

USA College of Arts and Sciences  
Promotion to Senior Instructor Statement of Criteria and Procedures ( )

## I. Eligibility and Criteria

### Eligibility

The rank of senior instructor is open to faculty holding a minimum of a Master's Degree appropriate to the field in which they are teaching. Their primary duties include teaching in their field, academic advising, active involvement in departmental and university governance, research, scholarship, creative activity and public service, or equivalent academic activity. Senior instructor is a non-tenure track rank.

### Criteria

The following req



USA College of Arts and Sciences

Promotion to Senior Instructor Statement of Criteria and Procedures ( )

6. The candidate may choose to withdraw the application for promotion by submitting a written request to both the Chair and Dean at any point prior to the submission by the Dean of the materials to the Executive Vice President and Provost.
  
7. The College Promotion Committee reviews the candidate's portfolio in the Google Drive folder. It forms its recommendation and the committee chair etc (o) - (p) - 0.6 (da) - 0.1 (n) - 0.6 (mi) enhe prS



USA College of Arts and Sciences  
Promotion to Senior Instructor Statement of Criteria and Procedures (

The members of the Department Promotion Committees are responsible for the strictest professionalism and confidentiality during and after the review process. In addition to these procedures, Department Committee members should also review the Faculty Handbook departmental instructions for Promotion (3.10.3.1). The departmental Committee review(s) should be completed by the deadline published in section V, below.

1. Department Committee Review Standards

The Department Promotion Committee should review all material with the realization that evidence of continuing scholarly/creative productivity as well as teaching effectiveness are typically the essence of all promotion recommendations.

The Department Promotion Committee is expected to determine if the candidate for promotion to Senior Instructor exhibits:

- evidence of excellence in teaching and in student advising or equivalent academic activity,
  - evidence of professional development appropriate to the faculty member's assigned academic role,
  - significant and sustained work in departmental, college-
- the collegiate promotion committee, shall vote concerning the candidate at the







promotion. Signing will indicate participation in the voting process and attest to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

## IV. The Candidate's Portfolio

The candidate's portfolio must be uploaded to the Google Drive folder by the deadline indicated in section V, below.

A candidate applying for promotion to senior instructor should clearly distinguish materials produced before and after the last promotion. This can be done by adding **boldface** to those Teaching, Research and Professional Development, and Service items produced since the last promotion into the Watermark Faculty Success Promotion to Senior Instructor report.

### i. Candidate Portfolio Contents

- 1.

## USA College of Arts and Sciences

6. Promotion to Senior Instructor Criteria.  
These are printed above, p. 2.
7. A copy of the promotion criteria of the Department, if any.  
If the candidate's department has additional criteria, include these in the file.
8. Supplementary Materials that cannot be uploaded into Watermark Faculty Success.  
This may include copies of books scanned and uploaded as pdf files (do not submit hard copies), as well as digital recordings or images that exceed Watermark Faculty Success' file size limits.

### ii. Format of Portfolio Contents

All submitted items must be Adobe PDF documents, with the exception of some of the supplementary materials files indicated in item 8. Candidates are responsible for uploading all electronic items to their assigned Google drive folder. *All uploaded files must be arranged as follows and use the following naming conventions:*

**Items 1-3 and 5:** Create a single PDF document entitled "Portfolio.pdf".

Place items 1-3 and 5-7 above in order within this PDF, with item 1 starting the first page, and item 7 appearing last.

**Item 4:** Create a single PDF document entitled "T&PReport.pdf".

This document should include the candidate's Watermark Faculty Success report as a PDF with the cover sheet. The report must be saved as a PDF and uploaded. *Do not print the report, scan it, and upload it.*

iii. Summary of Portfolio Files

Below is a summary of the files that should be added to the candidate's Google Drive folder.

File Item Name and Extension	File Creator and Source	Contributors
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## V. Promotion to Senior Instructor Deadlines for

- Sept. 1            The Department Chair provides the Dean's Office with a completed copy of the departmental component of the Tenure and Promotion Committee form.
- Sept. 8            The Dean's Office sends completed Tenure and Promotion Committee Forms to Academic Affairs by this date.
- Oct. 20            Submission Deadline for the candidate's portfolio. Candidate must upload all correctly formatted portfolio items indicated in section IV above to the Google Drive folder by this date in the correct format. *Candidate access to the Google Drive folder is restricted after this date.*
- Dec. 4            Deadline for the completed Department Promotion Committee reviews. Deadline for Committee Chair to place their recommendation narrative, and the completed and signed Tenure and Promotion Committee Forms, in a "Reviews.pdf" document in the candidate's Google Drive folder.
- Jan. 5            Deadline for the Department chair to meet with the candidate and inform the candidate of the recommendation for promotion. The chair shares with the candidate his or her written recommendation for or against promotion and gives the candidate a copy this report, as well as of the Departmental Review Notification form.
- \*                    Candidates for promotion have one week from the time of the meeting with the chair to include any additional materials supporting his/her candidacy by sending them as a PDF to the Dean.
- Jan. 12            Deadline to submit all review materials, including Department Chair's recommendation(s) and completed and signed Departmental Review Notification form to the Dean's Office.
- Feb.                Deadline for a candidate for promotion to submit a written request to the Chair and Dean withdrawing their application for promotion.