

EAS Policy: EAS-FAC-010

Subject: Promotion from Instructor to Senior Instructor and Senior Instructor to Principal Instructor

Revised/Effective Date: March 7, 2023

Supersession: May 10, 2012 and March 22, 2007

Approved: Donald A. Rabern, Dean

Introduction:

This policy sets forth the process and criteria for promoting an Instructor to Senior Instructor and a Senior Instructor to Principal Instructor

Policy:

Promotion from Instructor to Senior Instructor

Eligibility

An Instructor, after four years of service to the College of Engineering and Applied Science, shall be eligible for promotion to Senior Instructor. An Instructor whose record is extraordinary may be considered for early promotion to next level. The evidence required for an early promotion must be greater than that required for normal progress toward promotion.

Process

The Instructor provides a written request (email is sufficient) to the chair no later than September 1st. The chair either initiates the process for evaluation for promotion or denies the request in writing. The chair can independently initiate the process for evaluation without a request from the Instructor.

If the chair approves the request then the Instructor being considered for promotion puts together a dossier for evaluation by following their respective department's criteria for promotion from Instructor to Senior Instructor. The deadline for submitting the dossier is November 1st.

The chair of the department in which the Instructor is currently teaching makes a recommendation for promotion to the dean along with the dossier. The recommendation must be received by the dean no later than February 1st to facilitate a final decision by February 28th.

The dean conveys his/her decision to the Instructor and chair via email. The dean will recommend to provost the decision to promote.

Criteria

The criteria are to be developed by the department and approved by the dean. At a minimum, the department criteria must require that,

1. The Instructor must have demonstrated substantial and significant accomplishments in teaching as determined by the primary unit.
2. The Instructor must have the potential for continued excellence in teaching.

Promotion from Senior Instructor to Principal Instructor

Eligibility

Eligibility for promotion to Principal Instructor occurs after three years of service as Senior Instructor in the College of Engineering and Applied Science. A Senior Instructor whose record is extraordinary may be considered for early promotion to next level. The evidence required for an early promotion must be greater than that required for normal progress toward promotion.

Process

The Senior Instructor provides a written request (email is sufficient) to the chair no later than September 1st. The chair either initiates the process for evaluation for promotion or denies the request in writing. The chair can independently initiate the process for evaluation without a request from the Senior Instructor.

If the chair approves the request then the Senior Instructor being considered for promotion puts together a dossier for evaluation by following their respective department's criteria for promotion from Senior Instructor to Principal Instructor. The deadline for submitting the dossier is November 1st.

The chair of the department in which the Senior Instructor is currently teaching makes a recommendation for promotion to the dean along with the dossier. The recommendation must be received by the dean no later than February 1st to facilitate a final decision by February 28th.

The dean conveys his/her decision to the Senior Instructor and chair via email. The dean will recommend to provost the decision to promote.

Criteria

The criteria are to be developed by the department and approved by the dean. At a minimum, the department criteria must require that,

1. The Senior Instructor must have demonstrated substantial and significant accomplishments in teaching as determined by the primary unit.
2. The Senior Instructor must have the potential for continued excellence in teaching.