



## **EAS Policy: EAS-FAC-010**

**Subject: Promotion from Instructor to Senior Instructor**

**Effective Date: May 10, 2012**

**Supersession: March 22, 2007**

**Approved: R. Dandapani, Dean**

### **Introduction:**

This policy sets forth the process and criteria for promoting an Instructor to Senior Instructor.

### **Policy:**

#### **Eligibility**

An Instructor, after five years of service to the College of Engineering and Applied Science, shall be eligible for promotion to Senior Instructor. An Instructor whose record is extraordinary may be considered for early promotion to Senior Instructor. The evidence required for an early promotion must be greater than that required for normal progress toward promotion.

#### **Process**

The Instructor provides a written request (email is sufficient) to the chair in early fall semester. The chair either initiates the process for evaluation for promotion or denies the request in writing. The chair can independently initiate the process for evaluation without a request from the Instructor.

If the chair approves the request then the Instructor puts together a dossier for evaluation by following the Department Criteria for Promotion from Instructor to Senior Instructor.

The chair of the department in which the Instructor is currently teaching makes a recommendation for promotion to the dean along with the dossier.

The dean conveys his/her decision to the Instructor and chair via email. The dean will recommend to provost the decision to promote.

#### **Criteria**

The criteria are to be developed by the department and approved by the dean. It is required that,

1. The Instructor must have demonstrated substantial and significant accomplishments in teaching as determined by the primary unit.
2. The Instructor must have the potential for continued excellence in teaching.