

Guidelines for Promotion to Senior Instructor

Department of Mathematics and Computer Science Indiana State University

All faculty should familiarize themselves with College of Arts and Sciences (CAS) Policy on Evaluation and Promotion of Instructors as well as the guidelines in the University Handbook (found in Section 305). For promotion to Senior Instructor, faculty will be evaluated in teaching and any service responsibilities for which they receive course release.

The University Handbook has the following standards of achievement for Senior Instructor:

305.12.4.2 Senior Instructor. 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.

Below are the standards particular to the Department of Mathematics and Computer Science.

Teaching: Faculty must provide evidence of highly effective teaching. In addition, the following items must be submitted as documentation:

- A. All Student Evaluations of all classes taught, including all comments
- B. Peer Evaluation of at least one class per semester
- C. Syllabi of courses taught and sample assignments and exams
- D. Evidence of ongoing growth as a teacher

Other evidence such as development of new courses, development of new and innovative teaching practices, honors conversions, and arranged courses and special projects should also be included if applicable.

Service: If faculty receive reassigned time for other duties, these activities should be described and documented. These duties should be carried out satisfactorily.