

Appointment and Promotion Guidelines for Non-Tenure-Track Faculty

Non-Tenure-Track faculty serve as librarians, lecturers, instructors, clinical professors, research professors and professional practice professors. Appointment and promotion guidelines for librarians are established in the library and guidelines for clinical, research and professional practice professors are established in the schools and colleges. All appointment and promotion guidelines must be approved by the Provost. The remainder of this document addresses the appointment and promotion guidelines for instructors and lecturers.

Instructor/Lecturer

Instructors/lecturers are generally expected to hold the terminal degree in their field. Promotion is based on the contribution to the academic mission of FIU. Instructors/lecturers typically teach undergraduate courses and may, with appropriate qualifications, teach graduate courses.

Senior Instructor/Lecturer

It is not expected that faculty will receive an initial appointment as Senior Instructor/Lecturer. This is a position typically obtained through promotion from Instructor/Lecturer. Such promotion will not be considered prior to the start of the sixth year of continuous service as an Instructor/Lecturer. Candidates who have held the position of Visiting Instructor/Lecturer and for whom there has been no break between the visiting and regular appointment may aggregate their full-time teaching service to reach the required total of five completed years.

In May each year, the Provost will submit a list of those eligible to apply for Non-Tenure Track Promotion consideration during the next academic year.

Promotion to Senior Instructor/Lecturer

Promotion to Senior Instructor/Lecturer requires a consistent record of outstanding teaching. The promotion dossier should also include student evaluations, peer evaluations, indications of any teaching awards received, and annual assignments and annual evaluations. Departments are strongly encouraged to implement a formal classroom evaluation of Instructor/Lecturer teaching. Documentation of this should be

included in the file. Any pedagogical publications, discipline publications, classroom and laboratory innovations, contributions to student advising, and university service should be included in the promotion application along with evidence that the Instructor/Lecturer has used the assessment of student learning outcomes to influence in a positive manner his or her teaching. Instructors are not required to apply for promotion at any time, and an Instructor/Lecturer applying and failing may continue as an Instructor/Lecturer.

Promotion applications will be considered by a committee composed of two Senior Instructors/Lecturers (or Instructors/Lecturers, if no Senior Instructors/Instructors are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Instructors/Lecturers promoted to Senior Instructors/Lecturers receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

University Instructor/Lecturer

It is not expected that faculty will receive an initial appointment as University Instructor/Lecturer. This is a position typically obtained through promotion from Senior Instructor/Lecturer. Those currently holding the title of Instructor/Lecturer should apply to the rank of Senior Instructor/Lecturer; those currently holding the title of Senior Instructor/Lecturer should apply to the rank of University Instructor/Lecturer. Such promotion will not be considered prior to the start of the sixth year of continuous service as a Senior Instructor/Lecturer.

Promotion to University Instructor/Lecturer

Promotion to University Instructor/Lecturer uses the same criteria as those for promotion to Senior Instructor/Lecturer. The consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to University Instructor/Lecturer. Senior Instructors/Lecturers are not required to apply for promotion at any time, and a Senior Instructor/Lecturer applying and failing may continue as a Senior Instructor/Lecturer.

Promotion applications will be considered by a committee composed of two University Instructors/Lecturers (or Senior Instructors/Lecturers or Instructors/Lecturers, if no University Instructors/Lecturers are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application.

The Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Senior Instructors/Lecturers promoted to University Instructors/Lecturers receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.