



University of Colorado
Colorado Springs

UCCS CAMPUS POLICY

Policy Title: Instructional Faculty Promotion Policy

Policy Number: [OBJ] Policy Functional Area: ACADEMIC

Effective:

Approved by:

Responsible Vice Chancellor: Executive Vice Chancellor of Academic Affairs
(EVCAA)

Office of Primary Responsibility: EVCAA

Policy Primary Contact: EVCAA, 719-255-3700

Supersedes:

Last Reviewed/Updated:

Applies to: Administration, Faculty

Reason for Policy: This policy establishes the basic criteria and procedures for promotion of Instructional faculty to the ranks of Senior Instructor and Principal Instructor.

I. INTRODUCTION

This policy addresses the criteria for promotion to Senior Instructor and Principal Instructor ranks for instructional faculty within the category of Instructional, Research, and Clinical (IRC) faculty, in compliance with the University of Colorado APS 5060.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Purpose:

This policy establishes the general criteria and procedures for promoting Instructional faculty members holding half-time (.5) or greater classroom teaching, online teaching, or librarian appointments. The primary goal of promotions and multi-year contracts at the University of Colorado Colorado Springs (UCCS) is to assist with retention of high-quality Instructional faculty in areas of program need by providing career progression and stability and protecting academic freedom.

C. Procedures for Promotion:

1. General:

- a. There are two levels of promotion for instructional faculty: Senior Instructor and Principal Instructor. Each promotion permits higher recognition and salary. All instructors should have the opportunity to be considered for promotions. Each college or school is responsible for developing written promotion criteria. Instructors should be considered for senior instructor promotion after four years or the equivalent to account for librarianships and approved leave (e.g., maternity, sabbaticals, disability) of excellent performance, hereafter referred to simply as "years," as defined by the College's or department/unit's expectations of teaching/librarianship and service/professional development, with the opportunity for early consideration when warranted. If the instructor was initially hired as a lecturer, the primary unit should consider whether the time spent as a lecturer should be counted toward time in the instructor role. Senior Instructors should be considered for Principal Instructor after three years of excellent performance. While all instructors should be considered for promotion, promotion may not be a required condition for continued employment. Newly hired Instructional faculty should be informed by their Chair or Director of the college promotion policy along with other new hire documentation.
- b. The university recommends that instructors selected for promotion be considered for a multi-year contract at that time. The number of multi-year contracts will be decided by each college based on their financial position. Policy xxx addresses the award of multi-year contracts.

2. Promotion to Senior Instructor: University of Colorado APS 5060, Appendix A, states that "Senior Instructors usually have at least a master's degree. They have significant experience in teaching. The rank of Senior Instructor permits higher recognition and salary than that of Instructor." Faculty may become senior instructors through promotion from instructor rank or can be hired directly into that rank based on previous experience. Instructors should be considered for senior instructor promotion after four years or the equivalent to account for librarianships and approved leave (e.g., maternity, sabbaticals, disability) of excellent performance as defined by the College/School/Library or expectations of teaching/librarianship and service/professional development, with the opportunity for early consideration when warranted. Each college/school/library is responsible for developing written criteria for promotion from Instructor to Senior Instructor and must clearly state

criteria for appointment, promotion, and reappointment in writing, including the required criteria for being hired initially as senior instructor.

- a. To become Senior Instructors, instructors should demonstrate excellence in teaching. Their annual performance evaluations should meet the following criteria: at least three of the last four years should be rated as “Exceeding Expectations” or “Outstanding”, and none of the last four annual performance evaluations should fall below “Meeting Expectations”.
 - b. Instructors being considered for Senior Instructor rank should have received at least “Meeting Expectations” in the area of service over the last four years, as defined by the college/school and department/unit.
 - c. Instructors should demonstrate consistent commitment to professional growth through participation in professional development activities, to the extent that it is available to the instructor (limited funding might limit professional development to campus-level offerings, such as the Annual Teaching and Learning Conference).
 - d. If the instructor was initially hired as a lecturer, the college and primary unit should consider whether the time spent as a lecturer should be counted toward time in the instructor role.
 - e. While all instructors should be considered for promotion, promotion may not be a required condition for continued employment.
3. Promotion to Principal Instructor: University of Colorado APS 5060, Appendix A, states that “Principal Instructors usually have at least a master’s degree. They shall have a record of significant contribution to education. The rank of Principal Instructor permits higher recognition and salary than that of a Senior Instructor.” The college, school, or library must clearly state criteria for promotion and reappointment in writing.
- a. Senior Instructors should be considered for promotion after three years of sustained excellent performance as defined by their college or department’s expectations of teaching/librarianship and service/professional development, with the opportunity for early consideration when warranted.
 - b. Each college/school is responsible for developing written criteria for promotion from Senior Instructor to Principal Instructor. To become Principal Instructors, Senior Instructors should demonstrate excellence in teaching and service/professional development. Their annual performance evaluations should meet the following criteria: two of the last three years should be rated as “Exceeding Expectations” or “Outstanding,” and none of the last three annual performance evaluations should fall below “Meeting Expectations.” Senior Instructors should demonstrate a commitment to continued professional growth through participation in professional development activities, at least at the campus level.
 - c. While all Senior Instructors should be considered for promotion to Principal rank, promotion may not be a required condition for continued employment.