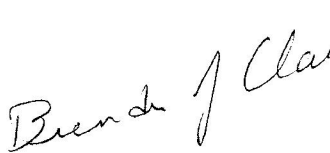


**MEMORANDUM**

**DATE:** January 25, 2012  
**TO:** Deans  
**FROM:** Brenda J. Claiborne, Provost   
and Chief Academic Officer  
**SUBJECT:** Appointment and Promotion of Instructors and Lecturers

**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/departments/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/departments/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/departments/school criteria must be compatible with those noted below.

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, 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 Guidelines for 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.

#### Eligibility

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

Candidates will be eligible to apply for promotion to Senior Instructor/Senior Lecturer at the beginning of their 6<sup>th</sup> 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.

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

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:

|                                |   |
|--------------------------------|---|
| <b>Year One (2012/2013):</b>   | All faculty hired prior to 1/1/2003.                  |
| <b>Year Two (2013/2014):</b>   | All faculty hired during calendar year 2003 and 2004. |
| <b>Year Three (2014/2015):</b> | 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 and timelines 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 Guidelines for Appointment, Promotion and Tenure of Faculty.*

Promotion portfolios will be considered by a Committee (college and/or department/school) 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/department/school will determine how the tenured faculty and instructors will be selected; the faculty administrator will be appointed by the dean of the college. 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.

Salary increases at each promotion step shall be as established by college/unit administrative policies or in the applicable collective bargaining agreement.

Cc: Provost's Advisory Council

William Mc Daniel, President, University Faculty Senate

Chris Robe, President, FAU Chapter of the United Faculty of Florida