



File Construction Workshop

NTTP, XIII-D, XIII-O, PT

Kerri Sowers, Fall 2025

Today's Session

1. Important Resources
2. File Construction
3. Questions



Important Resources

- [Locally Negotiated Agreements](#)
- [Faculty Evaluation Procedure MOA](#)
- [Faculty Evaluation Policy \(University Standards – section 6.00 and 10.0\)](#)
- [Program & School Standards](#)
- [Online Course MOA](#)
- [Personnel Actions Calendar](#)
- [Summary Due Dates](#)
- [NTTP MOA \(2023\), NTTP Addendum \(2023\), NTTP Peer Review, & NTTP Promotion](#)



Important Dates

- **File Closing**
 - **January 2:** NTTP Year 1-4, NTTP Year 5, XIII-O, PT Year 1-4, PT Year 5, and PT After Year 5
 - **February 3:** XIII-D
- **PRC Letters**
 - **January 13:** NTTP Year 1-4, NTTP Year 5, XIII-O, PT Year 1-4, PT Year 5, and PT After Year 5
 - **February 17:** XIII-D
- **Dean Letters**
 - **January 20:** NTTP Year 1-4, NTTP Year 5, XIII-O, PT Year 1-4, PT Year 5, and PT After Year 5
 - **March 10:** XIII-D
- **FRC Letters**
 - **Only if needed, January 27:** NTTP Year 1-4, PT Year 1-4, and PT After Year 5
 - **Required for reappointment, January 28:** NTTP Year 5, PT Year 5
- **Provost, February 10**
- **President, February 17**
- **BOT, March 3**
- *Rebuttals are due 3 days after each level of review, by 2 PM (reach out to the Union for assistance!!)*

NTTP & PT: Review Periods

- **NTTP**

- Year 1 through 4 are annual reviews by the PRC and Dean (goes to FRC only if negative)
- Year 5 is a review by the PRC, Dean, FRC, and Provost
- If appointed for a sixth year, you are then eligible for two- **or** three-year contracts
- Subsequent reviews go to the PRC and Dean (only negative reviews go to the FRC/Provost)
- May apply for promotion to a higher rank (see section G in the [NTTP MOA 2023](#) & [NTTP Promotion Addendum](#)) or for a range adjustment (see [2024 Addendum](#))
- Consecutive years of service for another program count towards NTTP year
- NTTPs who switch to another contract (ie adjunct) will restart the NTTP clock

- **Part-Time**

- Year 1 through 4 are annual reviews by the PRC and Dean (goes to FRC only if negative)
- Year 5 is a review by the PRC, Dean, FRC, and Provost
- If appointed for a sixth year, you are then eligible for two-year contracts
- Subsequent reviews go to the PRC and Dean (only negative reviews go to the FRC/Provost)
- May apply for promotion to a higher rank (during promotion cycle)

XIII-D & XIII-O: Review Periods & Conversion

- **XIII-D**
 - One-year contract, not permitted to extend beyond three years
- **XIII-O**
 - May be a two- or three-year contract
- **XIII-D and XIII-O**
 - Same evaluation process as a first-year tenure track faculty
 - If converted to a tenure track, the years will count towards the tenure clock
 - If appointed to a tenure track line for Year 2
 - One-year contract
 - Must create a faculty plan in Year 2
 - Follow the evaluation process for Year 2 faculty
 - If appointed to a tenure track line for Year 3
 - Two-year contract
 - A faculty plan is not required but may be done informally
 - Year 3 file (feedback evaluation) will follow the MOA procedure for the First Year Feedback review process.

File Construction Approach



NTTP, XIII-D, XIII-O, and PT files are due by 5 PM on January 2nd and XIII-D is due February 3rd

- Review MOA, Policy, & Standards
- Consider your audience (PRC, Dean, possibly FRC, Provost, President)
- Gather artifacts/evidence of excellence
- Engage in thoughtful self-reflection
- Utilize FAWN

NTTP Evaluation

- Evaluation based on contract terms and the [NTTP MOA](#) and Addendums
- **Criteria for Evaluation:** The criteria for evaluation of NTTPs will be based on the terms of individual contract(s) and should include but are not limited to:
 1. Evidence of excellence in teaching effectiveness, including professional development to maintain currency in their subject matter as well as their teaching skills/abilities.
 2. Evidence of excellence in meeting service responsibilities
 3. Any additional documentation specified in the University, School, and Program Standards with the exception of those related to scholarship and/or creative activity.

NTTP File Contents

- Files of First Year NTTPs
 - A **short (one-page) reflection** on their first semester at Stockton
 - Syllabi and student evaluations for first semester courses
 - If assigned teaching, NTTPs are recommended (not required) to have a peer observation in their first semester and include that report in their file
 - **Peer Observations can be done by any tenured faculty member or multi-year contract NTTP**
 - If assigned other duties, NTTPs are expected to provide relevant documentation of job performance
- Files of all other NTTPs
 - A self-evaluation of **no more than 5-pages** (overall assessment of the NTTPs' achievements in teaching, service, and/or other contractual duties, as assigned)
 - If applicable, they should include a Teaching Portfolio with representative syllabi, student evaluations of teaching, **two peer observation reports per year (year 2-5)**, evaluations of precepting, any optional documentation of teaching excellence, and documentation of service.
 - NTTPs are expected to provide relevant documentation of job performance.
 - NTTPs on multi-year contracts are not required to have peer observations.

NTTP Promotion

- Eligible for promotion to a higher level after 5 years of consecutive service
- Must meet/exceed the requirements of the higher level (except in the area of scholarship/creative work)
- Promotion will result in advancement of **4 salary ranges**
- Must submit written application for consideration of promotion following the normal promotional cycle for full-time faculty, identified in the Personnel Actions Calendar
- External reviewers are not required for promotion to any level

NTTP Range Adjustment

- Have qualifications that meet or exceed two of the three requirements for seeking advancement to the next level ([Policy II-10.5](#), sections 10.2-10.3.3)
 - Documentation of scholarship/creative activity is not required
 - External reviewers are not required
- Eligible to apply after 7 years of consecutive service
- Must provide 2 peer observations of teaching and/or clinical performance by a multi-contract NTTP or tenured faculty
- Follow the range adjustment cycle/timeline
- Range adjustment will result in advancement of 2 salary ranges

Required File Content

- **Background Materials**

- *File cover page & position description/responsibilities (School uploads)*
- Updated Curriculum Vitae (CV)

- **Self-Evaluation**

- Executive Summary (1-2 pages)
- NTTP Narrative: self-evaluation of their contributions to teaching, and service
- PT, XIII-D, XIII-O Narrative: brief self-evaluation of contributions to teaching, scholarship/creative activity, and service

Required File Content (Continued)

- **Teaching Portfolio (REQUIRED CONTENT)**

- Representative syllabi
- IDEA/small class instrument
- Peer observation(s) – ***optional PT, XIII-O, XIII-D*** (recommended if there is a possibility to convert to tenure track), ***required for NTTP***
 - ***NTTP 1st year – 1 required***
 - ***NTTP 2-5 years – 2 per year***
 - ***NTTP after 5 years, on a multi-year contract – not required, unless seeking promotion/range adjustment (2 completed by a multi-year NTTP or tenured faculty)***
- Precepting survey – ***should include*** if you have preceptees,
- Optional additional materials (sample assignments, lectures, rubrics, class feedback, etc.)
- ***Provide evidence and reflect about how you have met University, School, and Program standards***

Required File Content (Continued 2)

- **Scholarship Evidence (OPTIONAL for NTTP)**
 - Samples of scholarly or creative work(s)
 - Evidence of reviews, grants, or awards
 - ***Provide evidence and reflect about how you have met University, School, and Program standards***
- **Service Evidence (NTTP REQUIRED)**
 - Evidence of awards
 - Letters that document impact of service (external and internal)
 - Notice of committee appointments
 - Task force/committee reports, meeting notes, other evidence that documents service contributions
 - ***Provide evidence and reflect about how you have met University, School, and Program standards***

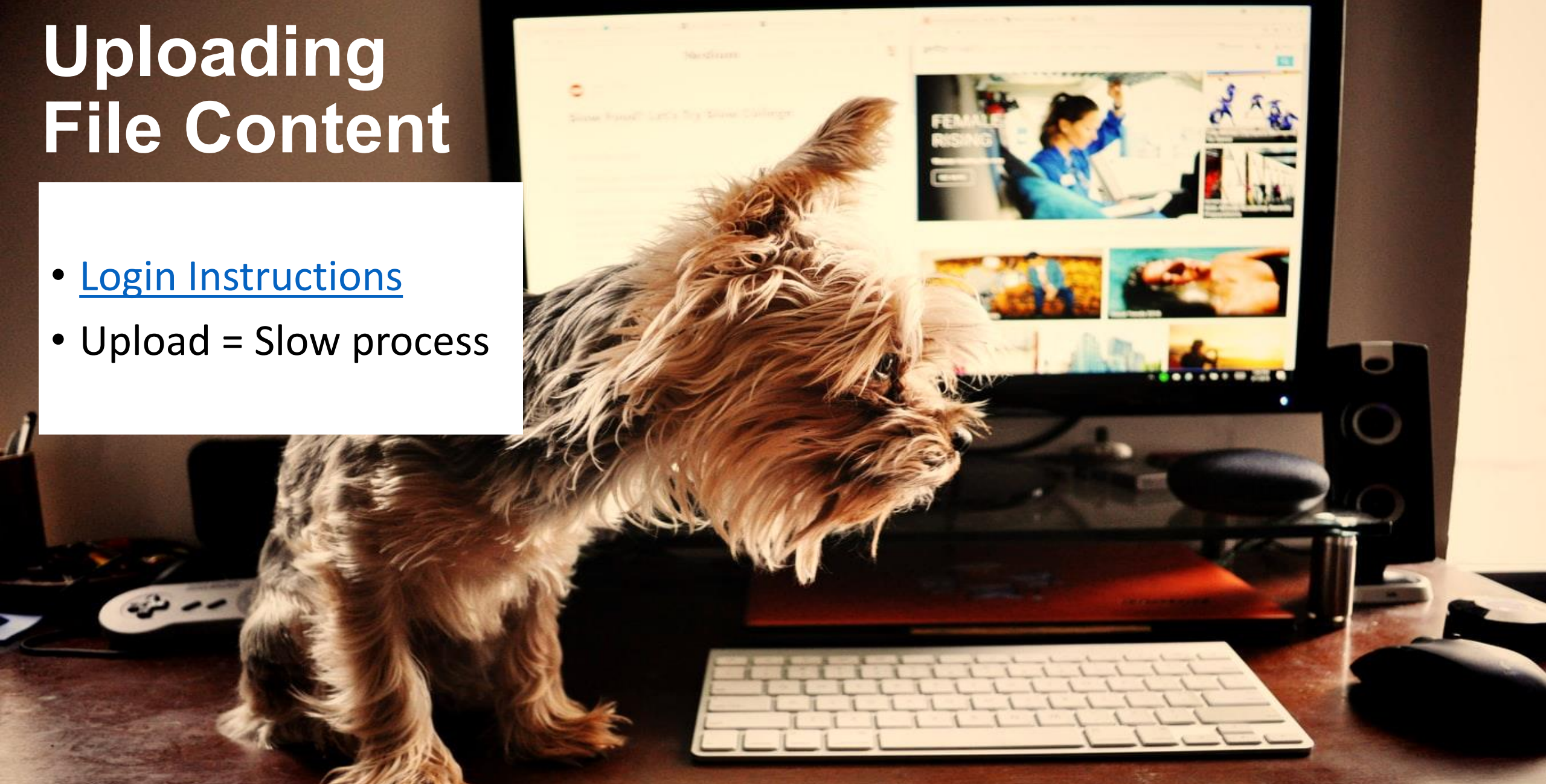
Mistakes to Avoid

- Missing or inaccurate CV information
- Not considering the readers when writing (consider clarity, brevity, & specificity)
- Failing to reference the standards for excellence in teaching, service, and scholarship
- Failing to provide evidence
- Not connecting your evidence to your self-evaluation
- Teaching philosophy not supported by evidence
 - No examples from IDEAs or overreliance on IDEA scores
 - Lack of reflection/examination of trends (IDEA & other assessments)



Uploading File Content

- [Login Instructions](#)
- Upload = Slow process



Online Faculty Review for Reappointment, Promotion and Tenure

Faculty Member:

Review Type:

Academic Year:

Review Status:

PRC: [View Committee Members](#)

FRC:

LPC:

Go!

Background Material

Cover Pages

No Files

Position Description

No Files

Vitae/Resume

- | | | | |
|---|---|---|--|
| X | ↑ | ↓ | Resume (Submitted 1/6/2014 by webapps) |
| X | ↑ | ↓ | Another Resume (Submitted 1/6/2014 by webapps) |

Self Evaluation Documents

1st Year Reflection

- | | | | |
|---|---|---|---|
| X | ↑ | ↓ | sample file (Submitted 1/6/2014 by webapps) |
|---|---|---|---|

Add File

Choose File:

Name of File:

Choose Sub-Container:

Label File:

Add File

Choose File:

Name of File:

Choose Sub-Container:

Label File:

Faculty File Closing Acknowledgement

☐ I certify that this file is complete.

(Check box and click button below.)



Questions??