

Reappointment and Promotion Procedures for Instructor Rank Faculty

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Overview of the School of Education (Primary Unit) Evaluation Process

Instructors will be evaluated on a one to three year cycle based on the length of their contract. Formal review will be conducted in the first semester of the final year of the contract. For example, for a contract that ends May 2023, formal review will be conducted in the fall 2022 semester. Instructors will be notified at the beginning of the semester of their formal review. They will have at least 6 weeks to prepare their materials and submit them to the Director of Special Projects and the Associate Dean of Faculty via email.

In most cases, reappointments of instructors will be for more than one year and may be for up to three years. However, when a reappointment process results in recommendation of a one-year probationary period to correct problems in performance, as noted in the PUEC and Dean's Letter, a one-year reappointment will be permitted; during the course of that year, another evaluation should take place that would result in either a multi-year reappointment or non-reappointment.

In some cases reappointment will result in non-renewal. Non-renewal is not dismissal. To preserve the employee's rights to grieve non-renewal, rostered instructors on multi-year letters of offer or CU System Instructor Employment Agreements must be notified at least six weeks before the end date in the letter of offer whether (a) they will be renewed; (b) they will not be renewed; or (c) their renewal is still pending.

If an instructor feels they have been denied reappointment unfairly, by a process that has been arbitrary, capricious, retaliatory, inconsistent with the treatment of peers in similar circumstances, or based on personal malice, they can grieve the non-renewal.

A fast-track grievance procedure will be established to hear grievances while the instructor is still a member of the university community.

Expedited and Full Review

There are two types of reappointment review, full review and expedited review. The expedited review process is used for Instructors on a one year contract and for Senior Instructors after their first three-year appointment. The full review process is used for Instructors on three year contracts and for Senior Instructors after the first six years as a Senior Instructor. If the Senior Instructor continues to be employed by the university, reviews will alternate between expedited reviews and full reviews. For Principal Instructors a different review process is used that is roughly parallel to that used for tenure track faculty post-tenure review. The list of required materials for each type of review is provided below.

Primary Unit Evaluation Committee (PUEC)

According to the School of Education By-Laws (III.4.1), the Promotion and Reappointment Committee for Instructors shall consist of three members: one tenured/tenure-track faculty member, the Associate Dean of Faculty, and one instructor appointed by the Associate Dean of Faculty in concurrence with the faculty member under review and shall take into consideration the faculty member's area of expertise and rank.

In the School of Education the Primary Unit Evaluation Committee also serves as the primary unit. The PUEC is responsible for assisting the candidate in assembling their dossier, soliciting opinions from outside reviewers when appropriate and evaluating the record as contained within the dossier resulting in a vote.

The chair of this committee (typically the Associate Dean of Faculty, although they may delegate to another faculty member) will summarize the vote and discussion of the committee and communicate their recommendation in a 1-page report to the Dean. This summary becomes part of the dossier.

The PUEC letter and Dean's recommendation letter will be provided to the candidate at that point in the reappointment process. The Dean will notify the candidate if they are recommending them for reappointment.

Dean's Recommendation

The dean, after considering the recommendation of the Primary Unit and the contents of the dossier, makes an affirmative or negative decision and submits that recommendation to the Associate Vice Chancellor for Faculty Affairs for review and submission to the Chancellor, who serves as final authority in cases of reappointment and promotion of non-tenure track faculty.

Materials Included in Dossier for Expedited Review

Items that the candidate is responsible for are highlighted in yellow

1. Dean's Recommendation
2. Statement of Primary Unit Evaluation Committee
3. Current Curriculum Vitae
4. Multiple Measures of Teaching
 - a. Peer review of teaching activities: a 1-2 page report of an observation written by a peer selected by the instructor being reviewed. The report should use the School of Education template for peer observations (available from the Associate Dean of Faculty and on the School of Education [intranet](#))
 - b. Response to FCQs: Write a short paragraph contextualizing the FCQ data including reflections on what the data from the FCQ's say about instructional practices and what, if any pedagogical modifications might be made in the future based on these data.
 - c. FCQs for the period under review

Materials Included in Dossier for Full Review and Promotion

Items that the candidate is responsible for are highlighted in yellow

1. Dean's Recommendation
2. Statement of Primary Unit Evaluation Committee
3. Current Curriculum Vitae
4. Statement on Teaching (1-2 pg.)
5. Statement on Leadership and Service (1-2 pg.)
6. Statement on Scholarly/Creative Work (optional, if in merit formula, 1-2 pg.)
7. Multiple Measures of Teaching
 - a. Peer review of teaching activities: a 1-2 page report of an observation written by a peer selected by the instructor being reviewed. The report should use the School of Education template for peer observations (available from the Associate Dean of Faculty and on the School of Education [intranet](#))
 - b. Response to FCQs: Write a short paragraph contextualizing the FCQ data including the reflections on what the data from the FCQ's say about instructional practices and what, if any pedagogical modifications might be made in the future based on these data.
 - c. FCQs for the period under review
 - d. Additional optional items to include:
 - i. Report of class interviews
 - ii. Course materials (e.g., syllabi, exams)
 - iii. Additional peer reviews
 - iv. Other materials as defined by the candidate or unit

8. **Letters of support (optional, required for promotion to Principal Instructor)**: An instructor may submit up to five letters of support from colleagues on and off campus who can speak directly about their teaching and service activities. This is strongly encouraged when seeking promotion. When letters external to the unit are used, solicitation of letters external to the campus to establish continuous growth and development as a teaching scholar shall be made no more often than once every other reappointment period.
9. **Case for promotion (1-2 pgs. only required if going up for promotion)**: A letter addressed to the committee to help highlight the merits of the individual's accomplishments that should lead to promotion to Senior Instructor using the criteria outlined in the reappointment policy. Promotion to Senior Instructor will normally be considered after a period of six years of continuous appointment at the rank of Instructor at greater than 50% time.

Materials Included in the Dossier for Principal Instructor Reappointment

Items that the candidate is responsible for are highlighted in yellow

1. Dean's Recommendation
2. Statement of Primary Unit Evaluation Committee
3. **Current Curriculum Vitae**
4. **Professional Development Plan (1 page)**: allows the faculty member to assess their progress since the last review and articulate goals for the future. The faculty member can use past annual reviews, along with other materials to provide a reflection on their achievements in teaching, leadership and service, and research/creative work as relevant, that aligns with the expectations of their specific appointment. In subsequent years, at the time of review, the principal instructor will review the prior document and rewrite it for the next review period.
5. Multiple Measures of Teaching
 - a. **Peer review of teaching activities: a 1-2 page report of an observation written by a peer selected by the instructor being reviewed. The report should use the School of Education template for peer observations (available from the Associate Dean of Faculty and on the School of Education [intranet](#))**

Promotion to Senior Instructor (working title Teaching Associate Professor)

Guidelines for the timing of promotion to Senior Instructor are found in the Guidelines for Appointment, Evaluation, and Promotion of Lecturer and Instructor Rank Faculty. Instructors will normally be considered for promotion to the rank of Senior Instructor after a period of six years of continuous appointment at the rank of Instructor at greater than 50% time. Up to three years' credit towards promotion, based on previous academic service (for example, at the lecturer level or at other institutions), may be awarded at the time of initial appointment. Promotion after six years is not mandatory, nor is it a right.

Although promotion may be requested at any time during employment, normally the request is coupled with a regularly-scheduled reappointment review. There is no standard raise associated with promotion to Senior Instructor.

Documentation Required for Promotion to Senior Instructor

Documentation is the same as that required for reappointment: chair's letter, candidate's vita, teaching and service statements, multiple measures of teaching, etc. Additional documentation required is a case for a promotion letter addressed to the committee that highlights the merits of the individual's accomplishments that should lead to promotion to Senior Instructor using the criteria outlined in the reappointment policy.

Senior Instructors are expected to have and maintain records of teaching and service that go above and beyond the levels expected for Instructors.

To achieve promotion and to continue as a Senior Instructor in good standing, faculty must "exhibit evidence of teaching expertise of value beyond the primary unit" and perform "service that extends beyond the primary unit" (Standards for Instructor Rank Reappointment in the School of Education).

Promotion to Principal Instructor (working title Teaching Professor)

Senior Instructors with at least three years in rank may be considered for promotion to Principal Instructor.

Although Senior Instructors may, as a matter of convenience, seek promotion to Principal Instructor at the point of regular reappointment and contract renewal, a Senior Instructor may seek promotion at any time after three years in rank. Promotion materials should be submitted in the early fall, on a schedule consistent with normal reappointments and promotions to senior instructor. There is no standard raise associated with promotion to Principal Instructor.

If someone goes up for promotion to Principal Instructor and then is not approved, that decision has no implications for the individual's status as a Senior Instructor; that individual could go up for promotion to Principal Instructor again.

Documentation Required for Promotion to Principal Instructor

Documentation is the same as that required for a Senior Instructor full review reappointment: chair's letter, candidate's vita, teaching and service statements, multiple measures of teaching, etc. Additional documentation required is a case for promotion letter addressed to the committee that highlights the individual's "record of distinction" that should lead to promotion to Principal Instructor. A "record of distinction" typically carries the expectation that the individual has made a major impact in the disciplinary unit and its students (e.g. on pedagogy and curriculum), one that likely extends to considerable impact on the campus generally and/or a role in national discussions.

The full document listing campus criteria for reappointment and promotion for instructor rank faculty is available on the Office for Faculty Affairs website:

<https://www.colorado.edu/facultyaffairs/career-milestones/reappointment-promotion-and-tenure/reappointment-instructor-rank-faculty>