

COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES
UNIVERSITY OF SOUTH FLORIDA

PROMOTION GUIDELINES FOR
INSTRUCTOR CAREER PATH

Instructor Level 1
Instructort

the number of years required for promotion eligibility even if the teaching assignment was similar to the assignment as an Instructor. No exceptions are permitted.

The clock is stopped for time spent on leave (medical, parental, professional development, other) meaning that the semesters/years spent on leave do not count toward the number of years required for promotion eligibility.

Standards for Promotion

Standards for each level are as follows:

Instructor Level 1

Promise of contributing to the departmental/school and College missions in assigned area(s) of duty.

The master's degree in the appropriate area of specialization or other educational credentials as required for University or program accreditation.

Instructor Level 2

Meet the criteria for Instructor Level 1.

Following an initial phase-in of the career path, 5 or more years of experience at Level 1 will be typically required.

Evidence of overall Outstanding performance in the primary area of assigned duties over the last 5 years or period of review.

Evidence of at least overall Strong performance in any other areas of assigned duty with an average FTE of .10 or more over the last 5 years or period of review.

Evidence of at least overall Satisfactory performance in any areas of assigned duty with an average FTE of less than .10 over the last 5 years or period of review.

Instructor Level 3

5-years of experience at Instructor Level 2.

Evidence of overall Outstanding performance in the primary area of assigned duties over the last 5 years or period of review.

Evidence of at least overall Strong performance in any other areas of assigned duty with an average FTE of .10 or more over the last 5 years or period of review.

Evidence of at least overall Satisfactory performance in any areas of assigned duty with an average FTE of less than .10 over the

in discussions with the Department Chair or School Director, a meeting may be requested with the College Dean to discuss those concerns.

An Instructor is not required to apply for promotion or be

Whenever possible, departmental/school representatives serving on the C-IPC should not serve on the DS-IPC. In cases where a faculty member serves on both the C-IPC and the DS-IPC, the faculty member may vote on an application only once. As per University guidelines, individuals serving on more than one committee should vote at the department/school level, i.e., DS-IPC, but may participate in the discussion of the candidates from other departments during the meeting of the C-IPC Committee. The procedures for selecting members of the DS-IPC will be specified in each department's or school's governance document. The DS-IPC committee shall select the DS-IPC Chair who shall be responsible for writing the evaluation of the majority opinion of the DS-IPC committee, entering the vote of the committee into the promotion application, noting the evaluations made by the DS-IPC Committee (e.g., Outstanding, Strong, etc.) and signing the application on behalf of the DS-IPC.

C-IPC Committee

The College Instructor Promotion Committee (C-IPC) will function as the college level advisory committee to the Department regarding application and promotion of individuals appointed within the Instructor Promotion career path.

The C-IPC Committee will consist of five faculty members who are Instructor level 2 or Instructor level 3 (see College Faculty Governance Document Section V.D for specific procedures).

APPLICATION PROC

Each year, the Dean's office will begin the process for promotion by establishing the timeline and schedule for the submission of application packages and requesting all potential candidates to consult with the Chair/Director. The application packet format for promotion within the Instructor Promotion Career Path will be provided by the Dean's Office. The following procedures will be used for the review of promotion applications of CBCS faculty in the Instructor Promotion Career Path.

Step 1

Applications for promotion shall be initiated by candidates in consultation with their Department Chairs/Directors during the spring preceding the promotion process that occurs

If any material is added to the Instructor Career Promotion Application Packet after the commencement of consideration, other than the completion of the evaluation sections (including the recording of votes) of the file by the reviewing bodies (individuals), a copy shall be sent to the employee within five (5) days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. The only documents which may be considered in making a promotion recommendation are those contained or referenced in the Instructor Career Promotion Application Packet.

The Department Chair/School Director will meet with the DS-IPC to provide the committee with a charge and to explain the evaluation process and criteria. It is the responsibility of the committee members to familiarize themselves with the procedures for conducting the review of the application and the criteria for promotion within the career path.

The DS-IPC shall review and evaluate each application packet for promotion in accordance with the Department/School criteria. Individuals serving on more than one committee (i.e., DS-IPC and C-IPC) should vote at the department/school level on candidates from their home unit but not on these candidates at the C-IPC Committee level. If a faculty member has a special personal and/or professional association with a candidate, that committee member will leave the room during all deliberations concerning the candidate and will abstain from making a recommenda.3 520.51 Tm()TJET5r21 418.03 Tm(t)TJETBT01 0 0 1 190.73 388.75 Tm 0.036 Tc(on)TJ

prior to the next stage of review.

The packet shall be submitted to the Dean. After the packet has been logged in at the Dean's Office, the application packet will be made available to the C-IPC Committee for review and recommendation.

Step 4

After each member of the C-IPC Committee has

Sample Promotion Schedule for Instructor Career Path
Final Schedule to be Distributed by Associate Dean

College Associate Dean notifies the faculty of the timeline and schedule for promotion process.	Spring
Faculty members planning to submit an application for promotion notify DepaET@101.06 538.27 319.99 58.584 reW'nBT	