

Instructor/Lecturer Promotion and Rank Committee Recommendation

Committee: Sherry Andrews, Patricia Angley, Melody Bowdon, Jason Martin, Jack McGuire, and

David Young

Summary: The committee was created in May 2011 to formulate a promotion path for Instructor/Lecturers at the University of Central Florida. The committee decided upon a three rank structure with eligibility for promotion coming at set intervals. The promotion criteria developed focuses mainly on classroom instruction. The report consists of the general guidelines and broad criteria for promotion and the format of the candidate's dossier.

Rank Titles: The committee was split on the titles for each rank and whittled the choices to two sets: Instructor/Lecturer, Senior Instructor/Lecturer, and University Instructor/Lecturer; or Instructor/Lecturer, Instructor/Lecturer II, and Senior Instructor/Lecturer.

Definitions of Instructor and Lecturer: The committee found no consistent application of the terms Instructor or Lecturer across the campus. The committee recommends the university create definitions for each classification and maintain consistent use of the terms with new hires. The committee did not think retroactively changing the classification of current Instructor/Lecturers was needed.

Other Promotional Tracks: UCF Librarians and Instructional Designers have developed their own guidelines for promotion, including the rank of Instructor Librarian. The guidelines presented here do not replace those existing standards.

General Guidelines

- Instructor/Lecturers are hired to perform a wide array of duties across the University of Central Florida. The creation of a promotion path for Instructor/Lecturers is intended to provide a practical and equitable process to validate the significant work of Instructor/Lecturers, reward excellence, and encourage professional development.
- Instructor/Lecturers are not required to seek promotion. No penalty exists for an Instructor/Lecturer's unsuccessful bid for promotion.
- The salary increase from Instructor/Lecturer to Second Rank Instructor/Lecturer and from Second Rank Instructor/Lecturer to Third Rank Instructor/Lecturer is 9% per step. Promotion adjustments will be the responsibility of Academic Affairs.

Years of Service

- Instructor/Lecturers must be on regular appointments to be considered for promotion.
- Instructor/Lecturers are normally eligible to apply for promotion to Second Rank Instructor/Lecturer at the beginning of their 5th year of full time service at the Instructor/Lecturer level. Prior years of service at other institutions or as a Visiting Instructor/Lecturer at UCF may count toward eligibility but 3 years of full time service as an Instructor/Lecturer must be obtained at UCF. Second Rank Instructor/Lecturers are normally eligible to apply for promotion to Third Rank Instructor/Lecturer at the beginning of their 5th year of full time service as a Second Rank Instructor/Lecturer.
- An individual may be hired at a rank higher than the entry-level Instructor/Lecturer rank. Individuals hired in at the Second Rank Instructor/Lecturer rank cannot receive credit for

previous years of service toward the Third Rank Instructor/Lecturer rank. Such a hire requires the prior approval of the department head and dean.

Transition Process

- Once these criteria are approved, a transitional period of Instructor/Lecturer promotions will take effect in order to ease the promotion process of current Instructor/Lecturers. The recommended transitional period will roll out promotion eligibility according to hire date until a five year window is created. Specifically, in the first year of Instructor/Lecturer promotion, only those Instructor/Lecturers hired in or before 2000 will be eligible for promotion. During the second year, only those Instructor/Lecturers hired in or before 2003 will be eligible for promotion. During the third year, only those Instructor/Lecturers hired in or before 2006 will be eligible for promotion, etc.

Departmental Guidelines

- Department/units may adopt the university criteria as their own, or they may supplement those criteria with their own requirements. Departmental/unit criteria must be compatible with the university criteria.
- For Instructor/Lecturers who have a joint appointment, the Instructor/Lecturer follows the guidelines of his or her liability department/unit. The liability departmental/unit committee shall seek performance input from the other department/unit.

Committees

- The departmental/unit committee will consist of three (3) Instructor/Lecturers and two (2) tenured or tenure-track faculty members. The members of the committee shall be elected by a

vote of all regular faculty members in the department/unit. If a department/unit has fewer than the required number of Instructor/Lecturers and/or tenured or tenure-track faculty, faculty having the appropriate designation from similar department/units, normally within the respective college, can serve on the committee for the purpose of evaluating and voting on the candidate's file. Faculty members serving on the college or division promotion committee and the department chair or unit head may not serve on the departmental/unit promotion committee, participate in discussions related to candidates, or vote on candidate files.

- The college or division committee will consist of six (6) Instructor/Lecturers and four (4) tenured or tenure-track faculty members. The members of the committee shall be elected by a vote of all regular faculty members in the college or division. No more than two members may be from the same department/unit. In colleges with fewer than five department/units, an exception may be made as long as equitable representation across units is assured. Faculty members serving on the departmental/unit promotion committee and the dean may not serve on the college promotion committee, participate in committee discussions related to candidates, or vote on candidate files.

General Process

- An Instructor/Lecturer considering promotion should meet with his/her department chair or unit head to discuss candidacy. This person should provide a thorough and objective assessment of the Instructor/Lecturer's promotion readiness.
- Once an eligible Instructor/Lecturer decides to pursue promotion, he/she must submit a completed dossier to the department office by the published annual deadline. (**See Below:** Promotion Dossier Format)

- The departmental/unit committee reviews the candidate’s dossier and creates a narrative assessing the candidate’s qualifications for promotion and makes a recommendation on promotion. (**See Below:** Section XII.A of Promotion Dossier Format)
- The department chair or unit head creates a separate review, narrative, and recommendation. (**See Below:** Section XII.B of Promotion Dossier Format)
- The college or division committee reviews the candidate’s dossier and makes a recommendation on promotion. A narrative need only be provided in cases where the Committee’s decision conflicts with one of the previous assessments. (**See Below:** Section XII.C of Promotion Dossier Format)
- The dean/vice-provost creates a separate review and recommendation. (**See Below:** Section XII.D of Promotion Dossier Format)
- All dossiers, complete with all recommendations and narratives, are forwarded to the Provost for a final decision.

Broad Promotion Criteria

Note: Assessment for promotion will be based on the candidate’s annual assignments. The following criteria assume a standard instructional-teaching role. Exceptions require an explanation and should be noted in the dossier.

Eligibility for Promotion

- Instructors/Lecturers are normally eligible to apply for promotion to Second Rank Instructor/Lecturer at the beginning of their 5th year of full time service at the Instructor/Lecturer level. Prior years of service at other institutions or as a Visiting Instructor/Lecturer at UCF may count toward eligibility but 3 years of full time service as an Instructor/Lecturer must be obtained at UCF. Second Rank Instructors/Lecturers are normally

eligible to apply for promotion to Third Rank Instructor/Lecturer at the beginning of their 5th year of full time service as a Second Rank Instructor/Lecturer.

Promotion General Criteria

- Department/units may adopt the university criteria as their own, or they may supplement those criteria with their own requirements. Departmental/unit criteria must be compatible with the university criteria.
- Promotion to Second Rank Instructor/Lecturer requires a consistent record of excellence in assigned duties. Evidence of excellence may include departmental annual evaluations of teaching, student evaluations of teaching, peer evaluations of teaching, teaching awards, examples of successful student learning outcomes, and demonstration of leadership and rigor in teaching. Additionally, contributions to student advising and other departmental, college or university service should be included in the promotion application. Pedagogical publications or professional presentations, discipline publications and/or creative activities, classroom and laboratory innovations, or performance in other areas of assigned duties may also be included. The application template and required/suggested materials may be found in the Promotion Dossier Format section below.
- Promotion to Third Rank Instructor/Lecturer is based on the same criteria as promotion to Second Rank Instructor/Lecturer. It carries an additional expectation of leadership in the university and profession. The application template and required/suggested materials may be found in the Promotion Dossier Format section below.
- Instructors/Lecturers at any applicable rank are not required to apply for promotion. Instructor/Lecturers who apply for but do not achieve promotion will continue at their current rank and retain the right to reapply in a future promotion cycle.

Promotion Dossier Format

All candidate dossiers are submitted to the Instructor Promotion Committee according to the guidelines below.

Formatting requirements:

- Font size of 12
- Margins of 1-inch left/right and top/bottom

Table of Contents

Required sections are in bold.

I. Table of Contents

II. Candidate Information Form (available on the Provost's website)

III. Annual Assignments

Include the past five years or since employment at UCF if less than five years.

IV. Candidate's Statement

The candidate's statement is no more than two pages in length. The statement enables members of the promotion committee to understand clearly the candidate's contributions to department program(s) and how he/she meets the stated criteria. (A current curriculum vita is attached as Appendix A)

V. Philosophy of Teaching

If appropriate, the candidate should include a one to two page statement of his or her philosophy of teaching.

VI. Evidence of Instruction (or other Assigned Activities)

Instructors' assignments are multifaceted. In any assessment of a candidate for promotion both the quality and the quantity of the individual's achievements are presented in the dossier.

- A. A table showing course numbers and titles taught for the last five years. Indicate the number of times each course was taught, with average enrollment, during the period. Provide a brief narrative that highlights any special aspects, such as on-line, writing intensive, honors, or service-learning, etc. Table and narrative combined should not exceed two pages.
- B. Complete annual end-of-year departmental evaluations for the last five years or since employment at UCF, if fewer than five years.
- C. Additional evidence of instructional effectiveness if applicable, not to exceed five pages, may be included:
 1. A maximum of three peer evaluations of instruction or teaching observation reports completed within the last five years.
 2. A list of awards or other recognitions for teaching effectiveness.

3. Other evidence, as appropriate.

VII. Evidence of Professional Development

A list, not to exceed one page, of workshops and other training attended during the past five years.

VIII. Curricular Development

A description, not to exceed one page, of program, curriculum, or assessment efforts completed during the past five years.

IX. Advising or Mentoring

A description, not to exceed one page, of mentoring and advising activities during the past five years.

X. Administration and Service

A description, not to exceed one page, of administration and service activities during the past five years.

XI. Scholarly or Creative Work

A description, in discipline-specific citation format, not to exceed one page, of relevant scholarly or creative work presented, published, or performed during the past five years.

XII. Evaluation Summaries

- A. Departmental Review Committee's Assessment: The assessment is an informative, individualized description of the candidate's activities and contributions, and provides the committee's evaluation. The assessment includes the division of the vote.
- B. Department Chair's Assessment: The department chair's assessment is a brief statement supporting his or her recommendation.
- C. College Review Committee's Assessment: The assessment by the College Review Committee includes the division of the vote and additional explanation in cases where the Committee's decision conflicts with one of the previous assessments.
- D. Dean's Assessment: The dean's assessment is a brief statement supporting his or her recommendation.