

Proposed Criteria for Senior Instructor

AA policy 202, Section VI.B.2.b

Senior Instructor. Six (6) years of full-time collegiate experience in the academic discipline or related area as an instructor or lecturer. Thus, a typical candidate is eligible to apply for promotion to senior instructor at the beginning of his/her sixth (6th) year.

AA policy 202 Academic Rank IV.C.3.

- a. Documented evidence of high quality teaching and contribution to student development with a minimum of six (6) years as an instructor/lecturer.
 - Student evaluations of past 5 years
 - Classroom observations/peer reviews conducted in past 5 years, if available
 - Annual Evaluations of past 5 years

Additional supporting materials, submitted in digital format, may include:

- Recent course syllabi, exams, examples of student assignments and resulting works, teaching portfolios, writing samples, letters of commendation from faculty/chair or external colleagues, awards, and other as relevant to teaching area(s)
- b. Master's degree from an accredited institution in the academic discipline or related area.
 - Studio or Applied Art: MA, MFA, or equivalent international degree in art.
 - Art Education: MFA, MA, MS and three years K-12 teaching experience, with Ph.D or Ed.D plus three years K-12 teaching experience preferred.
 - Art History: MA with ABD or Ph.D. preferred.
 - Graphic Design: MA, MFA, or equivalent international degree, and relevant teaching and industry experience preferred.
 - Art Appreciation: Faculty whose primary teaching assignment is in Art Appreciation should hold one or more of the above degrees as appropriate to their area(s) of specialization.
 - c. Evidence of professional integrity.

Faculty applying to transition to instructor lines should demonstrate evidence of professional integrity through adherence to all departmental and university policies, as evidenced by:

- Reliability in meeting assigned classes;
- Preparation and delivery of appropriate material as related to course curriculum;

- Providing current information and materials in the classroom and/or studio;
- Successful integration of technologies as appropriate to assigned courses;
- Constructing appropriate and effective assessment activities;
- Providing timely and useful feedback to students;
- Respect and attentiveness to students via email responses and in maintaining office hours.

The promotion review will be based exclusively on the candidate's teaching record and teaching-related activities as described in Section VII. below. In addition to the change of title, promotion in rank should be recognized by a base salary adjustment. The promotion award for senior instructor will be equal to one-third (1/3) of the approved rate for promotion to assistant professor.

Effective teaching is an essential qualification for promotion, and promotion should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development.

Proposed Criteria for Master Instructor

VI. B1.c. Master Instructor. Four (4) years of full-time collegiate experience in the academic discipline or related area as a senior instructor. Thus, a typical candidate is eligible to apply for promotion to master instructor at the beginning of his/her fourth (4th) year as a senior instructor.

- a. Documented evidence of teaching excellence; education or commensurate experience; and superior contribution to student development. This rank is not a reward for long service; rather it is recognition of superior teaching and contributions to student development. Must have a minimum of four (4) years of experience at the senior instructor rank or ten (10) years of experience as an instructor/lecturer. See AA policy 202 Academic Rank IV.C.4.
 - Student evaluations of past 3 years
 - Classroom observations/peer reviews conducted in past 3 years
 - Annual Evaluations of past 5 years

Additional supporting materials, submitted in digital format, may include:

- Recent course syllabi, exams, examples of student assignments and resulting works, teaching portfolios, writing samples, letters of commendation from faculty/chair or external colleagues, awards, and other as relevant to teaching area(s)
- b. Master's degree from an accredited institution in the discipline or related area. It is desirable that the master instructor has an earned doctorate or terminal degree in an appropriate discipline or equivalent professional experience.
 - Studio or Applied Art: MA, MFA, or equivalent international degree in art.

- Art Education: Ph.D or Ed.D and three years K-12 teaching experience.
- Art History: Ph.D.
- Graphic Design: MA, MFA, or equivalent international degree, and relevant teaching and industry experience preferred.
- Art Appreciation: Faculty whose primary teaching assignment is in Art Appreciation should hold one or more of the above degrees as appropriate to their area(s) of specialization.

c. Evidence of professional integrity.

Faculty applying to transition to instructor lines should demonstrate evidence of professional integrity through adherence to all departmental and university policies, as evidenced by:

- Reliability in meeting assigned classes;
- Preparation and delivery of appropriate material as related to course curriculum;
- Providing current information and materials in the classroom and/or studio;
- Successful integration of technologies as appropriate to assigned courses;
- Constructing appropriate and effective assessment activities;
- Providing timely and useful feedback to students;
- Respect and attentiveness to students via email responses and in maintaining office hours.

The promotion review will be based exclusively on the candidate's teaching record and teaching-related activities as described in Section VII. below. In addition to the change of title, promotion in rank should be recognized by a base salary adjustment. The promotion award for master instructor will be equal to two-thirds (2/3) of the approved rate for promotion to assistant professor.

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