



UNIVERSITY OF CENTRAL FLORIDA

**College of Nursing (CON)  
Criteria for Instructor and Lecturer Promotion**

APPROVED:

Department of Nursing Practice 10-19-2021

Department of Nursing Systems 10-19-2021

**I. Purpose/Philosophy**

A. Traditionally, promotion processes in academia focus on the ability of the faculty member to meet the University's goals of teaching and service. The candidate must have achieved distinction in relation to the presently held rank. When seeking promotion to the next higher rank, the candidate must have also demonstrated consistent performance at the level of the rank to which they have applied for promotion. Evidence of such performance must be supplied in the forms of self-evaluation, subordinate/peer/supervisory evaluations, and documentation of activities expected of the higher rank.

**II. Rank Titles**

1. Instructor/Lecturer
2. Associate Instructor/Lecturer
3. Senior Instructor/Lecturer

**III. General Guidelines**

A. Application for the promotions of Instructor/Lecturer faculty are evaluated with consideration of the University criteria. In addition, promotion applications are further evaluated with consideration of criteria set forth by the College of Nursing.

B. While a faculty member's assigned areas of responsibility shall be considered in all annual reviews, promotion decisions are made based on the additional criteria of the higher rank to which the individual has applied. Performing at baseline expectations of the current rank is not sufficient to earn promotion to the higher rank. When seeking promotion, the candidate must possess the qualifications required of the rank to which the candidate aspires.

C. The candidate is responsible for collecting and submitting evidentiary data for the dossier (as outlined in "[Dossier Contents](#)" of the UCF Instructor and Lecturer Promotion Guidelines) for use in the review for promotion.

**IV. Promotion - Associate Instructor/ Lecturer**

**1. Criteria Statements**

- a. Instructors and Lecturers, must demonstrate a consistent record of excellence in duties as assigned annually which may include Research, Teaching, Service, and Other. Instructor/lecturers have primarily a teaching focus. Excellence is defined

as “Above Satisfactory” and “Outstanding” ratings in each category with a Full-Time Equivalent (FTE) percentage and in the overall rating in the annual evaluation of performance (AESP) but is insufficient on its own to merit promotion to the next higher rank.

**2. Instructors/Lecturers are expected to:**

- a. Contribute to the development of student success through advising, professional development, and/or mentoring.
- b. Contribute to peer mentoring including orientation of new or adjunct faculty.
- c. Contribute to curriculum or course development, enhancement, and/or revision.
- d. Contribute to departmental, college, university, and professional service through active committee and/or work group participation.

**3. Examples of Evidence for Promotion to Associate Instructor/Lecturer**

- a. Promotion dossiers must include descriptions and examples of leadership within the college, department, or university.
- b. Membership on student project, thesis, and/or dissertation committees.
- c. Student program advisement.
- d. Preceptorship of Master of Science in Nursing (MSN) Education students.
- e. Faculty Advisor or Liaison to student committees or organizations.
- f. Participation in planning conferences, intensives, student orientations, career fairs, or other events pertinent to the mission of the department, college, or university.
- g. Evidence of active peer mentoring, peer evaluation of courses, presentations on putting together excellence or Teaching Incentive Program (TIP) award packets.
- h. Evidence of new courses developed, enhancements such as quality badges, development of blueprint courses, or evidence of complete course revision related to American Association of Colleges of Nursing (AACN) Essentials or other accreditation or organization changes, changes in course delivery, and/or curriculum crosswalk outcomes.
- i. Recognition of teaching activities with an internal Excellence or TIP award, or an external teaching award.
- j. Service as a contributing member of a department, or college, or university, or community or professional committee, sub-committee, or task force. A recommendation from the chair of any committee should be included that report individual contributions to the committee.

**V. Promotion - Senior Instructor/Lecturer**

**1. Criteria Statements**

- a. Promotion dossiers must include descriptions and examples of leadership within the college, department, or university.
- b. While ranked as an Associate Instructor/Lecturer, the individual must demonstrate a consistent record of excellence in duties as assigned annually which may include Teaching, Service, Research, and Other. Excellence may be defined as “Above Satisfactory” and “Outstanding” ratings in each category with a Full-Time Equivalent (FTE) percentage and in the overall rating in the annual evaluation of performance (AESP) but is insufficient on its own to merit promotion to the next higher rank. Candidates for promotion who do not have

allocated workload to Research, but who have research and scholarly activities in this area, may use this as evidence of excellence in research.

**2. Senior Instructors/Lecturers are expected to:**

- a. Demonstrate leadership in the development of student success through advising, professional development and/or mentoring.
- b. Demonstrate leadership in peer mentoring including orientation of new or adjunct faculty.
- c. Demonstrate leadership in curriculum or course development, enhancement, and/or revision.
- d. Demonstrate leadership in departmental, college, university, and professional service, through leadership roles or contributing leadership to specific work of the committees.

**3. Examples of Evidence for Promotion to Senior Instructor/Lecturer**

Promotion dossiers must include descriptions and examples of leadership within the college, department, university, and/or profession.

- a. Co-chair or Chair of student project, thesis, and/or dissertation committees.
- b. Leads student advisement programs.
- c. Serve as a preceptor for MSN Education students.
- d. Serves as a Faculty Advisor or Liaison to student committees or organizations.
- e. Leads peer mentoring and peer evaluation of courses,
- f. Conducts presentations on how to obtain internal and external awards.
- g. Evidence of academic leadership such as program direction, campus coordination, lab coordination, simulation coordination, clinical coordination, and/or course lead.
- h. Mentoring or providing leadership to faculty peers relative to new course development, enhancements such as quality badges, development of blueprint courses, adding a writing across the curriculum assignment, or evidence of complete course revision related to AACN Essentials or other accreditation or organization changes, change in course delivery, and/or curriculum crosswalk outcomes.
- i. Plans conferences, intensives, student orientations, career fairs, or other events pertinent to the mission of the department, college, or university.
- j. Leadership as chair of a department, college, university, community or professional committee, sub-committee, and/or task force.

**VI. Dossier Contents**

- 1. All contents as required by UCF Faculty Excellence dossier contents for the year during which the faculty member is applying for promotion. Evidence of meeting the above listed College of Nursing criteria for promotion must be included in the dossier.**

The candidate should refer to the AESP guidelines for performance evaluation criteria to establish personal performance goals in advance of making application for promotion.