

**COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES
UNIVERSITY OF SOUTH FLORIDA**

**PROMOTION GUIDELINES FOR
INSTRUCTOR CAREER PATH**

**Instructor Level 1
Instructor Level 2
Instructor Level 3**

**APPROVED BY VOTE OF THE INSTRUCTOR FACULTY
March 26, 2010
Amended September 17, 2014
Clarifications Added, February 2017**

INSTRUCTOR PROMOTION CAREER PATH

The Instructor career path includes the positions of Instructor Level 1, Instructor Level 2 and Instructor Level 3. Faculty hired in the Instructor career path are expected to contribute primarily to the teaching mission of the Department, College, and University. These positions are non-tenured.

Eligibility and Regulations

The judgment of readiness for promotion to higher academic rank is based upon a careful evaluation of a candidate's contributions in his or her area(s) of assignment. The decision to apply for promotion rests with the individual and there will be no penalty for one's choice not to apply or for failure to achieve promotion. Basic requirements for Eligibility for Promotion are consistent with those developed by the University of South Florida Academic Affairs.

Individuals in the Instructor promotion career path are responsible for activities directly related to their FTE assigned duties (e.g., instruction, clinical supervision, advising, administration, service or research) that are directly related to the missions of the Department/School, College and University. These duties must be evaluated as part of the annual review of the instructor.

Promotion within the Instructor career path will be granted only to persons of significant achievement in their area(s) of assigned duties. As a minimum standard for promotion, there must be evidence of:

- **outstanding** performance in the primary area of assignment and
- **strong** in any area of performance with an assigned FTE averaging .10 or above in the last five years of annual evaluation
- If individuals have multiple assignments, performance must be **at least satisfactory** in any area that averages less than .10 FTE over the past five years of annual evaluation.

If an individual has equal FTE assignments in more than one area, one must be designated as the primary area and ratings assigned accordingly. Candidates for promotion will be evaluated solely on the duties included in the Assigned Faculty Duties (AFD). For example, candidates who do not have a research component in their AFD will not be evaluated for research.

Promotion also assumes collegiality and participation as a citizen of the Department/School, College, and University, as this is an integral part of faculty performance.

Other Clarifications

Years employed on a Visiting appointment do not count toward the number of years required for promotion eligibility. Years employed as a Graduate Teaching Assistant do not count toward

the number of years required for promotion eligibility even if the teaching assignment was similar to the assignment as an Instructor. No exceptions are permitted.

The clock is stopped for time spent on leave (medical, parental, professional development, other) meaning that the semesters/years spent on leave do not count toward the number of years required for promotion eligibility.

Standards for Promotion

Standards for each level are as follows:

Instructor Level 1

- Promise of contributing to the departmental/school and College missions in assigned area(s) of duty.
- The master's degree in the appropriate area of specialization or other educational credentials as required for University or program accreditation.

Instructor Level 2

- Meet the criteria for Instructor Level 1.
- Following an initial phase-in of the career path, 5 or more years of experience at Level 1 will be typically required.
- Evidence of overall Outstanding performance in the primary area of assigned duties over the last 5 years or period of review.
- Evidence of at least overall Strong performance in any other areas of assigned duty with an average FTE of .10 or more over the last 5 years or period of review.
- Evidence of at least overall Satisfactory performance in any areas of assigned duty with an average FTE of less than .10 over the last 5 years or period of review.

Instructor Level 3

- 5-years of experience at Instructor Level 2.
- Evidence of overall Outstanding performance in the primary area of assigned duties over the last 5 years or period of review.
- Evidence of at least overall Strong performance in any other areas of assigned duty with an average FTE of .10 or more over the last 5 years or period of review.
- Evidence of at least overall Satisfactory performance in any areas of assigned duty with an average FTE of less than .10 over the last 5 years or period of review.

An individual eligible for consideration for promotion may request in writing, on an annual basis, an appraisal by his or her Department Chairperson or School Director regarding his or her progress toward promotion. If concerns regarding the appraisal cannot be resolved

in discussions with the Department Chair or School Director, a meeting may be requested with the College Dean to discuss those concerns.

An Instructor is not required to apply for promotion or be granted promotion to retain his or her position. However, a complete application must be prepared and submitted by the faculty member in order for the person to be considered for promotion.

Early Promotion Consideration

As a general guideline, a faculty member normally would not apply for promotion to Instructor Level 2 without 5 years of service at Instructor Level 1 (i.e., 5 completed years of service for which annual evaluation data are available). Likewise, a faculty member normally would not apply for promotion to Instructor 3 without 5 completed years of service at Instructor Level 2 for which annual evaluation data are available.

Early eligibility may be considered for truly exceptional candidates, but a minimum of 3 years at previous level is required by the University. In order to be considered for early promotion, the accomplishments of the applicant will need to be identical to the standards expected for an individual seeking promotion in the normal five-year time frame. Hence, there should be a specific focus during the review process on the applicant's record since the initial appointment (for those seeking early promotion to Instructor 2) or since the time of promotion to Instructor Level 2 (for those seeking early promotion to Instructor Level 3).

REVIEW PROCESS FOR PROMOTION WITHIN THE INSTRUCTOR CAREER PATH

Department/School and College Committees

Two committees will provide advice on promotion decisions within the Instructor career path:

Departmental/School Instructor Promotion Committee (DS-IPC)
College Instructor Promotion Committee (C-IPC)

The purpose of these committees is to review applications for promotion and to provide faculty advice to the Chair/Director and Dean on each application.

Departmental/School Instructor Promotion Committee

Each department/school shall establish, as needed, a Departmental/School Instructor Promotion Committee (DS-IPC) to review applications of faculty and to make recommendations to the Department Chair/Director and the C-IPC. DS-IPC committee membership is determined by the Department/School, but the College encourages Departments/Schools to routinely include Instructor Level 2 and Instructor Level 3 faculty on the committees, unless it is not possible.

Whenever possible, departmental/school representatives serving on the C-IPC should not serve on the DS-IPC. In cases where a faculty member serves on both the C-IPC and the DS-IPC, the faculty member may vote on an application only once. **As per University guidelines, individuals serving on more than one committee should vote at the department/school level, i.e., DS-IPC, but may participate in the discussion of the candidates from other departments during the meeting of the C-IPC Committee.** The procedures for selecting members of the DS-IPC will be specified in each department's or school's governance document. The DS-IPC committee shall select the DS-IPC Chair who shall be responsible for writing the evaluation of the majority opinion of the DS-IPC committee, entering the vote of the committee into the promotion application, noting the evaluations made by the DS-IPC Committee (e.g., Outstanding, Strong, etc.) and signing the application on behalf of the DS-IPC.

C-IPC Committee

The College Instructor Promotion Committee (C-IPC) will function as the college-level advisory committee to the Dean regarding applications for promotion of individuals appointed within the Instructor Promotion career path.

The C-IPC Committee will consist of five faculty members who are Instructors Level 2 or Instructors Level 3 (see CBCS Faculty Governance Document Section VI D for specific procedures). All committee members must hold the minimum rank necessary for eligibility to vote (i.e., Instructor 2; Instructor 3; Associate or Full). Committee members shall not vote on applications for promotion to a rank higher than that which they themselves hold. The C-IPC will elect one of its members to serve as the Chair of the C-IPC Committee. Committee members will serve for a period of two active years, i.e., two years in which the committee is convened to review promotion applications, at which time they may be re-appointed for one additional term. As much as is practicable, terms of the committee members should be staggered. *(Note: This section edited in 2017 to provide consistency with procedures specified in CBCS Governance Document, Section VI D.)*

During the phase-in period for the first promotions to Instructor Level 2, and in subsequent years during the first reviews for promotion to Instructor Level 3, faculty in all career paths within CBCS, who have held assignments that include teaching, and who hold the rank of Associate or Full, will be eligible to serve on the C-IPC. After the phase-in period, if there is an insufficient number of individuals in the Instructor career path who are eligible or available to serve on the C-IPC Committee, the Faculty Council and Dean will constitute the C-IPC Committee with individuals from other career path groups within the College who hold the rank of Associate for evaluating promotions to Instructor Level 2; and who hold the rank of Full for evaluating promotion to Instructor Level 2 or Instructor Level 3. Faculty in career paths other than Instructor will relinquish their position on the C-IPC to instructors once a sufficient number of instructors are available to service on the C-IPC. Department Chairs/Directors are not eligible to serve on the C-IPC Committee.

APPLICATION PROCEDURES

Each year, the Dean's office will begin the process for promotion by announcing to the faculty the timeline and schedule for the submission of application packages and requesting all potential candidates to consult with the Chair/Director. The application packet format for promotion within the Instructor Promotion Career Path will be provided by the Dean's Office. The following procedures will be used for the review of promotion applications of CBCS faculty in the Instructor Promotion Career Path.

Step 1

Applications for promotion shall be initiated by candidates in consultation with their Department Chairs/Directors during the spring preceding the promotion process that occurs the following fall. Chairs/Directors should inform candidates of the materials they will be expected to provide in support of their applications. Once candidates have completed their application packets, they are advised to consult with their Department Chairs/Directors regarding the documentation to include in the Instructor Career Application Packet to be submitted with the application. Clarification: In addition to the numerical ratings on the student assessment of instruction, applicants are expected to include the written comments from the student evaluations. Instructors are encouraged to submit documentation demonstrating other forms of teaching effectiveness such as peer review of teaching, mid-course student evaluations and subsequent adjustments, development or revision of curriculum and course structure, and innovative practices.

Step 2

Candidates should submit a completed Instructor Career Promotion Application Packet to the Department Chair/Director including a letter from the immediate supervisor if the applicant does not report directly to the Chair/Director. When applying for promotion, candidates shall submit documentation of all information encompassing their professional activities during the period under consideration i.e., since the time of their last promotion or since their initial appointment if seeking promotion for the first time (exceptions may be made at the discretion of the Dean if there are unusual circumstances). It is the candidate's responsibility to ensure that the Instructor Career Promotion Application Packet is complete. Once completed, and reviewed by the Chair/Director of the candidate's department, the Career Promotion Application Packet will be submitted to the DS-IPC for review.

DS-IPC members will confine themselves to making decisions solely upon the information provided in each candidate's official Instruction Career Promotion Application Packet. No committee member shall solicit or consider any additional information conveyed privately, through personal contact, by phone, letter, email, or other means. The entire committee may vote by a two-thirds majority to authorize the Committee Chair to solicit additional information if necessary. All requests for additional information must be in writing by the Committee Chair who will provide the candidate and the Chair/Director of the candidate's department with copies of the request.

If any material is added to the Instructor Career Promotion Application Packet after the commencement of consideration, other than the completion of the evaluation sections (including the recording of votes) of the file by the reviewing bodies/individuals), a copy shall be sent to the employee within five (5) days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. The only documents which may be considered in making a promotion recommendation are those contained or referenced in the Instructor Career Promotion Application Packet.

The Department Chair/School Director will meet with the DS-IPC to provide the committee with a charge and to explain the evaluation process and criteria. It is the responsibility of the committee members to familiarize themselves with the procedures for conducting the review of the application and the criteria for promotion within the career path.

The DS-IPC shall review and evaluate each application packet for promotion in accordance with the Department/School criteria. Individuals serving on more than one committee (i.e., DS-IPC and C-IPC) should vote at the department/school level on candidates from their home unit but not on these candidates at the C-IPC Committee level. If a faculty member has a special personal and/or professional association with a candidate, that committee member will leave the room during all deliberations concerning the candidate and will abstain from making a recommendation concerning that candidate.

The Committee members will vote on promotion for each packet by confidential ballot. A brief written evaluation and the results of the vote will be recorded as a part of the packet and forwarded to the Department Chair/School Director. Where a split evaluation exists, a minority report will accompany the majority recommendation.

Candidates for promotion may request a meeting with the DS-IPC to discuss the application prior to the committee's evaluation of the packet. The purpose of this meeting is solely to inform the committee of the candidate's duties and future directions in other areas of assigned duties, if applicable. No evaluative feedback will be given to the candidate. This meeting is optional for the faculty member.

Step 3

The Chair/Director shall review the application for promotion of each candidate and the recommendations of the DS-IPC and add an evaluative letter and recommendation for promotion.

The employee shall have the right to review the file following the departmental review and attach a brief response to any materials contained therein, including the evaluation sections(s)

prior to the next stage of review.

The packet shall be submitted to the Dean. After the packet has been logged in at the Dean's Office, the application packet will be made available to the C-IPC Committee for review and recommendation.

Step 4

After each member of the C-IPC Committee has reviewed the candidate's credentials, the committee will meet to prepare its recommendations to the Dean. The Committee's deliberations will focus exclusively on how well a candidate meets the criteria for promotion.

If a committee member has a special personal association with a candidate, that committee member will leave the room during all deliberations concerning the candidate and will abstain from making a recommendation concerning that candidate.

The C-IPC Committee shall review and evaluate each application packet for promotion in accordance with the CBCS criteria. The Committee members will vote on promotion for each packet by confidential ballot. A brief written evaluation and the results of the vote will be recorded as a part of the packet and forwarded to the Dean. Where a split evaluation exists, a minority report will accompany the majority recommendation.

The employee shall have the right to review the file following the C-IPC Committee review and attach a brief response to any materials contained therein, including the evaluation section(s) prior to the next stage of review.

Step 5

The Dean shall review the application including the recommendations of the DS-IPC, the Chair/Director, and the C-IPC Committee. The Dean will supply a brief written evaluation and complete the appropriate sections of the Promotion Application Form. The Dean shall provide the candidate with the opportunity to review the results of the review process, i.e., the DS-IPC, C-IPC, Chair/Director, and Dean's recommendations and invite the candidate to discuss the recommendations and supporting materials within ten days. The candidate may add a concise response to any materials in the packet, if the candidate so wishes. The final determination of the promotion application will be made by the Dean.

Adoption and Amendment History

Approved by the Provost's Office March 26, 2010

Amendment proposed by Faculty Council Workgroup, April 10, 2014

Review by Instructors, May 1, 2014 – September 15, 2014

Amendment approved by vote of CBCS Instructors, September 17, 2014

Edited to make committee selection procedures consistent with CBCS Governance Document, Dec. 2017

9/17/2014 with clarifications February, 2017

**Sample Promotion Schedule for Instructor Career Path
Final Schedule to be Distributed by Associate Dean**

College Associate Dean notifies the faculty of the timeline and schedule for promotion process.	Spring
Faculty members planning to submit an application for promotion notify Department Chair/School Director by deadline date.	Spring
DS-IPC Committee established per departmental/school governance if there will be applicants in the upcoming review cycle.	Fall
Faculty application due to Department Chair/School Director who adds his/her sections	August
DS-IPC meets to review application, adds evaluative summary	September
Department Chair/School Director adds evaluation of entire packet	October
Applications due in the Dean's Office	Late October
C-IPC Committee meets to review application, adds evaluative summary	November
Dean writes evaluation	Dec. - January
Applications available to candidates for review of recommendations and response	January
Final recommendation of the Dean	January

Please note that the timeline is subject to change each year. The Associate Dean will distribute a timeline with specific dates each year.