

Appointment and Promotion Guidelines of Non-Tenure-Track Faculty

Department of Mechanical and Materials Engineering

Appointment and Promotion Guidelines for Non-Tenure-Track Faculty

Non-Tenure-Track faculty serve as librarians, lecturers, instructors, clinical professors, research professors and professional practice professors. Appointment and promotion guidelines for librarians are established in the library and guidelines for clinical, research and professional practice professors are established in the schools and colleges. All appointment and promotion guidelines must be approved by the Provost. The remainder of this document addresses the appointment and promotion guidelines for instructors and lecturers. For application file contents, the same requirements will be reinforced following the university general NTT promotion guidelines.

Instructor/Lecturer

Instructors/lecturers are generally expected to hold the terminal degree in their field. Promotion is based on the contribution to the academic mission of FIU. Instructors/lecturers typically teach undergraduate courses and may, with appropriate qualifications, teach graduate courses.

Senior Instructor/Lecturer

It is not expected that faculty will receive an initial appointment as Senior Instructor/Lecturer. This is a position typically obtained through promotion from Instructor/Lecturer. Such promotion will not be considered prior to the start of the sixth year of continuous service as an Instructor/Lecturer. Candidates who have held the position of Visiting Instructor/Lecturer and for whom there has been no break between the visiting and regular appointment may aggregate their full-time teaching service to reach the required total of five completed years.

In May each year, the Provost will submit a list of those eligible to apply for Non-Tenure Track Promotion consideration during the next academic year. The administration at college/department level shall notify those who are eligible next.

Promotion to Senior Instructor/Lecturer

Promotion to Senior Instructor/Lecturer requires a consistent record of outstanding teaching, service, and involvement with students. The promotion dossier should also include student evaluations, peer evaluations, indications of any teaching awards received/nominations, and annual assignments and annual evaluations. The promotion dossier could also include any documents or letters of support and/or recognition of outstanding performance. Departments are strongly encouraged to implement a formal classroom evaluation of Instructor/Lecturer teaching. Documentation of this should be included in the file. Departmental evaluations will be filled out every semester and will be used as part of direct measures of success in addition to the previously mentioned items, including students' evaluations on teaching and annual evaluations on

performance. Any pedagogical publications, discipline publications, classroom and laboratory innovations, contributions to student advising, and university service should be included in the promotion application along with evidence that the Instructor/Lecturer has used the assessment of student learning outcomes to influence in a positive manner his or her teaching. The instructor should strive for an excellent track record of service to the department and be actively involved in different teaching activities (such as service course coordination, senior design, curriculum design, and others) and/or accreditation processes. The instructor should also show an ability to be a mentor to students by being involved in student clubs, supervising undergraduate research experiences and/or special topics, advising Senior Design teams, providing career advice and assisting in job placement. Instructors are not required to apply for promotion at any time, and an Instructor/Lecturer applying and failing may continue as an Instructor/Lecturer and is eligible to apply again with improvement.

Promotion applications will be considered by a committee composed of a group of five faculty members combining both NTT (Senior Instructors/Lecturers, or Instructors/Lecturers (if no Senior Instructors/Lecturers are in the department), or Senior Instructors/Lecturers from other departments within the college) and tenured faculty, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Instructors/Lecturers promoted to Senior Instructors/Lecturers receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

University Instructor/Lecturer

It is not expected that faculty will receive an initial appointment as University Instructor/Lecturer. This is a position typically obtained through promotion from Senior Instructor/Lecturer. Those currently holding the title of Instructor/Lecturer should apply to the rank of Senior Instructor/Lecturer; those currently holding the title of Senior Instructor/Lecturer should apply to the rank of University Instructor/Lecturer. Such promotion will not be considered prior to the start of the sixth year of continuous service as a Senior Instructor/Lecturer.

Promotion to University Instructor/Lecturer

Promotion to University Instructor/Lecturer uses the same criteria as those for promotion to Senior Instructor/Lecturer. The consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to University Instructor/Lecturer. Demonstration of continuous improvement and contribution to the field of teaching, collaborations with other professors, departments and universities are strongly recommended. Faculty who wish to be promoted to University Instructor should demonstrate a continued track record of effective mentorship of students, as for the case for applying to be promoted to the Senior Instructor/Lecturer position, at a more dedicated level. Senior Instructors/Lecturers are not required to apply for promotion at any time, and a Senior

Instructor/Lecturer applying and failing may continue as a Senior Instructor/Lecturer and is eligible to apply again with improvement.

Promotion applications will be considered by a committee composed of a group of five faculty members combining both NTT (University Instructors/Lecturers, or Senior Instructors/Lecturers (if no University Instructors/Lecturers are in the department), or University Instructors/Lecturers from other departments within the college) and tenured faculty, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application.

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