

## **CAREER PATH FOR INSTRUCTORS (Teaching)**

### **Principles/Rules**

- Faculty classified as instructors should be considered as continuing employees unless appointed as “visiting” in which case the terms of appointment is governed by the employment contract.
- The “Lecturer” classification (the specifications are virtually identical to those of “Instructor” in the old State classification system) should be confined to appointments of individuals who may desire less structured relationships with the University and who come to the University with distinguished professional careers (e.g., former government officials, distinguished retired faculty, retired business executive).
- Lecturers functioning as instructors may request to have their appointment status changed to instructor, and thus become eligible for this career path with credit for their years of service under their appointment status as lecturers.
- The career path creates no rights other than the opportunity to apply for promotion.
- Department/Unit and/or college governance documents should address responsibilities and privileges of these non-tenure-earning employees in consideration of the provisions contained herein. Regional campuses may develop additional criteria specific to their mission.
- The decision to apply for promotion rests with the individual and there should be no penalty for one’s choice not to apply or for failure to achieve promotion.
- Colleges and Departments/units will develop criteria specific to their units following procedures/processes similar to tenure and promotion process of the department/unit.
- Employees applying for promotion within this career path will be reviewed at both the departmental/unit and college levels; applicants may request further review from office of Academic Affairs.

### **Initial Appointments**

- All incoming non-tenure-earning Instructors should be appointed at Level 1 unless a documented level of achievement merits appointment at a higher level. Appointment at a higher level should be based on a recommendation of the faculty and departmental/unit chair/director and the approval of the Dean and Provost.

### **Current Instructors may opt to apply for levels I, II or III.**

### **Levels**

#### **Level 1**

- Appropriate terminal degree as defined by the academic unit.

- Documented competency in teaching/instruction/advising or reasonable expectation of same.

## **Level 2**

- Appropriate terminal degree as defined by the academic unit and approved by the Office of the Provost or applicable office of Academic Affairs.
- Typically 5 years or more of experience at Level 1 or equivalent.
- Documented excellence in principal assigned duty (duties) defined as a rating of at least “Outstanding” based on the last five years of annual evaluations. This rating will be based on the judgment of the departmental/unit evaluation committee where present and/or the chair/director.
- Minimum rating of at least “Satisfactory” on all other areas of assignment based on the last five years of annual evaluations.
- The final determination of the promotion application will be made by the Dean of the college or V.P. of the Division.
- Documented achievements in assigned activities; for example, development of new programs, development of innovative approaches or materials, contributions to the discipline/profession through participation in professional conferences or publications related to discipline.
- Ability to maintain credentials in compliance with appropriate accreditation standards.

## **Level 3**

- Appropriate terminal degree as defined by the academic unit and approved by the Provost’s Office.
- Typically 5 or more years of experience at the Level 2 or equivalent.
- Documented excellence in principal assigned duty (duties) defined as a rating of at least “Outstanding” based on the last five years of annual evaluations. This rating will be based on the judgment of the departmental/unit evaluation committee where present and/or the chair/director.
- Minimum rating of at least “Satisfactory” on all other areas of assignment based on the last five years of annual evaluations.
- The final determination of the promotion application will be made by the dean of the college or V.P. of the Division.
- Documented achievements in assigned activities; for example, development of new programs, development of innovative approaches or materials, contributions to the discipline/profession through participation in professional conferences or publications related to the discipline.
- Maintain credentials in compliance with appropriate accreditation standards.

### **Promotional Review Committees for Instructors**

Each department/unit and college will create a standing committee (Non-tenure Promotion Committee) for the purpose of evaluating promotional applications within this career path and making recommendations to grant/deny the promotion.

Initially the membership of these committees will be comprised of tenured and tenure-earning faculty; later those non-tenure-earning Instructors who have been promoted to Level 2 or 3 will also be eligible to serve on these committees.

### **Additional Considerations**

Eligible employees who wish to participate in the Instructor Career Path would need to be evaluated by the department/unit and college committees with respect to placement at the appropriate level.

Decisions on promotion prior to the time recognized as normal should be considered “early decisions.” Early decisions should be identified and justified as such at every level of review. Truly exceptional performance is required for a favorable early decision.

**NOTE:** Some revision of the HR classification system may be required to implement these guidelines with respect to recognition of these career path levels and the distinctions made between the classification titles of “Instructor” and “Lecturer.”

**Proposed Effective date: AY2009-10**

## **REVIEW PROCESS FOR PROMOTION WITHIN THE INSTRUCTOR CAREER PATH**

Academic units employing non-tenure-earning employees in the faculty pay plan will develop procedures for processing promotion applications for eligible employees subject to approval by the Office of the Provost or applicable office of Academic Affairs. Academic units have the option to further define the promotional requirements of these guidelines so long as further definitions are in writing and approved by the Office of the Provost or applicable office of Academic Affairs and so long as further definitions are not weaker than or in conflict with these guidelines.

### **Department/Unit and College Advisory Committees**

Two committees will provide advice on promotion decisions within the Instructor career path:

Departmental/Unit Non-tenure Promotion Committee (DNPC)  
College Non-tenure Promotion Committee (CNPC)

The purpose of these committees is to review applications for promotion and to provide faculty advice to the Chair and Dean on each application.

### **Department/UNIT Committee**

Each department/unit shall establish on an annual basis, as needed, a Departmental/Unit Non-Tenure Promotion Committee (DNPC) to review applications and to make recommendations to the Department/Unit Chair and the CNPC.

Where possible, departmental/unit representatives serving on the DNPC should not serve on the CNPC. Individuals serving on more than one committee should vote at the department/unit DNPC but may participate in the discussion of the candidate during the meeting of the CNPC Committee. The procedures for selecting members of the DNPC will be specified in the appropriate department/unit governance document. The DNPC committee shall select the Chairperson who shall be responsible for writing the evaluation of the majority opinion of the DNPC committee, entering the vote of the committee into the application, noting the evaluations made by the DNPC Committee (e.g., Outstanding, Strong, etc.) and signing the application on behalf of the DNPC.

The DNPC must consist of a minimum of three members but may be larger at the discretion of the department/unit. For the evaluation of eligible employees on the regional campuses, steps must be taken to ensure that representation on this committee is solicited from the applicable regional campus.

### **CNPC Committee**

The College/Division Non-tenure Promotion Committee will function as the college-level advisory committee to the Dean/VP regarding applications for promotion of individuals appointed within this career path.

The CNPC Committee will consist of a minimum of five faculty members. The selection process of the CNPC will be specified by the College/Division in the appropriate College Governance Document where such a document exists.

Committee members shall not vote on applications for promotion to a rank higher than that which they themselves hold.

For the evaluation of eligible employees on the regional campuses, a joint committee will be established with equal numbers of representatives from the regional campus and the CNPC memberships with a minimum of four faculty members total.

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