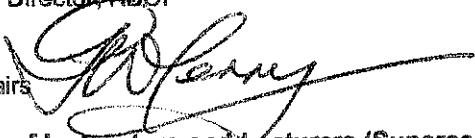


MEMORANDUM

DATE: April 27, 2015
TO: Deans
Megan Davis, Interim Executive Director, HBOI
FROM: Gary Perry, Provost and
Vice President of Academic Affairs 
SUBJECT: Appointment and Promotion of Instructors and Lecturers (Supersedes all prior policies and memoranda)

Objective

To provide a practical and equitable process to validate the significant work of Instructors/Lecturers, reward academic excellence, and encourage professional development. While years of service are one criterion for eligibility, promotion will be based on academic excellence and not the number of years in the position. (Librarians, clinical faculty, researchers* and other full-time non-tenure-track faculty may be promoted in accordance with applicable college/department/school/unit policies and criteria.)

Non-Tenure Earning Positions

Instructor/Lecturer

Senior Instructor/Senior Lecturer

University Instructor/University Lecturer

Criteria for Appointment

For each position classification, criteria for appointment should be specified by the college/department/school. This should include, but not be limited to, requirements for earned degrees, professional training and experience, and performance expectations. Instructors/Lecturers must meet the credential requirements for their discipline and are generally expected to hold the terminal degree in their field.

Criteria for Promotion

Colleges/departments/schools may adopt the following University Criteria as their own, or they may supplement those criteria with their own requirements, but college/department/school criteria must be compatible with those noted below.

The initial criteria for appointment and promotion set forth in the memoranda apply to all initial applicants and will continue to apply until unique college/department/school/unit criteria are approved in accordance with the "Approval" provisions in the memoranda.

Promotion to Senior Instructor/Senior Lecturer

Candidates for promotion to Senior Instructor/Senior Lecturer must demonstrate a consistent record of excellence in assigned duties. Evidence of excellence may include annual evaluations of teaching, student evaluations of teaching, peer evaluations of teaching, examples of successful student learning outcomes, demonstration of leadership and rigor in teaching, curricular development, assessment activities, community engagement and departmental collegiality. Additional contributions to the department/school, college, or university should be included in the promotion application along with any pedagogical publications, or professional presentations, discipline publications and/or creative activities, classroom and laboratory innovations, or performance in other areas of assigned duties.

Promotion to University Instructor/University Lecturer

Candidates for promotion to University Instructor/University Lecturer must first attain promotion to Senior Instructor/Senior Lecturer. Additionally, consistency of teaching success, evidence of teaching quality enhancement, and leadership contributions to the university and the profession are expected. Promotion to University Instructor/University Lecturer carries an expectation of notably consistent, increasingly high levels of performance and career achievement.

Approval

The development and approval of college/department/school/college criteria, guidelines, timelines and processes must follow the procedures set forth annually by the Provost's Office and outlined in the *Provost's Promotion and Tenure Memorandum*, *FAU's Criteria for the Appointment, Promotion and Tenure of Faculty*, and *Principles for Creating Criteria and Standards for Promotion & Tenure*, as amended, and must be approved by the Provost or designee. Criteria generally become effective one year following adoption. The date of adoption shall be the date the criteria are approved by the Provost or his/her designee. When new criteria are adopted and approved, faculty submitting applications for promotion within the subsequent three years may choose to be evaluated based on the old or the new criteria. Thereafter, only the new criteria will apply.

Eligibility

1. Portfolio status letters must show:
 - a. Date of initial hire at FAU and position
 - b. Dates of appointment to other positions at FAU, if applicable
 - c. Dates of appointments and positions outside of FAU if claiming credit for that time

2. Time spent in other positions at FAU may be considered towards promotion eligibility at the sole discretion of the Provost or designee. A request to consider time spent in other positions at FAU towards promotion must be directed to the Provost through the Dean prior to assembling the portfolio and no later than the first week of the academic year. The maximum amount of time allowable for transfer is three years. If requested, the position duties, FTE, status (OPS/Temp/Visiting/Adjunct), Dean approval detailing how this fits with FAU's *Strategic Plan for the Race to Excellence 2015-2025*, and other factors may be considered. The maximum amount of Faculty attempting to use time spent in other positions should not prepare a portfolio until eligibility is confirmed by the Provost or designee.

3. Instructors/Lecturers must be on regular, full-time appointments to be considered for promotion.

4. Candidates will be eligible to apply for promotion to Senior Instructor/Senior Lecturer at the beginning of their 6th year of full time continuous service or thereafter. Candidates may bring in prior years of service from another institution but must have at least three years of continuous service at FAU.

5. Candidates will be eligible to apply for promotion to University Instructor/University Lecturer at the beginning of their 6th year of full time continuous service as a Senior Instructor/Senior Lecturer at FAU or thereafter.

6. Instructors/Lecturers at any rank are not required to apply for promotion.

Transition Period

In addition to meeting the Eligibility requirements above, a transition period will take effect in order to ease the promotion process of currently employed Instructors/Lecturers. The transitional period will phase in promotion eligibility according to hire date through the first five years of implementation. An employee's first year of potential eligibility will be as follows:

Year One (2012/2013): All faculty hired prior to 1/1/2003.

Year Two (2013/2014): All faculty hired during calendar year 2003 and 2004.

Year Three (2014/2015): All faculty hired during 2005, 2006 and 2007.

Year Four (2015/2016): All faculty hired during 2008 and 2009.

Year Five (2016/2017): All faculty during 2010.

Year Six (2017/2018) and thereafter: Any faculty member who meets the regular Eligibility criteria above.

Levels of Review – Procedures

Promotion portfolios will follow those disseminated annually as determined by the Office of the Provost: *Provost's Promotion and Tenure Memorandum, University Promotion and Tenure Portfolio Preparation and Criteria for the Appointment, Promotion and Tenure of Faculty*. A separate memo specifying non-tenure-track portfolio guidelines and timelines will also be disseminated annually.

Departments/Schools need to establish their own policies for review of promotion portfolios, recognizing the unique nature and composition of each department/school. Promotion portfolios will be considered by a College Committee, composed of two tenured faculty, two Instructors/Lecturers (Senior or University Instructors/Lecturers are preferred when they are available), and one college faculty administrator. Each college will determine how the tenured faculty and instructors will be selected; the faculty administrator will be appointed by the dean of the college. The chair of the committee will be elected by the committee members. Recommendations from the committees will go to the chairs/directors, and the dean - who makes a recommendation to the Provost. The Provost makes a positive or negative recommendation to the President. The President shall make the final decision on the granting of the promotion.

A faculty member who has applied for promotion for the year is ineligible to serve on a review Committee.


Faculty who are successful in attaining promotion may be awarded a salary increase if employed for a subsequent term. The amount of any increase for union bargaining unit faculty will be determined through the collective bargaining process and incorporated in the applicable collective bargaining agreement. Any increase for non-union faculty will be at the dean's discretion with approval from the Provost.

**See Provost's memorandum on the Appointment and Promotion of Assistant Scholars/ Assistant Scientists/Assistant Engineers/Assistant Research Professors (April 2015)*

Cc: Diane Alperin, Vice Provost
Academic Affairs

MEMORANDUM

TO: Deans
Megan Davis, Interim Executive Director, HBOI

FROM: Gary Perry, Provost and 
Vice President of Academic Affairs

DATE: April 27, 2015

SUBJECT: Non-Tenure-Track Portfolio Guidelines for 2015-2016

Candidates for non-tenure-track promotions need to review the following documents as part of their portfolio preparation:

- Appointment and Promotion of Instructors and Lecturers (April 2015)
- Appointment and Promotion of Assistant Scholars/Assistant Scientists/Assistant Engineers/Assistant Research Professors (April 2015)
- Provost's Promotion and Tenure Memorandum For 2015-2016 University Promotion and Tenure Portfolio Preparation (April 2015)

These Non-Tenure-Track Portfolio Guidelines are meant to be used in conjunction with the documents mentioned above, in an effort to clarify portfolio requirements. The ordering of materials in the portfolio should include:

1. Signed Nominee Portfolio Cover Sheet (Certification of Completeness of the promotion portfolio on the date signed)

2. Signed Waiver of the Right to Review Evaluation Letters from External Reviewers, if applicable
3. Status Letter(s)
 - a. These are letters that indicate date of hire or last promotion. Some recent candidates found these difficult to retrieve, especially when faculty were long-time employees. This is particularly important for Instructors/Lecturers whose eligibility is determined by date of hire. The chair, the dean and the Vice Provost of Academic Affairs need to be available to help candidates secure the appropriate documents.
4. Up-to-Date Curriculum Vita
 - a. Use suggested Comprehensive Dossier Curriculum Vitae template included with April 2015 University Promotion and Tenure Portfolio Preparation documents, modified as appropriate to the assignment.
5. Annual Assignments, if applicable
 - a. Scholars/Scientists/Engineers/Research Professors do not necessarily have annual assignment documents.
6. Instruction, if applicable
 - a. All Instructor/Lecturer applicants must include SPOT table, SPOT summary reports, and three recent Peer Evaluations of Teaching. Other documentation of quality of instruction may also be included in this section.
 - b. Scholars/Scientists/Engineers/Research Professors may have no instructional assignment, but may include the material described in "a" above if they have taught courses. They may also want to include information about working with students on an individual basis as part of mentoring, research projects or participation on thesis or dissertation committees.

7. Scholarship, research, and/or creative activity, if applicable
 - a. Scholars/Scientists/Engineers/Research Professors must include an annotated version of the parallel section of their vitae with detailed information on publications, presentations, grants, contracts and performances or other activities pertinent to their role.
 - b. Instructors/Lecturers may include the material described in "a" above if they have been involved in such activities.

8. Service, if applicable
 - a. An overview of service to the unit, institution, profession or community, if applicable. Work on curriculum development, assessment, advising of students and community engagement may be included here.

9. Professional Development, if applicable
 - a. Degrees earned while in this position may be included here. In addition, courses undertaken to enhance performance in the particular role are also important to be detailed.

10. Self-evaluation
 - a. The self-evaluation is always an important part of the promotion portfolio but particularly important when the assignment documents are non-existent or do not adequately describe the candidates contributions and accomplishments.

11. Letters of Evaluation
 - a. Three external letters of evaluation, solicited for this application, are required for Scholars/Scientists/Engineers/Research Professors. Different from external letters required for tenure-track faculty, those referees selected may be familiar with the candidate's work.
 - b. External letters of evaluation, solicited for this application, may be included for Instructors/Lecturers, as appropriate to the discipline.

17. Annual Employee Performance Evaluations

18. Supplementary Portfolio, if applicable

- a. Similar to tenure-track promotions, candidates may include supplementary portfolios with examples of accomplishments in instruction and/or scholarship, research, creative activity.


Portfolios for non-tenure-track promotions need to be submitted to the Office of the Provost by **February 5, 2016**. Please structure college time lines to insure compliance with this submission date. If you have any questions on any of these materials or need assistance, please contact Diane Alperin, Vice Provost of Academic Affairs, at 561-297-2959 or alperind@fau.edu.

CC: Diane Alperin, Vice Provost

Academic Affairs

MEMORANDUM

DATE: April 27, 2015

FROM: Gary Perry, Provost and
Vice President of Academic Affairs 

TO: Deans, Chairs, Directors

SUBJECT: Office Hours Policy – (Supersedes all prior policies and memoranda)

University faculty traditionally have responsibilities for teaching, research, scholarship, and creative activities, and service. It is expected that a faculty member will spend their normal work week attending to these professional obligations and responsibilities on campus and, in some instances, away from campus as well.

Faculty-student interaction outside of the classroom is an extremely important part of the instructional assignment and a variable that contributes to student success. Faculty need to designate a portion of their office hours specifically for students to discuss class performance. Depending on the academic unit, office hours may also be used by students for academic advising, academic course and program selection, and career counseling.

Faculty members shall post a schedule of their office hours in a conspicuous place by their office and include this schedule in their course syllabi. Posting office hours is important for students who are enrolled in their classes so they are aware of the faculty member's availability. It is also important for staff who must answer questions about faculty availability. Office hours are to be held on each campus where the faculty member has a teaching assignment.

Office hour expectations may vary by the nature of the course, the number of students enrolled, the nature of the students, and individual academic unit guidelines. It is anticipated, however, that faculty will designate a minimum of two hours of office time per week for each course. Faculty members should be sensitive to the time constraints of non-traditional students and also be available to meet with students "by appointment" for those unable to come to campus during the regularly scheduled office hours. Faculty may also have designated office hours for meeting with students that are unrelated to the courses they are teaching.