

## Reappointment Guidance AY 2022-2023

1. There are **three general changes** from last year:
  - a. An expedited process will be allowed for eligible faculty. This process is outlined below in detail, we are working on adding this to our website, please reach out if you have any questions on this new process.
  - b. OFA changed from using the old system agreement to the new employment contract, this change was made in March of 2022. The full communication is attached but the major changes are:
    - i. The new employment contract (instructor multi-year contract) template attached on the instructor reappointment email for AY 2022-2023. If the old System Agreement template is sent in, this will be sent back to the department to correct.
    - ii. *50% FTE instructors* (instructor, senior instructor, and principal instructor ranks) *in CEAS* will be placed on multi-year employment contracts, so long as their appointment includes *50% FTE of teaching*.
  - c. Increased promotion raises, this went into effect this summer and was added on all offers last AY, but we should be aware of these increases and apply them in the event of a promotion.
    - i. Promotion to Senior Instructor includes a \$4000 raise
    - ii. Promotion to Principal Instructor includes a \$6000 raise
2. Please be aware of the correct titles to utilize, these are new as of last year and should be utilized for all instructional appointments.
  - a. *Instructor with the working title of Teaching Assistant Professor*
  - b. *Senior Instructor with the working title of Teaching Associate Professor*
  - c. *Principal Instructor with the working title of Teaching Professor*
3. Reappointment guidelines. Reappointments will be based on the following guidelines, as in previous years. Detailed *reappointment* guidelines can be found at [this site](#).
  - a. [The Instructor/SIR review checklist](#)
  - b. A Chair or Director letter
    - i. This should include the result of the departments vote, in cases of promotion a separate vote for both reappointment and promotion should be conducted
  - c. Candidate's vita
  - d. Multiple measures of teaching including:
    - i. FCQ summaries including the student narrative sections from all courses taught, *and* at least two additional measures, which could include:
      1. Peer evaluations of teaching
      2. Letters from students (randomly solicited from among all of those enrolled in faculty member's courses and/or solicited or unsolicited from specific students who have particular insight into faculty teaching and mentoring contributions.
      3. Contributions to course and curriculum development

4. Evidence of student engagement, as evidenced, e.g., student mentoring.
- e. Evaluation of the candidate's engagement in the field, in a manner consistent with the terms of the candidate's discipline and appointment.
- f. Drafts of the reappointment offer letter and the university contract, using the templates attached in the instructor reappointment email for AY 2022-2023. **NOTE: *Fernando Rosario-Ortiz, Associate Dean of Faculty Advancement will be the signatory on these not Dean Keith Molenaar***
- g. Teaching statement and leadership and service statement as described below **are not required** for this AY, however **they are encouraged**, and it is expected that they will be mandatory during the next reappointment cycle.
  - i. **Teaching Statement.** No more than 1500 words. This should provide the texture that the CV cannot provide, including the nominee's teaching goals, motivations, and insights. It can include teaching practices, reflections on their success, modifications over time, etc., as well as additional related activities that might otherwise be overlooked. For example, mentoring is a teaching activity; it can include one-on-one advising as well as leading undergraduate workshops on networking, professionalism, resume-writing, etc. Discussion of these activities could all be integrated into a teaching statement.
  - ii. **Leadership and Service Statement.** No more than 1500 words. This should highlight the candidate's major contributions to/activities in the unit and, as applicable for Senior and Principal Instructors, in the extended community (including the college, the university, the profession, and/or the public). It may also include the candidate's principles, goals, insights, and reflections relevant to these contributions.

4. **Expedited reappointment guidelines NEW THIS YEAR** for eligible faculty:

- a. Eligible faculty include:
  - i. Instructional faculty at the Senior Instructor (Teaching Associate Professor) or Principal Instructor (Teaching Professor) level or Scholar in Residence
  - ii. That are not going up for a promotion
  - iii. That went through a full reappointment review during their last reappointment cycle
  - iv. That received exceeds expectations or far exceeds expectations on their annual performance evaluations since their last reappointment
- b. For an expedited review, the department will need to provide the following materials:
  - i. [The Instructor/SIR expedited review checklist](#)
  - ii. A Chair or Director letter
  - iii. Candidate's vita
  - iv. Drafts of the reappointment offer letter and the university contract, using the templates attached in the instructor reappointment email for AY 2022-2023. **NOTE: *Fernando Rosario-Ortiz, Associate Dean of Faculty Advancement will be the signatory on these not Dean Keith Molenaar***

5. **Promotion guidelines from *Instructor to Senior Instructor*** (from *Teaching Assistant Professor* to *Teaching Associate Professor*). We recommend following the procedures suggested above for reappointment, with modifications as appropriate to the particular academic unit. The criteria are set by the units and must be included in their official reappointment and promotion of teaching faculty criteria document.
- a. Faculty must be at least six years in rank as Instructors before advancing to Senior Instructors, but promotion is not simply a function of time in rank.
  - b. Promotion from *Instructor* to *Senior Instructor* requires a record of exemplary teaching. Evidence of exemplary teaching would include FCQ summaries and at least two additional measures which could include, but are not limited to, the following:
    - i. Peer evaluations of teaching
    - ii. Letters from students
    - iii. Contributions to course and curriculum development
    - iv. Evidence of student engagement, as evidenced, e.g., student mentoring.
6. **Promotion guidelines from *Senior Instructor to Principal Instructor*** (from *Teaching Associate Professor* to *Teaching Professor*). We recommend following the procedures suggested above for reappointment, with modifications as appropriate to each particular academic unit.
- a. We recommend at least three years in rank between *Senior Instructor* and *Principal Instructor*, but promotion is not simply a function of time in rank.
  - b. Promotion from *Senior Instructor* to *Principal Instructor* requires **a record of distinction**. Typically, this includes evidence that the *Senior Instructor* has had a major impact in the disciplinary unit (or at college and/or university level) and its students (e.g. on pedagogy and curriculum). Evidence of exemplary performance constituting a record of distinction could include but would not be limited to the following:
    - i. Consistently strong teaching metrics as demonstrated by FCQs
    - ii. Peer evaluations of teaching in multiple contexts
    - iii. Letters from students, including from graduates, and/or feedback on Senior Exit Surveys
    - iv. Contributions to course and curriculum development
    - v. Evidence of student engagement as evidenced, for example, through mentoring of students, service on honors thesis committees, etc.
    - vi. Leadership and service that have an impact on the unit, school/college, campus and/or national communities.
    - vii. Contributions to the scholarship of teaching and learning, including the following:
      1. Contributions to local or national workshops on teaching
      2. Relevant publications such as textbooks, lab manuals, articles on pedagogy, etc.
      3. Work that improves teaching across multiple units
      4. Papers, posters, or presentations on pedagogical topics delivered at conferences
    - viii. Outreach to communities and partners beyond the university, including nonprofits, or disadvantaged groups, that draws upon the Instructor's expertise.
    - ix. Practitioner experience that supplements a teaching career.

**Non-Favorable Unit Vote**

In the event that a non-favorable unit vote for reappointment is established, the unit Chair/Faculty Director will partner with College HR to supply a notice of non-favorable vote letter to be sent to the faculty member via email. The Associate Dean for Faculty Advancement will consult with the Teaching Faculty Advisory Committee, who will provide a written recommendation to the Associate Dean with a final recommendation. The final recommendation will be supplied to the faculty member via a letter.

- If the outcome is still a negative recommendation, the faculty member will have 30 days to appeal to the Dean, who will provide a final recommendation.
- The Dean will consider the recommendation of the Unit, Teaching Reappointment Advisory Committee, Associate Dean for Faculty Advancement, the arguments and body of evidence, and render a written decision regarding the reappointment.