

## **Default Primary Unit Criteria for Reappointment and Promotion of Teaching-Stream (Non-Tenure-Track / Instructional Series) Faculty**

College of Arts and Sciences  
University of Colorado Boulder  
Last Reviewed 08/15/2025

### **I. Purpose in Relation to System and Campus Policies**

- A. Pursuant to [Article 5.C.3: Instructional, Research, and Clinical Faculty](#) of the Laws of the Regents, [APS 5060 Faculty Appointments](#), and the [CU Boulder Campus Policy](#) on Appointment, Evaluation and Promotion of Non-Tenure-Track Faculty in Teaching and Librarian Positions, this document describes the College of Arts and Sciences **default primary unit criteria**, i.e., primary unit criteria for use by College of Arts and Sciences units to evaluate teaching-stream (also referred to as non-tenure-track / instructional series) faculty in reappointment and/or promotion cases where units do not have their own primary unit criteria in place.
- B. As per the [CU Boulder Campus Policy](#), instructional series faculty members are generally expected to demonstrate (a) excellence in teaching and (b) at least meritorious performance in the other components of their annual merit formula which may include Service/Leadership and/or Scholarly/Creative Work.
- C. As per [APS 5060](#), Instructional Series faculty are expected to demonstrate continued professional growth in their fields.
- D. In case of conflict, the rules of the [University of Colorado Boulder Campus](#) and the University of Colorado System supersede this policy.
- E. Note that the standards, criteria, and policies surrounding the promotion and reappointment of tenure-stream faculty are distinct from those in this document and should be referenced elsewhere in unit bylaws.
- F. Any changes made to this default policy require approval by the Dean.

### **II. College Level Policies**

- A. The College of Arts and Sciences policies and procedures for reappointment and promotion for non-tenure track instructional faculty are available at

<https://www.colorado.edu/asfacultystaff/personnel/policies-procedures/reappoint-promote-tenure/non-tt>

After the primary unit's review, a candidate's file is reviewed by the College for consistency with unit and college policy and requires dean's review and approval.

## B. Preparation of Materials

A description of the materials required for both regular and expedited reviews in the College of Arts and Sciences are available here:

<https://www.colorado.edu/asfacultystaff/personnel/policies-procedures/reappoint-promote-tenure/non-tt/reappointment>

The final dossier shall be made available to the faculty who are eligible to vote on the case prior to the faculty vote on the case, as specified in unit bylaws.

## C. Timeline

1. November 1: All reappointment and/or promotion dossiers are due to the College of A&S by November 1 of the year prior to the new reappointment/promotion year.
2. May 1: All final decisions will be communicated by the Dean's Office by May 1.

## D. Voting Eligibility

If unit bylaws do not specify who is eligible to vote on the case, the following campus voting eligibility guidelines shall apply:

1. A minimum of five voting faculty members are necessary.
2. In reappointment cases for teaching-stream faculty, all faculty of rank at or above the candidate's current rank are eligible to vote. This includes all teaching-stream faculty of equal and higher rank as well as all tenure-stream faculty: Assistant Professors, Associate Professors, and Professors, unless otherwise specified by the unit in its bylaws.
3. In promotion cases for teaching-stream faculty, all faculty of higher rank relative to the candidate's current rank are eligible to vote. This includes all teaching-stream faculty of higher rank as well as all tenure-stream faculty: Assistant Professors, Associate Professors, and Professors, unless otherwise specified by the unit in its bylaws.
4. These voting eligibility rules shall also apply to the eligibility for the composition of Primary Unit Evaluation Committees for teaching-stream faculty.
5. The primary unit chair/director is eligible to vote unless otherwise specified in the unit policies. The faculty vote, as specified below, will be reported in the chair/director letter.

## E. Report of the Primary Unit Chair/Director and Recommendation

1. After the primary unit discussion and primary unit vote are complete, the primary unit chair/director will write a letter to the Dean summarizing the faculty discussion

of the candidate's case and reporting the primary unit vote as per section F, including any insights into negative votes or abstentions.

2. The chair/director may provide their own evaluation and recommendation so long as they are rank-eligible, unless otherwise specified in the unit bylaws.
3. The chair/director letter shall be shared with the candidate via email when the case is forwarded to the dean's office.

#### F. Reporting Faculty Votes

**Note: The standard for Excellent exceeds the standard for Meritorious, as defined in the primary unit criteria.**

##### 1. Teaching-Stream Faculty Reappointment Vote Report

The chair/director will report the number of votes in each category noted in the boxes below. Faculty votes on all activities that correspond with the annual merit formula will be included.

	Excellent	Meritorious	Below Meritorious	Abstain
Teaching				
	Meritorious	Below Meritorious		
Service/Leadership (if included in annual merit formula)				
Scholarly/Creative Work (if included in annual merit formula)				
	Yes	No		
Do you recommend reappointment for __ years?				

## 2. Promotion to Associate Teaching Professor Vote Report

The chair/director will report the number of votes in each category noted in the boxes below. Faculty votes on all activities that correspond with the annual merit formula will be included.

	Excellent	Meritorious	Below Meritorious	Abstain
Teaching				
	Meritorious	Below Meritorious		
Service/Leadership (if included in annual merit formula)				
Scholarly/Creative Work (if included in annual merit formula)				
	Yes	No		
Do you recommend promotion to Associate Teaching Professor?				

## 3. Promotion to Teaching Professor Vote Report

In each box, the chair/director will report the number of votes in each category. Faculty votes on all activities that correspond with the annual merit formula will be included.

	Excellent	Meritorious	Below Meritorious	Abstain
Teaching				
	Meritorious	Below Meritorious		
Service/Leadership (if included in annual merit formula)				
Scholarly/Creative Work (if included in annual merit formula)				
	Yes	No		
Do you recommend promotion to Teaching Professor?				

### III. Evaluation of Teaching-Stream Faculty Activities

#### A. Evaluation of Teaching for Teaching-Stream (Non-Tenure Track / Instructional Series) Faculty

The Office of Faculty Affairs has [prepared guidance on multiple measures of teaching](#) and the [Quality Teaching Initiative](#) in the College of Arts and Sciences offers a robust set of resources on teaching evaluation.

1. In the absence of primary unit criteria, the CAS default primary unit criteria for **MERITORIOUS performance in TEACHING** are:
  - a. Teaching courses as appropriate for the faculty member's merit formula (allocation percentage), where teaching load is agreed upon with the unit
  - b. Participation in curricular discussions as needed by the unit
  - c. Mentoring students in research activities/capstone projects as needed by the unit
2. In the absence of primary unit criteria, the CAS default primary unit criteria for **EXCELLENT performance in TEACHING** are:
  - a. Meeting the criteria for meritorious performance in teaching
  - b. Consistently strong performance in teaching based on multiple measures of teaching
  - c. Significant contributions to pedagogy, curriculum, and student learning, in the classroom and for the primary unit

#### B. Evaluation of Service/Leadership

1. As per [CU Boulder Campus Policy](#): Service may include but is not limited to committee work, professional development or course/curriculum development. In some cases, non-tenure track faculty in teaching positions may also have research or creative work defined as a small percentage of their annual merit formula.
2. For those teaching-stream (non-tenure-track / instructional series) faculty members who have expectations of service/leadership in their annual merit formula, in the absence of primary unit criteria, the CAS default primary unit criteria for **MERITORIOUS performance in SERVICE/LEADERSHIP** includes satisfactory participation in any of the following activities as needed:

- a. serving on unit-level committees and/or unit-level service positions, inclusive of participation in unit-level meetings, as needed by the unit
- b. participating in student and/or community-focused activities as needed
- c. service on college or university committees as needed
- d. student engagement and mentoring activities as needed
- e. advising honors theses and writing letters of recommendation as needed
- f. professional development or course/curriculum development, professional service, research/creative work and/or other important activities in advancement of unit needs or goals
- g. other activities of importance on par with those listed here

#### **C. Evaluation of Scholarly/Creative Work**

For those teaching-stream (non-tenure-track / instructional series) faculty members who have expectations of scholarly/creative work in their annual merit formula, in the absence of primary unit criteria, the CAS default primary unit criteria for **MERITORIOUS performance in SCHOLARLY/CREATIVE WORK** includes satisfactory participation in any of the following activities:

- a. Producing and disseminating working papers, publications, or making scholarly presentations in respected venues
- b. Engaging students in scholarly research where appropriate

#### **IV. Criteria for Reappointment of Teaching-Stream (Non-Tenure Track / Instructional Series) Faculty**

##### **A. As per [CU Boulder Campus Policy](#):**

- 1. Reappointment of instructor-track and clinical faculty members will be based on the instructional needs of the unit they are serving as well as the faculty member's performance.
- 2. Teaching professor, instructor-track or clinical faculty members are generally expected to demonstrate excellence in teaching, and at least meritorious performance in the other components of their annual merit formula.

##### **B. In the absence of primary unit criteria, the CAS default primary unit criteria for REAPPOINTMENT of Teaching-Stream (Non-Tenure Track / Instructional Series) Faculty are:**

- a. Meeting the criteria for excellent teaching performance and meritorious performance in all other components of the annual merit formula, as described above.

## **V. Criteria for Promotion of Teaching-Stream (Non-Tenure Track / Instructional Series) Faculty**

### **A. Criteria for Promotion to Associate Teaching Professor**

1. As per [APS 5060](#), Associate Teaching Professors should have a record of successful teaching experience.
2. As per [CU Boulder Campus Policy](#): Those holding the position of instructor/assistant teaching professor will normally be considered for promotion to the rank of senior instructor/associate teaching professor after a period of six years of continuous appointment at the rank of instructor in a 50% or greater appointment.
3. **In the absence of primary unit criteria, the CAS default primary unit criteria for promotion to Associate Teaching Professor are:**
  - a. Meeting the criteria for excellent teaching performance and meritorious performance in all other components of the annual merit formula, as described above
  - b. Meeting the criteria for reappointment, as described above
  - c. A record of successful teaching experience, as documented by multiple measures of teaching
  - d. Leading significant design/redesign of course(s) and/or curriculum that supports the primary unit

### **B. Criteria for Promotion to Teaching Professor**

1. As per [APS 5060](#), Teaching Professors must have a consistent record of excellent teaching and pedagogical development since being appointed as an Associate Teaching Professor and must demonstrate a **“record of distinction.”**
2. As per [CU Boulder Campus Policy](#):
  - a. Those instructional series faculty holding the position of senior instructor/associate teaching professor who have been exemplary teachers and members of the university community may be considered for promotion to the rank of principal instructor/teaching professor. Normally, consideration for promotion to this rank requires at least three years of continuous appointment at the rank of senior instructor/associate teaching professor.

- b. A “record of distinction” carries the expectation that the individual has made a major positive impact in the disciplinary unit (e.g., on pedagogy and curriculum) and on its students, typically one that extends to considerable impact on the campus generally and a role in national or international discussions related to the individual’s focus of teaching or related to curriculum, librarianship and/or pedagogy.

**3. In the absence of primary unit criteria, the CAS default primary unit criteria for promotion to Teaching Professor are:**

- a. Meeting the criteria for excellent teaching performance and meritorious performance in all other components of the annual merit formula, as described above
- b. Meeting the criteria for reappointment, as described above
- c. Meeting the criteria for promotion to Associate Teaching Professor, as described above
- d. A record of distinction consistent with promotion to Teaching Professor, which includes outstanding performance in one or more of the following areas:
  - i. Demonstrates significant impact on education beyond the department, college, or university, for example, by authoring / co-authoring peer-reviewed papers, contributing to local or national workshops, or alternatively evidence of impact that can be documented through external letters from faculty peers outside CU
  - ii. Contributes to creating inclusive learning environments via teaching as described in their teaching statement and documented via multiple measures of teaching
  - iii. Demonstrates a history of outstanding individualized instruction of students, for example, through dedicated mentoring of students and/or student advising on honors thesis committees
  - iv. Demonstrates outstanding commitment to fostering student engagement and/or outreach activities
  - v. A body of work that improves teaching across multiple curriculum groups or multiple departments
  - vi. Outstanding contributions to course and curriculum development, which may include leadership of the development of a new degree/minor/certificate program



- vii. Leadership within the profession, such as serving in a leadership role within an appropriate professional society
- viii. Significant outreach activities to communities and partners beyond the university, for example, government agencies, nonprofits, and/or underserved groups
- ix. Improves teaching practice at the unit/college/campus level, for example by leading campus-wide pedagogical activities in partnership with the Center for Teaching and Learning
- x. Teaching and mentoring awards, although not required or sufficient, can be used as additional evidence of a record of distinction