

Dorothy F. Schmidt College of Arts and Letters Appointment and Promotion of Instructors Guidelines

Objective

As per the Provost's 2015 memorandum the objective of the non-tenure track faculty promotion process is to provide a practical and equitable means to validate the significant work of instructors, reward academic excellence, and encourage professional development. While years in service are one criterion for eligibility, promotion will be based on academic excellence and not the number of years in the position. Full-time non-tenure track faculty may be promoted in accordance with college/department/school policies and criteria.

Non-Tenure Earning Faculty Positions in DFSCAL

- Instructor
- Senior Instructor
- University Instructor

Criteria for Appointment

For each position classification, criteria for appointment should be specified by the department/school. This should include, but not be limited to, requirements for earned degrees, professional training and experience, and performance expectations. Instructors must meet the credential requirements for their discipline and are expected to hold the terminal degree in their field.

Criteria for Promotion

Departments/schools may adopt the University and College Criteria as their own, or they may supplement those criteria with their own requirements. But department/school criteria must be compatible with those of the University and College. The initial criteria for appointment and promotion set forth by the University/College apply to all applicants until unique department/school/unit criteria are approved in accordance with the "Approval" provisions of the Provost's policy.

Promotion to senior instructor

Candidates for promotion to Senior Instructor must demonstrate a consistent record of excellence in assigned duties. Evidence of excellence may include annual evaluations of teaching, student evaluations of teaching, peer evaluations of teaching, examples of successful student learning outcomes, demonstration of leadership and rigor in teaching, curricular development, assessment activities, community engagement and departmental collegiality. Additional contributions to the department/school, college or university should be included in the promotion

application along with any pedagogical publications, or professional presentations, discipline publications and/or creative activities, classroom and laboratory innovations, or performance in other areas of assigned duties.

Promotion to University Instructor

Candidates for promotion to University Instructor must first attain promotion to Senior Instructor. Additionally, consistency of teaching success, evidence of teaching quality enhancement, and leadership contributions to the university and the profession are expected. Promotion to University Instructor carries an expectation of notably consistent, increasingly high levels of performance and career achievement.

Development and Approval of Department/School Criteria

The development and approval of department/school/ criteria, guidelines, timelines and processes must follow the procedures set forth annually by the Provost's Office and outlined in the Provost's Promotion and Tenure Memorandum, FAU's Criteria for the appointment, Promotion and Tenure of Faculty, and Principles of Creating Criteria and Standards for Promotion and Tenure, as amended, and must be approved by the Provost or designee. Criteria generally become effective one year following adoption. The date of adoption shall be the date the criteria are approved by the Provost or designee. When new criteria are adopted and approved, faculty members submitting application for promotion within the subsequent three years may choose to be evaluated based on the old or the new criteria. Thereafter, only the new criteria will apply.

Eligibility

1. Portfolio status letters must show:
 - a. Date of initial hire at FAU and position
 - b. Dates of appointment to other positions at FAU, if applicable
 - c. Dates of appointments and positions outside of FAU if claiming credit for that time
2. Time spent in other positions at FAU may be considered towards promotion eligibility at the sole discretion of the Provost or designee. A request to consider time spent in other positions at FAU towards promotion must be directed to the Provost through the Dean prior to assembling the portfolio. Request to the Dean of the Dorothy F. Schmidt College of Arts and Letters must be received no later than a week prior to the start of the academic year. If the request is approved at the College level, the Dean will forward to the Provost no later than the first week of the academic year. The maximum amount of time allowable for transfer is 3 years. If requested, the position duties, FTE, status (Visiting/Adjunct), Dean approval detailing how this fits with FAU's Strategic Plan for the Race to Excellence 2015-2025, and other factors may be considered. The faculty member

attempting to use time spent in other positions should not prepare a portfolio until eligibility is confirmed by the Provost or designee.

3. Instructors must be on regular, full-time appointments to be considered for promotion.
4. Candidates will be eligible to apply for promotion to Senior Instructor at the beginning of their 6th year of full time continuous service or thereafter. Candidates may bring in prior years of service from another institution but must have at least three years of continuous service at FAU.
5. Candidates will be eligible to apply for promotion to University Instructor at the beginning of their 6th year of full time continuous service as a Senior Instructor at FAU or thereafter.
6. Instructors at any rank are not required to apply for promotion

Transition Period: In addition to meeting eligibility requirements, a transition period is in effect until the 2017-2018 promotion cycle. An employee's first year of potential eligibility will be as follows:

2015/2016	All non-tenure track faculty hired during 2008-2009
2016/2017	All non-tenure track faculty hired during 2010 or prior.
2017/2018	Any non-tenure track faculty who meets the regular eligibility criteria as outlined above.

Levels of Review - Procedures

Promotion portfolios and timelines will follow those disseminated annually as determined by the Office of the Provost: *Provost's Promotion and Tenure Memorandum, University Promotion and Tenure Portfolio Preparation and Criteria for Appointment, Promotion and Tenure of Faculty*. A separate memo specifying non-tenure track portfolio guidelines and timelines will also be disseminated annually from the Provost's office and a timeline for Department/School deadlines will be set to meet the College and Provost's deadlines. Department/School and College deadlines must be set to allow the promotion candidate 5 working days to review and respond to the *Letter from the Chair/Director* and 5 working days to review and respond the *Letter from the Dean*.

Promotion portfolios will be considered by a College non-tenure track promotion review committee. The committee will be composed of two tenured faculty, two instructors (Senior or University Instructors are preferred when they are available), and one college faculty administrator. The college will determine how the tenured faculty and instructors will be selected; the faculty administrator will be appointed by the dean of the college. The chair of the committee will be elected

by the committee members. A faculty member who has applied for promotion for the year is ineligible to serve on a review Committee.

Department/School/Unit Committee Guidance:

Departments/Schools/Units may form a non-tenure track promotion committee to review applicant promotion packets. In the event a department/school committee cannot be composed due to lack of qualified personnel as defined in the “Levels of Review-Procedure” provisions of the memoranda, the College committee may be used. For example if a department does not have two Instructors to serve on a Committee, the deficit number of Instructors may be selected from elsewhere in the college. A faculty member who has applied for promotion for the year is ineligible to serve on a review Committee.

Recommendations from the committees will go to the chairs/directors, and the dean – who makes a recommendation to the Provost. The Provost makes a positive or negative recommendation to the President. The President shall make the final decision on the granting of the promotion.

Faculty who are successful in attaining promotion may be awarded a salary increase if employed for a subsequent term. The amount of any increase for union bargaining unit faculty will be determined through the collective bargaining process and incorporated in the applicable collective bargaining agreement. Any increase for non-union faculty will be at the dean’s discretion with approval from the Provost.