History Department Criteria for Instructor Advancement in Rank

The below criteria for A. Senior Instructor and B. Master Instructor are in accordance with MTSU AA policy 202 Academic Rank IV.C Sections 3 and 4. These can be found on the Provost's website under University Policies.

Evaluation for advancement of instructors is the responsibility of the Peer Advisory Committee.

A. Proposed Criteria for Senior Instructor

1. Senior Instructor. Six 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 her/his sixth year.
   a. Documented evidence of high-quality teaching and contribution to student development, including:
      i. Student evaluations of past 5 years;
      ii. Peer observations conducted by the Peer Advisory Committee of past 5 years;
      iii. Annual evaluations conducted by the department chair of past 5 years;
      iv. Additional materials:
         1. Syllabi, exams, student papers, etc.;
         2. Letters of commendation from faculty peers;
         3. Evidence of innovations in teaching;
         4. Teaching awards or other recognition for student development.
   b. The Peer Advisory Committee will be looking for proven success, which may include:
      i. Facilitating student learning through effective pedagogical techniques;
      ii. Engaging students in an active learning process;
      iii. Constructing appropriate and effective assessment activities;
      iv. Contributions to scholarship;
      v. Incorporating collaborative and experiential learning in regular classroom instruction;
      vi. Providing timely and useful feedback to students.
B. Proposed Criteria for Master Instructor

1. Master Instructor. Must have a minimum of four years of experience at the senior instructor rank or ten years of experience as an instructor/lecturer. A typical candidate is eligible to apply for promotion to master instructor at the beginning of her/his fourth year as a senior instructor.
   a. Documented evidence of high-quality teaching and contribution to student development, including:
      i. Student evaluations of past 4 years;
      ii. Peer observations conducted by the Peer Advisory Committee of past 4 years;
      iii. Annual evaluations conducted by the department chair of past 4 years;
      iv. Additional materials:
         1. syllabi, exams, student papers, etc.;
         2. letters of commendation from faculty peers;
         3. innovations in teaching;
         4. teaching awards or other recognition for student development.
   b. The Peer Advisory Committee will be looking for proven success, which may include:
      i. Facilitating student learning through effective pedagogical techniques;
      ii. Engaging students in an active learning process;
      iii. Constructing appropriate and effective assessment activities;
      iv. Contributions to scholarship;
      v. Incorporating collaborative and experiential learning in regular classroom instruction;
      vi. Providing timely and useful feedback to students.

Kevin Leonard, Chair
8/14/18

Karen Petersen, Dean
8/14/18

Mark Byrnes, Provost
8-16-18

Sidney McPhee, President
8/08/18