

# School of Performing Arts College of Arts and Humanities

## Promotion Guidelines for Instructor/Lecturers University of Central Florida

The School of Performing Arts may consider a range of factors in considering promotion to Associate Instructor/Lecturer. Below are the items that will be considered. It is expected that an Instructor/Lecturer pursuing promotion excel in teaching, provide meaningful service to the department, College, University and their discipline, and set an example of excellence for peers and students.

### Promotion to Associate Instructor/Lecturer

- Full time lecturers and Instructors are eligible for promotion after their 5<sup>th</sup> year of fulltime service.
- Eligible faculty must be in regular non-visiting position and be full time with a 1.0 FTE in teaching, or a .9 FTE in teaching and a .1 FTE in service.
- Prior years of service at other institutions may be credited upon hire to count towards eligibility. However 3 years of full-time service must be obtained at UCF.

Candidates' dossiers will be evaluated on teaching and service to the department and university. Some of the areas to be considered include:

1. Student Perceptions of Instruction - SPOI.
2. Further studies in the discipline. These can include serving on national, regional or local boards of organizations that serve their discipline, or as a volunteer to such an organization, contributing to their mission and service.
3. Peer evaluations of teaching.
4. Teaching, advising, and/or service awards from UCF or an outside recognized agency
5. Mentoring undergraduate students.
6. Leadership in teaching. This can include mentoring junior faculty instructors and lecturers, contributing through peer review evaluations, etc.
7. Student advising.
8. Instructional innovations.
9. Development of new courses in Face2Face, Mixed Mode, Web or other college/university supported course modalities.
10. Use of recognized innovative teaching techniques such as service- learning, technology enhancements, or collaborative partnerships.
11. Those accomplishments which benefit students, the department, the college, the university, or the profession outside of assigned duties such as excelling in their field, through performance, publishing, editing journals, presenting at conferences, etc.
12. Additional evidence of teaching excellence not covered above.

## Promotion to Senior Instructor/Lecturer

- Associate instructors/lecturers are normally eligible to apply for promotion to senior instructor/lecturer at the beginning of their 6th year of full time service as an associate instructor/lecturer.

The factors used for promotion to Senior Instructor/Lecturer remain the same as for promotion to Associate Instructor/Lecturer with the following additions. A Senior Instructor/Lecturer must demonstrate exceptional leadership in the university and profession. Candidates will demonstrate contributions, experiences and/or accomplishments drawn from the following list. There is no expectation that candidates will provide examples for every criteria listed below. The quality of what the candidate presents will be given primary consideration. A candidate could excel in two areas below and not offer examples in other categories, for example. It's quality, not quantity.

1. Quality and level of involvement with department, college, and/or university committees.
2. Extent of teaching-related community service and/or promotion of university goals.
3. Extensive involvement in professional organizations, defined by representing UCF through their participation in leadership roles such as service on Boards or chairing committees.
4. Participation at national/international Teaching Conferences and/or Symposiums.
5. Professional development through programs offered by organizations such as the Faculty Center for Teaching and Learning.
6. Participation in department events.
7. Contributions to the department, school, College and University.
8. Works published in a peer-reviewed journal and/or with a recognized academic or commercial publisher.
9. Professional contributions to their discipline that have impact in their discipline.
10. Providing students exceptional opportunities to succeed in their discipline. These would include connecting students to professional opportunities that launch their careers.
11. Additional evidence of teaching excellence not covered above.