

Appointment, Evaluation, and Promotion of Instructors AddRan College of Liberal Arts

This document defines the general duties, rights, privileges of Instructors in the AddRan College of Liberal Arts and specifies the general procedures and criteria by which AddRan Instructors are to be evaluated for appointment, reappointment, promotion, and merit pay. Departmental documents may augment or specify in greater detail the duties, rights, privileges, and evaluative criteria outlined below but may not abridge the general provisions of this document.

Duties of Instructors

Instructors' normal duties include the instruction of students, service to their department, college, and university, student interaction, and professional development. Instructors are also expected to maintain professional knowledge and pedagogic skills appropriate to their discipline and to conduct themselves in accordance with the Statement on Professional Ethics approved by the TCU Faculty Senate (*Handbook for TCU Faculty and Staff*). An instructor's normal teaching load is twelve credit hours per semester.

Rights and Privileges of Instructors

Instructors' teaching assignments may include any course in the department's curriculum.

Instructors are eligible for appointment to the Associate Graduate Faculty. If so appointed, Instructors are permitted to teach courses earning graduate credit and to serve as a member of graduate thesis or dissertation committees.

Instructors shall enjoy the same access to University family and medical leave policies as tenured and tenure-track faculty.

Instructors may seek workload modifications under departmental workload policies, e.g., course reductions in exchange for special administrative responsibilities.

Instructors shall have access to departmental resources, including opportunities for summer teaching and travel funds to support professional development.

Instructors shall be eligible for merit and promotion raises.

Instructors are expected to participate in faculty governance and are to be granted full voting rights in all departmental, college, and university matters, including hiring decisions, with the exception of matters concerning the renewal, tenure, or promotion of tenured or tenure-track faculty.

Normally, Instructors are not permitted to serve on department, college, or university advisory committees, but under certain circumstances may do so. For example, one Instructor is expected to serve as a temporary ad hoc member of the department advisory committee (with full voting rights) when the committee is considering the renewal or promotion of other Instructors. In departments with more than one Instructor, the chair and advisory committee must determine a procedure for selecting one Instructor (by election or appointment) to serve in this capacity. In departments with only one Instructor, the chair and advisory committee must confer with the dean about the selection of an Instructor outside the department to serve in this role. In addition, small departments with few tenured faculty members might find it necessary to appoint Instructors to the advisory committee.

Instructor Ranks

Individuals may be appointed to the rank of Instructor I, Instructor II, or Senior Instructor. Individuals appointed to the rank of 'Instructor' prior to the 2010-11 academic year were reclassified as 'Instructor I' upon approval of this document (May 2009) and credited with N years in rank, where N = number of years served as an Instructor in AddRan College.

Instructor I (Length of contract: 1-3 years)

Instructor I positions are full-time, non-tenure track faculty appointments. Appointments are made for one year. Renewals are extended at the university's discretion. There is no limit to the number of renewals. The procedure for non-renewal is outlined below.

Instructor II (Length of contract: 2-4 years)

Instructor II positions are full-time, non-tenure track faculty appointments. Appointments are made for two to four years, contingent upon budgetary considerations and projected departmental needs. Renewals are extended at the university's discretion. There is no limit to the number of renewals. The procedure for non-renewal is outlined below.

Senior Instructor (Length of contract: 3-5 years)

Senior Instructor positions are full-time, non-tenure track faculty appointments. Appointments are made for three to five years, contingent upon budgetary considerations and projected departmental needs. Renewals are extended at the university's discretion. There is no limit to the number of renewals. The procedure for non-renewal is outlined below.

Criteria for Evaluating Instructor Performance

The evaluation of Instructors for reappointment, promotion, or merit pay shall be based on the following criteria:

- Teaching
- Professional development
- Service to the department, college, university, profession, and community
- Student interaction
- Professional ethics

Existing College and Department documents on promotion and merit pay define these criteria in detail, and specify the evidentiary grounds on which Instructors' teaching, service, and professional development activities are to be evaluated.

In all cases, however, departments should observe the following guidelines when applying these criteria:

Teaching

Departments are to assess Instructors' teaching performance based on SPOT results and at least one other form of evidence. Instructors are to provide evidence of teaching over the preceding five years (or, for newer Instructors, the number of years they have served as TCU faculty members).

Professional Development

Professional development includes activities beyond one's normal teaching and service duties that result in changes and improvements in one's teaching, enhance one's professional knowledge and engagement within the discipline, or increase one's efficacy or knowledge as an academic citizen. Such activities include participation in academic conferences, workshops, or seminars in order to adopt new teaching strategies, pedagogical approaches, or educational technology. Professional development might also include scholarly writing (including pedagogical inquiry or scholarship of teaching and learning), academic coursework or self-directed reading, editorships or peer reviews of academic work, leadership in professional organizations, and grant writing (internal or external).

With regard to Instructors' scholarly activities, no Instructor of any rank is required to produce published work in their discipline. Lack of published work can never be grounds for an Instructor's non-renewal, denial of promotion, or denial of merit pay. Yet ongoing scholarly engagement is an essential form of professional development for all Instructors. Instructors are expected to remain conversant with emerging scholarship in their disciplines, particularly in the subfields they teach.

Service

Service includes participation in the governance or enhancement of one's department, college, university, or profession. It also can include academically related contributions to communities beyond the university.

Student Interaction

Student interaction includes various forms of student/faculty interaction such as academic advising, career counseling, or participation in co-curricular activities, student organizations, or special departmental projects.

Professional Ethics

Professional ethics is to be evaluated with respect to the Statement on Professional Ethics approved by the TCU Faculty Senate on February 4, 1993.

Appointment and Reappointment

When determining qualifications for appointment, the College will give primary consideration to the highest earned degree in the discipline, with a minimum of a Masters when appropriate, and in all cases according to the guidelines of the Southern Association of Colleges and Schools.

All Instructors are initially appointed to the rank of Instructor I unless negotiated otherwise with the department chair and dean.

Performance reviews

Instructors will be reviewed as follows:

- every year: faculty annual report and merit pay evaluation
- during year 1: evaluation of teaching during the fall and spring semesters
- during years 2 and 4: full review during the fall semester
- after year 4: full review every five years

Teaching observations during the Instructor's first year will be conducted by the department chair and at least one other faculty member. The department chair will produce a written summary of these observations and share this summary with the faculty member, the department advisory committee, and the Dean no later than March 1.

The reviews conducted during the Instructor's second and fourth years, and every five years thereafter, should follow the same calendar and guidelines as those stipulated for tenure-track faculty. These reviews should be conducted by a group of faculty that includes one Instructor. In departments with more than one Instructor, the chair and advisory committee must determine a procedure for selecting one Instructor (by election or appointment) to serve in this capacity. In departments with only one Instructor, the chair and advisory committee must confer with the dean about the selection of an Instructor outside the department to serve in this role.

Instructors wishing to stand for promotion to Instructor II or Senior Instructor should be reviewed during the year prior to the submission of their promotion applications.

Non-renewal procedure

If an Instructor's performance is found to be unsatisfactory (based on their teaching performance, or based on the totality of their performance in teaching, professional development, service to the department, college, university, profession, and community, student interaction, and professional ethics), the department must formally review the Instructor during the following fall. If the faculty member's performance is again found to be unsatisfactory, a recommendation may be made for non-renewal of contract by the department chair, in consultation with the department's advisory committee (including one Instructor elected or appointed as a temporary ad hoc member as specified above).

The Provost must give written notice of non-renewal in advance of the expiration of Instructors' appointments in accordance with the university timetable for promotion and tenure decisions as specified in the TCU Handbook for Faculty and Staff.

These normal procedures notwithstanding, the contractual terms of every Instructor's employment stipulate that (i) their appointment is on an 'at-will' basis and may be terminated by the University or Instructor at any time, with or without notice or cause, (ii) their appointment is a temporary, nontenure-track (non-probationary) appointment that terminates on the date specified on their employment contract, (iii) there is no obligation stated or implied to extend or renew the appointment and no further notice of termination is required, and (iv) the terms and conditions of the University's Tenure Policy are not applicable to this appointment.

Promotion

Instructors may seek promotions in rank, but neither promotion nor pursuit of promotion is required for continued employment. Instructors whose applications for promotion are denied shall retain their current ranks and may reapply for promotion in the future.

The decision to apply for promotion rests with the Instructor, not with the department chair or advisory committee. An appropriate salary increment will accompany the promotion.

The promotion process for Instructors mirrors the promotion procedures for tenured and tenure-track faculty specified in the *Handbook for TCU Faculty and Staff*, with one exception. When an Instructor stands for promotion, the Dean and Provost will jointly consider the recommendations of the College Advisory Committee, then issue a final decision. The Provost will then forward to the Trustees the names of those nominated for promotion.

The full timeline and guidelines for the promotion of Instructors are detailed in the “Promotion Guidelines for Instructors” (document available from the Dean’s office).

Instructor I

As noted above, individuals appointed to the rank of ‘Instructor’ prior to the 2010-11 academic year were reclassified as ‘Instructor I’ upon approval of this document (May 2009) and credited with N years in rank, where N = number of years served as an Instructor in AddRan College.

An Instructor I is expected to demonstrate excellence in teaching, ongoing professional development, active service to the TCU community (including one’s own department), effective student engagement (including academic or post-graduate advising, co-curricular activities, involvement in student organizations, special departmental projects, and other forms of student/faculty interaction), and conduct in accord with the Statement on Professional Ethics approved by the TCU Faculty Senate on February 4, 1993.

Promotion to Instructor II

As a general rule, five years of service in the rank of Instructor I is expected before consideration for promotion to Instructor II.

The main requirements for promotion to Instructor II are demonstrated teaching excellence and sustained growth as a teacher of one’s discipline. The candidate must also demonstrate ongoing professional development, active service to the TCU community (including one’s own department), effective student engagement, and conduct in accord with the TCU Statement on Professional Ethics.

A more detailed description of the criteria, evidence, and procedures to be employed in evaluating Instructors’ applications for promotion to Instructor II are provided in the “Promotion Guidelines for Instructors.”

Instructor II

An Instructor II is expected to demonstrate sustained excellence in teaching, ongoing professional development, active service to the TCU community (including one’s own department), effective student engagement (including advising), and conduct in accord with the Statement on Professional Ethics approved by the TCU Faculty Senate on February 4, 1993.

Promotion to Senior Instructor

As a general rule, five years of service in this rank is expected before consideration for promotion to Senior Instructor.

The main requirements to promotion to Senior Instructor are sustained excellence in teaching and continued growth as a teacher of one's discipline. The candidate must also demonstrate ongoing professional development, active service to the TCU community (including one's own department), effective student engagement, and conduct in accord with the TCU Statement on Professional Ethics. One's overall record in these areas is important but particular attention is paid to achievements since promotion to Instructor II.

Senior Instructor

By their academic accomplishments, reputation, and leadership as teachers and university citizens, Senior Instructors will represent the best character of Texas Christian University. A Senior Instructor is expected to act as a leader within the TCU community and to demonstrate a sustained commitment to teaching, professional development, service, student engagement, and professional ethics.

Merit Pay

Instructors are eligible for merit raises based upon a departmental review of activities and performance presented in the Faculty Annual Report.

Approved by AddRan College faculty, May 2009

Revised February 2018