Review Process for Instructor-track Faculty

This document articulates a career path for Instructor-track faculty seeking reappointment and/or promotion at CU-Boulder. This process is guided largely by the criteria and by-laws of the department/program. However, there are overarching campus policies and procedures to which all Colleges/Schools must adhere.

Instructor-track faculty (Instructors, Senior Instructors, Scholars in Residence, Artists in Residence, Clinical Professors) are hired to teach, usually at the undergraduate level, and to provide service.

Instructor-track faculty will be reviewed for reappointment every three years and Sr. Instructors every four years. The criteria for successful Instructor-level and Sr. Instructor-level reappointment will be based on the expectations given in the most recent letter of agreement. Evaluation will be based on an accounting of the individual’s teaching record, using multiple measures, an evaluation of the individual’s service, and a demonstration of the individual’s continued currency in the field.

Instructor-track faculty must be fully informed of the terms of their employment. Instructor-track faculty should be provided with orientation, mentoring, and professional support opportunities.

Instructors in rank for 6 years must be considered for promotion to Sr. Instructor when reviewed for reappointment, except as set forth in no. 7 below. Senior Instructors have a superior level of content knowledge and pedagogical skill when compared to Instructors. They generally perform a deeper level of service than Instructors, and they often play an important mentoring role within the department. Denial of promotion to Sr. Instructor
will not have a corresponding result that an instructor loses their current position. The instructor will remain in grade if denial occurs. The criteria used to evaluate faculty for promotion to Senior Instructor will be based on the standard of expectations for Senior Instructors in the department/program. This review process will include a rigorous accounting of the teaching record, using multiple measures, an evaluation of the individual’s service, and a demonstration of the individual’s continued currency in the field. The procedures for this review will be governed by the personnel documents and by-laws of the department/program, which must be made available to the Instructor.

Instructors in rank for 6 years may request reappointment without promotion to Sr. Instructor without prejudice to a future consideration for a promotion, and they may request consideration for promotion at any subsequent merit review.

Reasons for non-reappointment or non-promotion must be clearly explained in writing. Each College/School must provide an appeals process for Instructor-track faculty.

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