

Criteria for Non-tenure-track Promotion

Department of Mathematical Sciences

24 April 2012

1. Promotion to senior instructor

Candidates must demonstrate a consistent record of excellence in teaching. A departmental committee will advise the chair annually on the progress of each instructor toward promotion to senior instructor. These performance evaluations are included in the candidate's promotion portfolio. Criteria include:

- **Teaching Effectiveness:** Achieving a strong record of teaching, over a period of years as an instructor, as evidenced by consistently high ratings on student evaluations, as well as peer evaluations of teaching over a representative range of classes taught. Other evidence might include, but is not limited to, student comments from evaluations, extensive instructor-prepared course materials, textbooks, and service on graduate supervisory committees.
- **Professional Development:** A commitment to the development of instructional skills, as evidenced, for example, by curriculum development, teaching awards or fellowships, supervising graduate teaching assistants, coordinating multi-section courses, administering departmental instructional programs, serving as an officer in professional organizations, producing scholarly works in the area of teaching or pedagogy, and so on.

2. Promotion to university instructor

Candidates must be senior instructors. In addition to consistently excellent teaching evaluated according to the above criteria, it is expected that candidates provide evidence that they have increased the quality of their teaching, for example, by teaching a more diverse set of courses, and have contributed to the university and the profession. A departmental committee will advise the chair annually on the progress of each senior instructor toward promotion to university instructor. These performance evaluations are included in the candidate's promotion portfolio.

3. Portfolios

Portfolios must include:

1. A current CV.
2. Student SPOT scores of all courses taught in the previous six years.
3. At least three peer evaluations of teaching over a representative range of classes taught. At least two of these evaluations must be from the previous two years.
4. Annual assignments and evaluations from the previous six years.
5. Sample exams and syllabi over a representative range of classes taught.
6. A brief self-evaluation of teaching accomplishments of not more than two pages.
7. Other materials that highlight the candidate's record in teaching.

Portfolios might also include a complete set of comments from student evaluations of some courses, samples of graded work, instructor-prepared instructional materials, and so on.