

Senior Instructor Promotion document, Personnel Committee

8/31/2016

Approved

3. RANK OF SENIOR INSTRUCTOR (For the evaluation and promotion of Full-time Instructors to the rank of Senior Instructor)

The Department believes that policies and procedures provide a framework for faculty to conduct their professional activities. It is essential that a spirit of support, trust, cooperation, and shared responsibility characterize the implementation and application of these policies. The Department is committed to policies that facilitate growth and productivity, which are flexible, and which encourage excellence.

Preparation: Individuals at the rank of Full-time Instructor become eligible to apply for promotion to Senior Instructor after completion of their fifth year. Tenure is not associated with this promotion. The primary guide for the evaluation of full time instructors is the *Indiana State University Handbook* (Section 305.11.2.2) and the College of Arts and Sciences document. Materials that should be submitted for consideration for promotion to Senior Instructor are detailed below and generally involve documented evidence of sustained excellence in teaching over multiple years. The following policy and procedures are the Department's interpretation and implementation of these guidelines.

The evaluation of Full-time Instructors is viewed as part of a process that advances the professional development of the faculty member and offers recognition of status within the University community. The evaluation includes due consideration of teaching, professional development and activities, and ability to work with others in an effective manner.

Teaching Effectiveness: A candidate aspiring to the rank of Senior Instructor must present a variety of significant evidence which documents excellence in teaching effectiveness, including annual peer observations and student evaluations for all non-arranged courses taught; must meet all instructional expectations established in the department and in annual performance reviews; and must meet the basic instructional expectations of University faculty specified in the *University Handbook* (3-2 to 3-5). Evidence may include documentation of experiential learning and/or community engagement. Other documentation of teaching effectiveness should follow the guidelines established in Appendix A, Part II, of the College of Arts and Sciences' "Guidelines for Academic Tenure and Promotion."

Professional Development and Activities

In addition to documentation of Teaching Effectiveness, applicants must provide documentation of professional development and activities related to teaching and non-teaching (if applicable) duties. Examples that may be used to document professional development and activities include:

Activities enhancing the effective teaching of the discipline

Advising and mentoring student associations and honor societies

Collaborative research and creative activity involving the community

Collaborative teaching

Coordination and leadership for study abroad trips

Creative activities in support of effective teaching

Curriculum and program development

Development of instructional materials

Development of standards and/or outcomes assessment

Editing of publications

External fundraising and resource development related to the department or the university

External grant fundraising and resource development related to the mission of the university

Grant proposals to conduct research in the discipline, and/or to support pedagogy to further the mission of the University

Increased mastery of the discipline evidenced by additional relevant education or an additional degree

Involvement of students in the research and creative processes

Internal grant funding to assist students in study abroad, and/or projects of community engagement, service or experiential learning

Leadership and special contributions to the basic instructional mission of the University

Leadership in faculty governance and campus life at the departmental, university, or college level

Mentoring of colleagues

Mentoring departmental majors and minors in career preparation and readiness

Organizing events and activities for the sharing of ideas and knowledge

Participation and/or leadership at professional meetings, organizations and conferences

Presentations at conferences

Professional contributions to the community, including professional efforts which bring the community and the campus together

Publications that advance knowledge in the discipline, including reviews of relevant academic resources

Recognition award in teaching or service from a professional, discipline-related organization, the department, the College, or the University

Recruitment and retention students

Research and/or creative activity in discipline related pedagogy

Research and/or creative activity in the discipline

Service to departmental committees

Thesis research and supervision

This list is not exhaustive. Rather, it is intended to be representative of typical professional activities in a variety of disciplines. The quality of performance and appropriateness shall be the primary consideration when evaluating the merit of a specific activity. Activities are listed alphabetically, with no weighting to be inferred from the order.

Actualization of the Promotion Dossier

In the organization and presentation of the promotional dossier, candidates shall follow the Promotion Application Template found in Appendix A of the College of Arts and Sciences document, "Guidelines for Academic Tenure and Promotion." The College Guidelines are available on its web page.