classroom or other learning environments;
 - b. Effective communication includes clearly outlining learning expectations in course syllabi, clearly outlining learning objectives, scheduling course exam and assignment due dates, submission of grades, providing timely feedback to students on their submitted assignments/presentation and clearly conveying any modification of learning objectives to students in a clear, concise and timely manner;
 - c. Evidence of explicit and appropriate teaching/learning methods employed to enhance student success in meeting course objectives;
 - d. Flexibility and tailoring in teaching require adjusting teaching techniques to align with the particular subject area and the learning styles/needs of students involved;
 - e. Student assessments, grades, reports will be available for review by the Department Chair, Dean of Students, Dean of Undergraduate Studies and Provost.
 - f. When deemed appropriate creative development and implementation of new and innovative courses, programs, academic guidelines/policies, cooperative and experiential educational opportunities and creative application of technology will be implemented to achieve improved educational outcomes and align with current trending ideas/topics or to reach new audiences;

2. Scholarship, Research, and Creative Activity

All faculty are expected to earn distinction in their respective fields while engaging in scholarly activity as defined by their disciplines. Schools/Departments shall develop their own criteria of productive scholarship consistent with the expectations in their discipline, which should be available for consultation to those seeking promotion.

Publishing in peer reviewed scholarly journals or presenting original research or scholarly review constitutes the standard of achievement and dissemination. Advances in dissemination options include dissemination of scholarship and research through social media platforms, such as YouTube, Vimeo, Twitter or presentations given via web-based podcasts, meetings and conferences.

Recognition of faculty scholarship and research activities may involve the receipt of funding, donations, equipment, grants, or contracts awarded through a competitive peer review process.

Recognition of scholarly contributions by faculty in the Construction, Trade and Diné Studies fields may include unique, technical, procedural, or practical innovations of scholarship and knowledge generation and dissemination and are recognized as evidence of productive scholarship and 'research'. These activities may include tailored individual faculty development plans and apprenticeships (for the purpose of learning outside of the typical University setting, i.e., apprenticing with a Diné cultural expert/medicine person, Chef, Trades expert) mentoring, exploration (research) of innovative new ideas or projects in the field, testing new ideas in the field (research/experimenting), unique exploration or data collection on discipline specific ideas and innovations, dissemination of new knowledge (outcomes) of knowledge may include radio broadcast, conference presentations, public presentations, publications in academic or non-academic journals/magazines /newspapers, interviews, social media (Twitter, YouTube, Vimeo, Vlogs), panel discussions.

Performance expectations in scholarship include the faculty member's adherence to professional standards of conduct as established by the University policies governing research, funding agencies, and by standards established within each discipline. Compliance with all funding related submission deadlines and reporting dates is expected.

3. Service

The effective operation and development of the University significantly relies on the service contributions of the faculty. Faculty members are expected to perform service activities within and outside the University. Internal faculty service responsibilities will include administrative duties, committee work, advising student organizations, and involvement in other roles that contribute to the School/Department and University.

Outside the University, faculty members are expected to contribute to the professional development of their disciplines by promoting the discovery and dissemination of knowledge in their fields. Professional service activities include participation in professional organizations, community-based organization, seminars, and colloquia relevant to the individual's academic interests or to the education process. Faculty members also serve by sharing their disciplinary knowledge and expertise with communities across the Navajo Nation (communities, Chapter

Houses, NN government/council, health care facilities, and schools).

C. FACULTY APPOINTMENTS AND COMPENSATION

The Navajo Technical University Employee Handbook shall govern faculty appointments and compensation.

D. FACULTY TITLES

1. Academic Faculty. For purposes of this handbook, Academic Faculty are those who teach full-time and part-time, write proposals and conduct research for NTU.
2. Teaching faculty are those who spend 100% of their time teaching.
3. The President, Provost, Academic Deans and Directors can be ranked as Assistant, Associate, and Professor if they meet all requirements required by the academic rank.
4. An Assistant Professor is a tenure-track position.
5. Associate Professor and Full Professor are tenured faculty.
6. Tenure: Contingent on funding, a faculty member may receive tenure (permanent) employment after demonstrating eight years of service, teaching, research, publication, and mentorship.
7. A tenured professor can be fired if he or she violates University policy; therefore, a valid “just cause” and clear evidence of the violation must be documented and thoroughly investigated and confirmed before termination of employment.

Faculty who want to earn higher degrees can use the professional development plan (PDP) and American Indian College Fund (AICF) fellowship to pay for their education. Obtaining higher degrees will help faculty get promoted to higher rankings.

Trades faculty are not required to do research, but they are ineligible for course buyouts or course release, except those faculty who assist with administrative or substantial editing tasks. Trades faculty spend 100% of their time teaching.

Navajo Technical University Trades Faculty Ranking, Effective Fall 2022 Non-Tenure Track		
Technical Ranking	Technical Qualifications	Formal Educational Qualifications
Technical Instructor- equivalent to instructor	Four years of field experience and one year of supervision of an apprentice. A Technical Instructor will stay in this position for four (4) years and can apply for promotion in the fifth year to	Journeyman License, Certificate or other equivalent demonstrated by years of field experience

	advance to the level of Assistant Master Technical Instructor.	
Assistant Master Technical Instructor equivalent to assistant professor	Four years of field experience and four semesters of teaching experience at a higher institution level. An Assistant Master Technical Instructor will be in this position for four (4) years and can apply for promotion in the fifth year to advance to the level of Associate Master Technical Instructor.	Associate Degree or Executive Chef/Journeyman's License, or other equivalent certifications
Associate Master Technical Instructor equivalent to associate professor	Five years of field experience and eight semesters of teaching experience at a higher institution level. Demonstrable excellence in teaching. Documented community service. An Associate Master Technical Instructor will be in this position for four (4) years and can apply for promotion in the fifth year to advance to the level of Master Technical Instructor.	Bachelor's degree or Executive Chef/Journeyman's license or other equivalent certifications.
Master Technical Instructor equivalent to professor	Six years of field experience and twelve semesters of teaching experience at a higher institution level. Demonstrable excellence in teaching. Documented community service and exemplary accomplishment.	Master's degree or Executive chef/Journeyman's license or other equivalent certifications.

Tenured professors or tenure-track professors are eligible for course buyouts or course release if they receive externally funded grants. They spend 20% of their time for research and 80% for teaching.

Navajo Technical University Academic Faculty Ranking, Effective Fall 2022 Tenure-Track Faculty	
Position	Qualifications
Adjunct Lecturer/Lecturer	Bachelor's degree plus 18 graduate credits in teaching field **General Education courses and bachelor's degree programs require a master's degree or higher.

Postdoctoral Researcher or Visiting Assistant Professor	Doctoral Degree. Faculty who just graduated with a doctoral degree may be hired for one year. This is a non-tenured, temporary position and may extend to three years as Postdoctoral Associate or Postdoctoral Fellow to do research and teach.
Assistant Professor	<p>Doctoral degree/Terminal/Master's degree, 3 years of experience in teaching field, Professional excellence, community service, research, and publication.</p> <p>An Assistant Professor will be in this position for five (5) years and can apply for promotion (tenure) in the sixth year to advance to the level of Associate Professor. If an Assistant Professor does not pass the promotion review to advance to the Associate Professor in the sixth year, the faculty member may reapply the following academic year.</p>
Associate Professor	<p>Doctoral Degree with 5 years of teaching experience in a college or university with evidence of community service, research, publication, scholarly dissemination, and student mentoring. Excellence in teaching and/or exemplary professional accomplishments.</p> <p>An Associate Professor will be in this position for five (5) years and can apply for promotion in the sixth year for full Professor. Not all associate professors may apply or qualify for promotion for full Professor, so some people may retire as Associate Professor.</p>
Professor	Doctoral degree with 15 years in teaching in a college or university, with evidence of community service, research, publication, scholarly dissemination and student mentoring. Excellence in teaching and/or exemplary professional accomplishments.
Professor Emeritus/Emerita	Former professors or others who have given extraordinary service to the university.

Teaching professors (Non-Tenure Track Professors) are not required to do research, but they are ineligible for course buyouts or course release, except those faculty who assist with administrative or substantial editing tasks. Teaching faculty spend 100% of their time teaching.

Faculty who were grandfathered in to Associate Professor positions will not be demoted, but they are encouraged and have the option to use PDP and the American Indian College Fund Fellowship to further their education.

Navajo Technical University Academic Faculty Ranking, Effective Fall 2022 Non-Tenure Track, Teaching Faculty	
Position	Qualifications
Adjunct Lecturer/Lecturer	Bachelor's degree plus 18 graduate credits in teaching field **General Education courses and bachelor's degree programs require a master's degree or higher.
Visiting Assistant Professor	Doctoral Degree. Faculty who just graduated with a doctoral degree may be hired for one year. This is a non-tenured, temporary position and may extend to three years as Postdoctoral Associate or

	Postdoctoral Fellow to teach.
Teaching Assistant Professor	<p>Doctoral degree/Terminal/Master's degree, 3 years of experience in teaching field, Professional excellence, community service.</p> <p>A Teaching Assistant Professor will be in this position for five (5) years and can apply for promotion in the sixth year to advance to the level of Teaching Associate Professor.</p>
Teaching Associate Professor	<p>Doctoral Degree with 5 years of teaching experience in a college or university with evidence of community service and student mentoring. Excellence in teaching and/or exemplary professional accomplishments.</p> <p>A Teaching Associate Professor will be in this position for five (5) years and can apply for promotion in the sixth year for full Teaching Professor. Not all associate professors may apply or qualify for promotion for full Professor, so some people may retire as Teaching Associate Professor.</p>
Teaching Professor	<p>Doctoral degree with 15 years in teaching in a college or university, with evidence of community service, scholarly dissemination and student mentoring. Excellence in teaching and/or exemplary professional accomplishments.</p>
Teaching Professor Emeritus/Emerita	<p>Former Teaching Professors or others who have given extraordinary service to the university.</p>

Diné cultural faculty are not required to do research, but they are ineligible for course buyouts or course release, except those faculty who assist with administrative or substantial editing tasks. Diné spend 100% of their time teaching.

Navajo Technical University Diné Studies Faculty Ranking, Effective Fall 2022

Practitioner I Lecturer	Practitioner II Assistant Professor	Practitioner III Associate Professor	Practitioner IV Professor
<p>Conducts and/or Knowledge of:</p> <ul style="list-style-type: none"> • Rug Weaving I; • Na'ashjé'ii Asdzáa dóo Na'ashjé'ii Hastiin baa hane'. • Basic Basketry; • Ts'aa' baa hane'; • Moccasins making; • Kelchí baa hane' • Herbalist; • Nanise' azee' baa hane' dóo la' éi doo chodaa'íí da. • Pottery; • Sandpainting I; • Kinaalda Procedures • Yikei Yizhchí baa hane'; • Traditional Cooking; • Naadqá' ch'iiyáán iñehgi bi na'niltin. <p>*Acknowledged in writing by the mentor/practitioner *Show a professional portfolio</p>	<p>Conducts and/or Knowledge of:</p> <ul style="list-style-type: none"> • Rug Weaver II; • Use of plants & herbs to dye wool; • Dahadiníísá dęę hane' • Ni'hodilhił • Ni'hodoot'izh • Ni'haltso • Ni'hałgai • Hajíinéi hane' • Yołgai' Asdqá niilyáagi. • Asdzáq Nadleehí Ilkaqđ; • Hataa baazh ni'áazhgi hane' • Dził Diyinii / Dził Naat'ah • Tachééh baa hane' • Hózhóqji dóo Naayéji hane' • Nqhokaáá Diyin Dine'é Ninalyáagi hane' • Ádoone'í ídlíígi • T'áa dííqó hahodit'é • Star Gazing • Hand tremblers • Sweat Lodge • Sandpainting II • Diagnostician <p>*Certificated by the Hataali Medicine Man Association or Navajo Medicine Man Association</p>	<p>Conducts and/or Knowledge of:</p> <ul style="list-style-type: none"> • Hózhóqji Doo Ighash • 1–4-day ceremonies • Protection prayers • Ína'alí • Ách'ąąhoodzoh • Chishshijí Nahagha • Binii'łitsoji • Binii'łigaiji <p>*Certificated by the Hataali Medicine Man Association or Navajo Medicine Man Association * Community service and/or publication. Excellence in teaching and/or exemplary professional accomplishments.</p>	<p>Conducts and/or Knowledge of:</p> <ul style="list-style-type: none"> • 9-night Ceremonies: <ul style="list-style-type: none"> • Tł'ééji Hataal • Dził K'íji Hataal • 5-night Ceremonies <ul style="list-style-type: none"> • Hochxo'íji Hataal <ul style="list-style-type: none"> • Sq' tsohji • Tsiitsin Nat'aazhji • Ha'nełnééhee • O'oshni'ji Hataal • Tóyeeji Hataal • Iinaaji Hataal <p>*Certificated by the Hataali Medicine Man Association or Navajo Medicine Man Association * Community service and publication. Excellence in teaching and/or exemplary professional accomplishments.</p>
2 Years Minimum 2+ Years	5 Years Minimum 5+ Years	10 Years Minimum 10+ Years	15 Years Minimum 15+ Years

High School Diploma (preferable) or Special BIA 5-yr. Program Certificate	High School Diploma (or preferred) -Certificate -AA	High School Diploma (or preferred) -BA or higher	High School Diploma (or preferred) -MA or higher
A Practitioner I will be in this position for four (4) years and can apply for promotion in the fifth year to advance to the level of Auctioneer II.	A Practitioner II be in this position for four (4) years and can apply for promotion in the fifth year to advance to the level Practitioner III.	A Practitioner III be in this position for four (4) years and can apply for promotion in the fifth year to advance to the level Practitioner IV.	

I. PROMOTION CRITERIA FOR ACADEMIC FACULTY (TENURE-TRACK)

1. Criteria

Candidates for the ranks of **Assistant Professor, Associate Professor, or Professor** will advance for promotion when their academic records clearly demonstrate outstanding work performance and commitment to quality and effective teaching, and presentation of research and dissemination of scholarly activities, and publication. Academic service and community service, although expected of each candidate, cannot be considered in place of or substituted for teaching and/or scholarly research work or publication.

Seven criteria represent the essential elements of the NTU faculty performance expectations (see sections B-1,2 & 3 for further details):

a. Teaching quality and effectiveness
b. Scholarly or innovative/creative research
c. Publication and dissemination of academic information
d. Academic service
e. Community service
f. Student mentoring
g. Formal student advisement

1. The following criteria have to be fully met for the **Tenure-Track** promotion consideration by the institution.

- a. **Teaching:** Each candidate must demonstrate quality and effective teaching, and professional commitment to teaching, which are the critical roles of each faculty at Navajo Technical University. Quality, inclusive, respectful, effective, innovative and

- outstanding teaching will be recognized as the foremost of the seven essential criteria for promotion to the rank of Assistant Professor, Associate Professor, or Professor
- b. **Research:** Each candidate for the rank of Assistant Professor, Associate Professor, or Professor in addition to an outstanding teaching record, must demonstrate a high level of achievement in her/his discipline through scholarly and/or creative formal research involving qualitative, quantitative, or mixed-methods research approaches, to establish facts and reach new logical conclusions.
 - c. **Publication:** Each faculty member who wants to be promoted to the rank of Assistant, Associate, or full Professor is expected to publish at least once every two years in a peer-reviewed journal, a book, a book chapter, etc.
 - d. **Academic Service:** Each candidate for the rank of Assistant Professor, Associate Professor, Professor will have demonstrated a commitment of service to Navajo Technical University, to the Navajo Nation, and to her/his discipline profession. The types of commitment are demonstrated by active and continuous participation and leadership roles in departmental, School, or university committees; Faculty Advisory Council; active role in professional discipline-related organizations, and through sharing expertise and supporting the local community, regional, state, Navajo Nation, or national community.
 - e. **Community Service:** Each candidate for the rank of Assistant Professor, Associate Professor, Professor will have demonstrated a commitment of community service to Navajo Technical University and/or the Navajo Nation and the Diné. The type of commitment is documented and demonstrated by active and continuous roles in advisory capacity to student organizations on campus; mentorship, professional consultation and advising offered to the Navajo Nation; and a membership or active role in local organizations and community initiatives for the benefit of the Diné (Navajo people) as well as other neighboring American Indian Tribes, Pueblos, and Indigenous Nations
 - f. **Student Mentorship:** Provides scholarly mentorship and guidance to students relevant to their academic discipline and offer strategies for academic success and professional growth.
 - g. **Formal Student Advisement:** Advise students on how to attain their educational, professional and personal goals. Serve as a committee chair or committee member in graduate student committees.
 - h. Specific discipline related applications and/or amplifications of the criteria and procedures for evaluation for promotion that are beyond this section of the Faculty Handbook shall be formulated, outlined, and evaluated by each School or department. These criteria shall be subject to the approval of the Provost. Recommendations for promotion based on those discipline specific applications and/or amplifications shall primarily be the responsibility of the school or department.

II. PROMOTION CRITERIA FOR ACADEMIC FACULTY (TEACHING FACULTY NON-TENURE TRACK)

2. Criteria

Candidates for the ranks of **Teaching Assistant Professor, Teaching Associate Professor, or Teaching Professor** will advance for promotion when their academic records clearly demonstrate outstanding work performance and commitment to quality and effective teaching, and presentation of research and dissemination of scholarly activities, and publication. Seven criteria represent the essential elements of the NTU faculty performance expectations (see sections B-1, 2 & 3 for further details):

a. Teaching quality and effectiveness
b. Academic service
c. Community service
d. Student mentoring
e. Formal student advisement

3. The following criteria have to be fully met for promotion consideration by the institution.

- a. **Teaching:** Each candidate must demonstrate quality and effective teaching, and professional commitment to teaching, which are the critical roles of each faculty at Navajo Technical University. Quality, inclusive, respectful, effective, innovative, and outstanding teaching will be recognized as the foremost of the seven essential criteria for promotion to the rank of Assistant Professor, Associate Professor, or Professor
- b. **Academic Service:** Each candidate for the rank of Assistant Professor, Associate Professor, Professor will have demonstrated a commitment of service to Navajo Technical University, to the Navajo Nation, and to her/his discipline profession. The types of commitment are demonstrated by active and continuous participation and leadership roles in departmental, School, or university committees; Faculty Advisory Council; active role in professional discipline-related organizations, and through sharing expertise and supporting the local community, regional, state, Navajo Nation, or national community.
- c. **Community Service:** Each candidate for the rank of Assistant Professor, Associate Professor, Professor will have demonstrated a commitment of community service to Navajo Technical University and/or the Navajo Nation and the Diné. The type of commitment is documented and demonstrated by active and continuous roles in advisory capacity to student organizations on campus; mentorship, professional consultation and advising offered to the Navajo Nation; and a membership or active role in local organizations and community initiatives for the benefit of the Diné (Navajo people) as well as other neighboring American Indian Tribes, Pueblos, and Indigenous Nations
- d. **Student Mentorship:** Provides scholarly mentorship and guidance to students

- relevant to their academic discipline and offer strategies for academic success and professional growth.
- e. **Formal Student Advisement:** Advise students on how to attain their educational, professional and personal goals. Serve as a committee chair or committee member in graduate student committees.
 - f. Specific discipline related applications and/or amplifications of the criteria and procedures for evaluation for promotion that are beyond this section of the Faculty Handbook shall be formulated, outlined, and evaluated by each School or department. These criteria shall be subject to the approval of the Provost. Recommendations for promotion based on those discipline specific applications and/or amplifications shall primarily be the responsibility of the school or department.

III. PROMOTION CRITERIA FOR DINÉ CULTURAL FACULTY (NON-TENURE TRACK)

4. Criteria

Candidates for the ranks of **Practitioner I, Practitioner II, Practitioner III or Practitioner IV** Instructor will advance for promotion when their academic records clearly demonstrate outstanding work performance and commitment to quality and effective teaching, and presentation of innovative discoveries or research findings and publication and or dissemination of knowledge. Academic service and community service, although expected of each candidate, cannot be considered in place of or substituted for teaching and/or scholarly research work or publication.

Seven criteria represent the essential elements of the faculty's mission at Navajo Technical University which are (see sections B-1, 2, 3 for further details):

a. Teaching quality and effectiveness
b. Academic service
c. Community service
d. Student mentoring
e. Formal student advisement

5. The following criteria have to be fully met for promotion consideration by the institution.

- a. **Teaching:** Each candidate must demonstrate quality and effective teaching, and professional commitment to teaching, which are the critical roles of each faculty at Navajo Technical University. Quality, inclusive, respectful, effective, innovative, and outstanding teaching will be recognized as the foremost of the seven essential criteria for promotion to the rank of Practitioner II, Practitioner III, or Practitioner IV.
- b. **Academic Service:** Each candidate for the rank of Practitioner II, Practitioner III, or Practitioner IV will have demonstrated a commitment of service to Navajo Technical

University, to the Navajo Nation, and to her/his discipline profession. The types of commitment are demonstrated by active and continuous participation and leadership roles in departmental, School, or university committees; Faculty Advisory Council; active role in professional discipline-related organizations, and through sharing expertise and supporting the local community, regional, state, Navajo Nation, or national community.

- c. **Community Service:** Each candidate for the rank of Practitioner II, Practitioner III, or Practitioner IV will have demonstrated a commitment of community service to Navajo Technical University and/or the Navajo Nation and the Diné. The type of commitment is documented and demonstrated by active and continuous roles in advisory capacity to student organizations on campus; mentorship, professional consultation and advising offered to the Navajo Nation; and a membership or active role in local organizations and community initiatives for the benefit of the Diné (Navajo people) as well as other neighboring American Indian Tribes, Pueblos and Indigenous Nations
- d. **Student Mentorship:** Provides scholarly mentorship and guidance to students relevant to their academic discipline and offer strategies for academic success and professional growth.
- e. **Formal Student Advisement:** Advise students on how to attain their educational, professional and personal goals. Serve as a committee chair or committee member.
- f. Specific discipline related applications and/or amplifications of the criteria and procedures for evaluation for promotion that are beyond this section of the Faculty Handbook shall be formulated, outlined, and evaluated by each School or department. These criteria shall be subject to the approval of the Provost. Recommendations for promotion based on those discipline specific applications and/or amplifications shall primarily be the responsibility of the School or department.

IV. PROMOTION CRITERIA FOR TRADES FACULTY (NON-TENURE TRACK)

6. Criteria

Candidates for the ranks of **Assistant Master Technical Instructor, Associate Master Technical Instructor, or Master Technical Instructor** will advance for promotion when their academic records clearly demonstrate outstanding work performance and commitment to quality and effective teaching, and presentation of research, innovative Trades projects and exploration within the field and dissemination of new knowledge, project outcomes and/or publication. Academic service and community service, although expected of each candidate, cannot be considered in place of or substituted for teaching and/or scholarly research work or publication. Seven criteria represent the essential elements of the faculty's mission at Navajo Technical University which are (see sections B-1,2, 3 for further details:

a. Teaching quality and effectiveness
b. Academic service

c. Community service
d. Student mentoring
e. Formal student sdvisement

7. The following criteria have to be fully met for promotion consideration by the institution.
- a. **Teaching:** Each candidate must demonstrate quality and effective teaching, and professional commitment to teaching, which are the critical roles of each faculty at Navajo Technical University. Quality, inclusive, respectful, effective, innovative, and outstanding teaching will be recognized as the foremost of the seven essential criteria for promotion to the rank of Assistant Professor, Associate Professor, Professor, Assistant Master Technical Instructor, Associate Master Technical Instructor, or Master Technical Instructor.
 - b. **Academic Service:** Each candidate for the rank of Assistant Master Technical Instructor, Associate Master Technical Instructor, or Master Technical Instructor will have demonstrated a commitment of service to Navajo Technical University, to the Navajo Nation, and to her/his discipline profession. The types of commitment are demonstrated by active and continuous participation and leadership roles in departmental, School, or university committees; Faculty Advisory Council; active role in professional discipline-related organizations, and through sharing expertise and supporting the local community, regional, state, Navajo Nation, or national community.
 - c. **Community Service:** Each candidate for the rank of Associate Master Technical Instructor, or Master Technical Instructor will have demonstrated a commitment of community service to Navajo Technical University and/or the Navajo Nation and the Diné. The type of commitment is documented and demonstrated by active and continuous roles in advisory capacity to student organizations on campus; mentorship, professional consultation and advising offered to the Navajo Nation; and a membership or active role in local organizations and community initiatives for the benefit of the Diné (Navajo people) as well as other neighboring American Indian Tribes, Pueblos and Indigenous Nations
 - d. **Student Mentorship:** Provides scholarly mentorship and guidance to students relevant to their academic discipline and offer strategies for academic success and professional growth.
 - f. **Formal Student Advisement:** Advise students on how to attain their educational, professional and personal goals. Serve as a committee chair or committee member.
 - g. Specific discipline related applications and/or amplifications of the criteria and procedures for evaluation for promotion that are beyond this section of the Faculty Handbook shall be formulated, outlined and evaluated by each School or department. These criteria shall be subject to the approval of the Provost. Recommendations for promotion based on those discipline specific applications and/or amplifications shall primarily be the responsibility of the School or department. All applications for promotion must be received by **December 31** of each year.
8. Procedure

- a. The Promotion Committee of the School shall be convened for each faculty promotion request and will be composed of three (3) members of the candidate's School elected annually by faculty members of the School. The School Chair shall be a nonvoting *ex officio* member. The membership may consist of anyone holding the rank of Associate Professor or Associate Master Technical Instructor or above. A candidate for promotion may serve on the Promotion Committee of the School except during those particular sessions when his or her candidacy is being considered.
- b. The Promotion Committee shall review the status of each faculty member in any year when he or she so requests promotion.
 - i. The Promotion Committee shall evaluate all appropriate evidence (promotion book based on five years of activities and three external letters of recommendation), including an interview with each candidate concerning his or her qualifications and including a written evaluation by the School Chair, which will become part of the candidate's dossier.
 - ii. By **January 30** of each year, a Promotion Committee of the School shall be convened for each faculty promotion request. The Promotion Committee will review the promotion request and offer their written recommendation by **February 28**.

The Promotion Committee shall prepare a written majority report, which shall be submitted first to the candidate and then, after the candidate has had a reasonable chance to reply, to the Dean of Undergraduate Studies or the Dean of Graduate Studies together with minority reports. The recommendations of the Promotion Committee shall reflect the best professional judgment of the Committee as to the candidate's merit in accordance with criteria outlined in the NTU faculty promotion guidelines, regardless of financial or administrative factors.

- iii. The candidate shall have the right to have his or her response appended to the documents sent to the Dean of Undergraduate Studies.
- iv. If the recommendation by the Promotion Committee is negative, it is incumbent upon that Promotion Committee's School and the Dean of Undergraduate Studies to propose developmental actions that would better suit the candidate for promotion at a future date.
- c. The Promotion Committee's recommendations, whether favorable or unfavorable to the candidate, shall be considered in turn by the School Chair, the Dean of Undergraduate Studies, the Provost, and the NTU President.
 - i. The decision in each instance shall be communicated, in writing, to the individual candidate, giving him or her a reasonable amount of time to respond before it is sent on to the next level;
 - ii. The last decision is to be communicated by the Provost not later **than March 31**.
 - iii. If the Promotion Committee's recommendation, whether positive or negative, is contradicted by the action of any administrator, that action shall be explained, in writing, to the Promotion Committee's Chair, as well as to the candidate.
- d. The candidate may appeal any negative promotion decision to the Faculty Promotion Appeal Committee of the Faculty Congress, established as a Standing Committee of the Faculty Congress pursuant to Section VI.3.c of the Constitution of the Faculty Congress of the Navajo Technical University, and as

provided at Section III.B.6 of this Faculty Handbook.

9. **Faculty Promotion Appeal Committee.** The Faculty Promotion Appeal Committee shall consist of five (5) members. The members of the Committee shall be a University Administrator appointed by the NTU Provost, a member of the Faculty Congress from a branch campus or instructional site appointed by the NTU Provost, and two members of the Faculty Congress elected by the Faculty Congress and one Department Chair. The Committee members shall serve two (2) year terms. The election of the Faculty Congress members shall be conducted during the first Fall semester meeting of the Faculty Congress. The Faculty Promotion Appeal Committee shall have the following functions:
- a. Conduct an informal hearing to consider the appeal by a member of the Faculty Congress regarding a decision related to their academic ranking. The committee will present their recommendation to the Dean of Undergraduate Studies and Provost. The decision of the Dean of the Undergraduate Studies and Provost regarding the Committee's recommendation shall be final.
 - b. Factors to be considered by the Committee:
 - i. Although the appellant may not meet the ranking requirements, determine if the appellant has excelled in developing their program that justifies promotional recognition by the NTU President and Board of Regents.
 - a. Although the appellant has acquired a Master's degree, determine if the appellant has achieved an extraordinary publication record in his/her field and/or has developed a national or international reputation that justifies promotional recognition by the NTU President and Board of Regents to the ranking of Assistant Professor or Associate Professor.
 - b. Determine if the appellant has provided extraordinary service to the Navajo Nation community, extraordinary accomplishment on behalf of the University, and/or extraordinary research of benefit to the University and/or the Navajo Nation that justifies promotional recognition by the NTU President and Board of Regents.