



FLORIDA A&M UNIVERSITY
ACADEMIC AFFAIRS

Instructor Promotion Guidelines

Special Committee on Instructor Promotion

Genyne Boston, Division of Academic Affairs, Chair
Richard Alo, College of Science and Technology
Clyde P. Brown, College of Pharmacy and Pharmaceutical Sciences/Institute of Public Health
Terrance Folmar, College of Social Sciences, Arts and Humanities
Doreen Kobelo, School of Architecture and Engineering Technology
Samique March-Dallas, School of Business and Industry
Valencia Matthews, College of Social Sciences, Arts and Humanities
James Muchovej, College of Agriculture and Food Sciences
Mary Simmons, School of Allied Health Sciences
Deanna McKenzie, School of Business and Industry
Jamil Perkins, College of Science and Technology
Luther Wells, College of Social Sciences, Arts and Humanities

INTRODUCTION

As an institution of higher learning, Florida A&M University (hereafter also referred to as “the University” or “FAMU”) must sustain a process for recruiting, retaining, and advancing all faculty members. In keeping with its mission, the University must cultivate and reward faculty for their superior accomplishments in teaching, professional development activity (e.g., faculty development, research, creativity, scholarship), and service. This document provides a summary of the University’s overall expectations for full-time non-tenure track Instructor promotion at the University.

To be successful, Instructor candidates are required to demonstrate dedication and vigor for exemplary teaching, continuous engagement in professional development activity, and active participation in significant service to the university, the academy and the community at large. It is also the expectation that after promotion is granted that successful Instructor candidates will continue to satisfy these requirements as they progress at the University.

These criteria apply to full-time faculty with the job titles of Instructor, Associate Instructor, and University Instructor.

The decision to apply for promotion rests with the Instructor, and there is no penalty for one’s choice not to apply nor for failure to be granted promotion after applying. The candidate may withdraw their application for promotion at any stage in the process prior to the dean’s review. Applications for promotion shall be initiated by candidates in consultation with their immediate (e.g., department chair) by completing the appropriate form and submitting by the published deadline.

Academic unit review committees within the Instructor’s academic unit will review the application. The committees shall consist of promoted faculty from the Instructor’s academic unit to include promoted non-tenure track Instructors. Associate and University Instructors as well as Associate and Full Professors may review applications for promotion to Associate Instructor. Only University Instructors, Associate Professors, or Full Professors may review applications for promotion to University Instructor.

Instructors promoted to Associate Instructors or University Instructor receive a promotion increment as established in the *Collective Bargaining Agreement between the FAMU Board of Trustees and the United Faculty of Florida*.

PROMOTION TO ASSOCIATE INSTRUCTOR

I. ELIGIBILITY REQUIREMENTS

Pursuant to the *Collective Bargaining Agreement between the FAMU Board of Trustees and the United Faculty of Florida, Article 14.2 (d)*, a faculty Instructor's eligibility for promotion requires that the faculty member has been in continuous academic year employment for the previous six (6) years. These will be prioritized based on the number of continuous years of service at Florida A&M as an Instructor, subject to the conditions of Article 17.4. If a promoted Instructor transfers within the University, any promoted rank would not transfer without the approval of the receiving Dean.¹

Candidates who have held the position of Visiting Instructor and for whom there has been no break between the visiting and regular appointment **may not aggregate** their full-time teaching service to reach the required total of six completed years. Only full-time regular appointments may accumulate to reach the required total six completed years.

Instructors will be considered for promotion based on meritorious performance. Promotion recognizes not only continuing progress as an Instructor, but may also consider leadership, innovation, and contribution to teaching, scholarship, or community engagement. A candidate seeking promotion to Associate Instructor must evidence progress and achievement in the areas of teaching excellence, professional development, and service excellence.

II. CRITERIA for Promotion to Associate Instructor

Teaching Excellence

Teaching excellence is necessary at any land-grant university. Instructor candidates being evaluated are responsible for providing the evidence to support their evaluation with respect to both quality and quantity of teaching. Some elements of effective teaching are organization and planning, course content, teaching strategies and methodology, classroom decorum, including faculty and student punctuality and attendance, planning, design, use and grading of projects, assignments and exams, appropriateness of student evaluations, and accessibility and maintenance of office hours. In some cases, Instructors may be assigned alternative responsibilities. In such cases, Instructors will not be precluded from the evaluation for promotion. If the applicant has multiple areas of assignment, substantive contributions must be evidenced but, in all cases, excellence in teaching must be demonstrated.

Instructor promotion Candidates must evidence the following criteria:

- a. Consistent record of teaching excellence
- b. Consistent record of teaching effectiveness

Evidence of teaching excellence activities may include, but are not limited to the following:

¹ See *FAMU-UFF Collective Bargaining Agreement, 2019-2022, Article 14.2 (d) 1.*

- Candidate's teaching philosophy
- Course syllabi with expected student learning outcomes
- Assignment of Responsibility
- List of courses taught
- Development or revision of curriculum and/or course structure
- Course Adaptation to a new modality of teaching such as online or hybrid learning
- Assessment reports
- Sample student activities/assignments tied to expected student outcomes
- Self-assessment of teaching success
- Class observations, reports of peer observations, inclusive of formal assessments of teaching
- Student Evaluations
- Faculty Evaluations

Professional Development

Professional Development promotes continuous, career growth in teaching, assessment, research, professional decorum, and leadership. It provides an opportunity for faculty to enhance their education and is a key component to work competency. Faculty are expected to apply newly gained knowledge and skills to improve the educational environment, significantly enhance the academic performance of their students, and help to advance their careers.

It should be noted that the University views all examples of professional development equivalently and does not weigh one over the other.

Instructor promotion Candidates must evidence the professional development criteria and providing the appropriate documentation may evidence these criteria. It is important that you provide evidence and not assume that your evaluator can discern the professional development attained due to your activities.

Evidence of professional development activities may include, but are not limited to the following:

- **Continuing Education**
 - Enrollment in formal degree programs, courses, or workshops
 - Pursuing certificates, accreditations, or other credentials through educational programs
 - Maintaining licensure status
- **Participation/membership in professional organizations**
 - Attending local, regional, national, and international meetings, conferences and workshops sponsored by professional organizations
 - Presenting papers at conferences and workshops
 - Serving as an officer, board member, or committee member
 - Coordinating events sponsored by the organization
- **Research - NOTE:** Research is not a requisite component for Instructors pursuing promotion.
 - Conducting Research

- Presenting findings of research to others internally and/or externally
- Serving as an editor, associate editor, or board member of a journal's editorial board
- Serving as a reviewer for a journal or periodical
- **Attending university sponsored workshops and training sessions**
 - Maintaining current knowledge of technology, systems, and/ or processes
 - Learning about new developments in your field
 - Improving existing skills
- **Increased duties and responsibilities**
 - Taking on new challenges in current position, projects, long or short-term assignments
- **Activities related to an employee's new responsibilities or future career goals**

Service Excellence

Service Excellence is a significant component of the FAMU strategic plan and an integral part of the university's commitment to its stakeholders, which includes its students, faculty, employees, and community. Instructors seeking promotion must demonstrate their commitment to service excellence to the university, community, academic discipline, and colleagues.

Instructor promotion candidates must evidence the service excellence criteria and provide the appropriate documentation.

Examples of service excellence may include, but are not limited to the following:

- **University Service**
 - Member of a standing university committee
 - Member of an ad hoc university committee (including a search committee)
 - Recognition of service excellence in the form of service awards and/or other special recognition of service
 - Administration, directorship, supervision, coordination, etc., of student organizations
 - Assisting with planning, development, or operations of events, conferences, etc.
 - Recruitment, advising, mentoring, sponsorship, partnerships, alliances, etc.
- **Community Service**
 - Invited speaking engagement at local organizations
 - Development/Coordination of events, contests, tournaments, training, etc. at a local, state, regional, national, or international civic organization
 - Chair, president, or officer of a local, state, regional, national, or international civic organization
 - Outreach programs (Fee for service not provided)
 - Involvement in civic organizations

- **Academic Discipline/Profession**
 - Chair, president, or officer of a local, state, regional, national, or international academic organization
 - Development/Coordination of events, contests, tournaments, training, etc. related to a local, state, regional, national, or international academic organization
 - Speaking engagement related to academic discipline at a local, state, national or international professional, or civic organization
 - Panel chair, panel member, session facilitator, reviewer or discussant at an academic conference related to the Instructor's appointment
 - Officer, board member, or committee member

 - **Collegiality**
 - Meets legal and professional codes of ethics
 - Establishes and maintains professional rapport, cooperative spirit, and supportive attitude with administrators, students, peers, and other University personnel
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PROMOTION TO UNIVERSITY INSTRUCTOR

I. ELIGIBILITY REQUIREMENTS

It is not expected that faculty will receive an initial appointment as University Instructor. This is a position typically obtained through promotion from Associate Instructor. In assigning ratings for University Instructor, evaluating units should assess whether the individual has demonstrated meritorious performance since the last promotion to Associate Instructor.

Pursuant to the *Collective Bargaining Agreement between the FAMU Board of Trustees and the United Faculty of Florida, Article 14.2(d)*, an Instructor's eligibility for promotion requires that the faculty member has been in continuous academic year employment as an Associate Instructor for the previous six (6) years. These will be prioritized based on the number of continuous years of service at Florida A&M as an Instructor, subject to the conditions of Article 17.4. If a promoted Instructor transfers within the University, any promoted rank would not transfer without the approval of the receiving Dean.²

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² See *FAMU-UFF Collective Bargaining Agreement, 2019-2022, Article 15.2 (d) 1.*

Instructors will be considered for promotion based on meritorious performance. Promotion recognizes not only continuing progress as an Instructor, but may also consider leadership, innovation, and contribution to teaching, scholarship, or community engagement. A candidate seeking promotion to Associate Instructor must evidence progress and achievement in the areas of teaching excellence, professional development, and service excellence.

II. CRITERIA for Promotion to University Instructor

University criteria for promotion to University Instructor are outlined above in Section II (Criteria for promotion to Associate Instructor). College/school criteria may supplement the University criteria for promotion to University Instructor.