

Criteria and Procedures for Evaluation of Candidates for the Rank of Senior Instructor

AFAC, College of Arts and Sciences, March 2, 2016

As stated in the *University Handbook*, Section 305.11.2.2, "Instructors who have completed five or more years may submit materials for promotion to the rank of Senior Instructor following the calendar, rights, roles, procedures, and appeals for promotion of tenure-track faculty specified above except where specified here." Candidates for promotion to Senior Instructor are evaluated at Department, College and University levels. As stated in the *University Handbook*, Section 305.11.1.4, "The renewal of an instructor and the promotion of an instructor are separate decisions." Accordingly, "An instructor denied promotion to senior instructor will remain eligible for a continued appointment as an instructor." (*University Handbook*, Section 305.11.2.2.1).

As per evaluations of candidates for promotion to Senior Instructor, the *University Handbook* Section 305.11.2.2.2 specifies that, "Each department shall elect a peer review committee of regular faculty members, including at least one tenured member and one Senior Instructor (where appropriate), to evaluate the performance of Instructors seeking promotion to Senior Instructor."

With regard to promotion to the rank of Senior Instructor, Section 305.4.4.2 of the *University Handbook* states, "Documented evidence of highly effective teaching or librarianship and evidence of continuous professional growth in teaching are required; evidence of achievement in research, scholarship, or creative activity and/or of service is required, if such activities were expectations of the Instructor." Accordingly, while following the usual guidelines for Instructor portfolios, the portfolios submitted by candidates for promotion to the rank of Senior Instructor must also include documented evidence of sustained success in teaching or librarianship over the candidate's period of employment at ISU. Along with this evidence of sustained effectiveness in teaching or librarianship, applicants for the rank of Senior Instructor must provide documentation of professional development related to teaching and non-teaching (if applicable) duties. Examples include:

- a) Attending a Faculty Center for Teaching Excellence event.
- b) Attending a teaching or other professional development conference.
- c) Attainment of a specialized certification, teaching or service award.
- d) Peer evaluations of teaching or other assigned duties.

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