

**Department of World Languages, Literatures, and Cultures  
Criteria for Instructor Advancement**

Evaluation for advancement of instructors will be the responsibility of the Instructor Advancement Committee.\*

Proposed Criteria for Senior Instructor:

Candidate must have six years of full-time collegiate experience in the academic discipline or related field as a lecturer, instructor, or in a comparable position.

- a. Documented evidence of high quality teaching and contribution to student development, including:
  - i. Student evaluations of past 3 years
  - ii. Observations conducted by all members of the Instructor Advancement Committee, if available
  - iii. Annual evaluations conducted by department chair of past 3 years
  - iv. Letters of recommendation from faculty not on the Committee
  - v. Additional materials including syllabi, exams, evidence of innovations in teaching, evidence of ongoing pedagogical training and professional development, teaching awards and other recognition.
- b. Master's degree from an accredited institution in the academic discipline or related area.
- c. Evidence of professional integrity:
  - i. Effective pedagogical techniques
  - ii. Engagement with students
  - iii. Appropriate and effective assessment
  - iv. Timely and useful feedback to students
  - v. Incorporation of collaborative and experiential learning
  - vi. Evidence of continuing education in the discipline

Proposed Criteria for Master Instructor:

Candidate must have a minimum of four years experience at the rank of senior instructor or ten years of experience as a lecturer, instructor, or in a comparable position.

- a. Documented evidence of teaching excellence and contribution to student development, including:
  - i. Student evaluations of past 3 years

- ii. Observations conducted by all members of the Instructor Advancement Committee, if available
  - iii. Annual evaluations conducted by department chair of past 3 years
  - iv. Letters of recommendation from faculty not on the Committee
  - v. Additional materials including syllabi, exams, evidence of innovations in teaching, evidence of ongoing pedagogical training and professional development, teaching awards and other recognition.
- b. Master's degree from an accredited institution in the academic discipline or related area. Terminal degree in the academic discipline or related area preferred, or equivalent professional experience.
- c. Evidence of professional integrity:
- i. Effective pedagogical techniques
  - ii. Engagement with students
  - iii. Appropriate and effective assessment
  - iv. Timely and useful feedback to students
  - v. Incorporation of collaborative and experiential learning
  - vi. Evidence of continuing education in the discipline

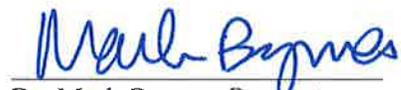
\*Note: per policy 202-VIII-A, the instructor advancement committee is the Department's T&P Committee: "For instructor-track and coordinator-track faculty, appointment to a higher rank may occur once the criteria for the higher rank have been met. **Advancement in rank will follow the same calendar as promotion for tenured/tenure-track faculty and requires a recommendation from the Department Chair/Director, the department/school review committee, the college review committee, the Dean, the Provost, the President, and the Board of Trustees.**

Roger Pieroni  
Dr. Roger Pieroni, Department Chair

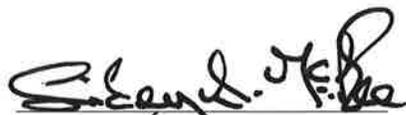
Date 8/18/2020

  
Dr. Karen Petersen, Dean

Date 8/18/2020

  
Dr. Mark Byrnes, Provost

Date 9-11-20

  
Dr. Sidney McPhee, President

Date 9/14/20