

Department of Health Sciences
College of Health Professions and Sciences
University of Central Florida
Criteria for Promotion of Instructors and Lecturers

I. Introduction

Department-specific guidelines for promotion are intended to serve as standards for the recommendation to grant promotion to eligible faculty seeking such determinations by the Department of Health Sciences (DHS) Instructor and Lecturer Promotion Committee. This document describes the core principles and procedures for promotion. They are designed to support high academic standards and to ensure a comprehensive, rigorous, and fair review of the candidates. The criteria outlined herein have attempted to reflect the broad disciplinary and academic interests of the DHS and its major fields of study, as well as any future sub-fields.

The Department of Health Sciences adheres to the University of Central Florida Instructor and Lecturer Promotion Regulation. Faculty should consult the University of Central Florida Instructor and Lecturer Promotion Regulation with regard to the following:

1. Definitions of titles and ranks;
2. General guidelines including eligibility timeline, salary increases, qualifying years of service, the transition process (the first few years of this new classification);
3. Department and college committee structure; and
4. Overall process initiated by the faculty request and proceeding through the final provost decision.

II. Performance Categories for Promotion

The Department of Health Sciences recognizes three basic categories of activities as essential to the promotion process. They are Instruction & Advisement; Research & Creative Activities; and Service, Professional Development & Governance. Below, typical activities for each area of activity are listed, although in some cases other non-specified activities may be considered acceptable.

1. Instruction & Advisement Activities
 - Course instruction (face-to-face, online, mixed-mode)
 - Direction of independent studies, student research projects, internships, theses, and dissertations
 - Academic advising
 - Involvement and participation in workshops, seminars, and other forums that aim to improve instruction and advisement
 - Program and course development

2. Research & Creative Activities (This area is only evaluated if the faculty member has had a research assignment.)
 - Publications
 - Preparation or acquisition of grants or contracts to conduct research (This is encouraged but not necessarily expected of all candidates.)
 - Presentations at national and regional meetings, invited lectures
 - Other scholarly activity
3. Service, Professional Development & Governance Activities
 - Service to the Department, College, and/or University
 - Activity devoted to improving the administrative functions of the Department, College, and/or University
 - Activity that furthers the mission and academic objectives of the Department, College, and/or University
 - Seeking and developing new ways to improve student performance and make long-lasting contributions to the Department, College, and/or University
 - Participation in conferences, courses, workshops, seminars
 - Acquisition of academic degrees or clinical certifications designed to enhance faculty and student competence and understanding of academic or scholarly material
 - Service to the scholarly/professional discipline
 - Participation in professional organizations related to faculty member's discipline or general faculty roles
 - Holding office in scholarly and/or professional organizations
 - Serving on or chairing committees in scholarly or professional organizations
 - Reviews or other critical assessments of scholarly work, including reviews of journal articles, books, and grant applications
 - Preparation and/or acquisition of non-research grants and contracts
 - Service to the community
 - Presentations to community groups
 - Participation on boards or working groups that seek to improve, directly deliver health care services or develop health care policy
 - Service on or holding office in civic organizations
 - Activity that utilizes professional background and/or expertise to serve the community outside of the University

Other activities may be included by negotiation or special circumstance recognized by the Department Chair or the DHS Instructor and Lecturer Promotion Committee. In the Department of Health Sciences, these activities are generally administrative or clinical practice activities that fall under the heading of "other university duties".

III. Guidelines for Promotion

Assessment for promotion will be based on the candidate's annual assignments. The following criteria assume a standard instructional-teaching role. Exceptions require an explanation and should be noted in the dossier.

1. Associate Instructor/Lecturer

- The expectations for promotion to the rank of associate instructor/lecturer shall include the demonstration of a consistent record of excellence in the quality of assigned duties and the potential for continued excellence.
- In teaching, the faculty must provide evidence of sustained quality that is above satisfactory.
- Evaluation in the area of research will only occur if the faculty member has had a research assignment.
- In service, faculty must have a strong record of excellence. This may take the form of service to the discipline through its professional organizations, Department, College, University, and/or community.
- Evaluation in the area of "other university duties" will only occur if the faculty member has had an assignment.

2. Senior Instructor/Lecturer

- The expectations for promotion to the rank of senior instructor/lecturer shall include the demonstration of a consistent level of excellence in the quality of assigned duties and the potential for continued excellence. Additionally, faculty must demonstrate evidence of leadership in the university and/or profession.
- In teaching, the faculty must provide evidence of sustained quality that is above satisfactory.
- Evaluation in the area of research will only occur if the faculty member has had an assignment.
- In service, faculty must have a strong record of excellence that includes leadership to the university and/or profession. This may take the form of exemplary service to the discipline through its professional organizations, Department, College, University, and/or community.
- Evaluation in the area of "other university duties" will only occur if the faculty member has had an assignment.

IV. Committee Procedures

The DHS Instructor and Lecturer Promotion Committee shall be created according to the current UCF Instructor and Lecturer Promotion Regulation and the Collective Bargaining Agreement stipulations.

Each spring, the Promotion Committee shall elect a Committee Chair to serve for a period of one calendar year. The individual elected to Chair the Committee shall assume duties

immediately after being elected in the spring Semester. In the fall, the Committee Chair shall contact the Department Chair and request the names of faculty who require review during his/her tenure as Committee Chair.

The Committee Chair will be responsible to call meetings and perform other necessary functions associated with completion of the required forms on behalf of the Committee. The Committee Chair will further be responsible for exercising due diligence in verifying the accuracy of the information contained in a candidate's dossier, verifying the completeness of the dossier, and notifying the candidate if additional materials are required to be submitted. If the candidate does not submit the additional materials within a reasonable amount of time, the Committee will proceed with its review based on the documents available.

The Committee shall meet in accordance with the University deadlines to consider candidates for promotion and make appropriate recommendations. The Committee Chair shall facilitate these meetings.

All material submitted for review by each candidate is the responsibility of the candidate in consultation with the Department Chair.