

CRITERIA FOR PROMOTION OF INSTRUCTOR/LECTURER FACULTY

BURNETT SCHOOL OF BIOMEDICAL SCIENCES

General Considerations

Instructors and lecturers (I/Ls) are primarily engaged in teaching and educational activities in the School. However, promotion will require that Instructors also participate in scholarship and service activities that are aligned to their position and responsibilities. Instructors and Lecturers in the Burnett School of Biomedical Sciences will be eligible for consideration for promotion, including promotion to Associate Instructor and then Senior Instructor based on the following criteria.

Criteria for Promotion to Associate Instructor/Lecturer

Instructors with a consistent record of excellence in their assigned duties may apply for promotion to Associate Instructor or Lecturer. Promotion will require:

- Demonstrate excellence in teaching, such as:
 - Excellent reviews from students on SPol reviews.
 - Departmental overall annual evaluations which average "Above Satisfactory" or above.
 - Evidence of student learning, rigor in teaching, and effectiveness as a teacher including but not limited to documentation of effective learning outcomes (student, self-reported outcomes, and performance on exams), demonstrated use of "best practices" in pedagogies and instructional materials and/or high ratings on student, peer, and/or supervisory teaching evaluations
- Demonstrate service as appropriate for responsibilities at the Departmental, College, University, or at the professional level. Examples can include but are not limited to:
 - Serving as a faculty advisor for student organizations.
 - Serving on BSBS or University committees, boards, or task forces.
 - Involvement in outreach programs for K12, High Schools or other Colleges and Universities.
 - Scholarly contributions through service (such as outreach programs, updating and organization of curriculum), revisions of teaching materials (such as exit exams), guidelines, or protocols; or course development that increases the reputation of the department.
 - Involvement in community awareness of BSBS educational activities.
 - Involvement in BSBS or university events such as STEM day.
 - Involvement as a member of educational organizations.
 - Student mentorship, advising, guidance, assistance, and promotion of student professional development (such as CV or personal statement reviews, or writing letters of recommendation).
 - Peer-review of the materials presented at local (departmental/university) meetings.
 - Peer-review of manuscripts or abstracts of BSBS undergraduate students.
 - Involvement in faculty professional development.
- Demonstration of some level of scholarly and creative activities. Examples can include but are not limited to:
 - Curriculum or scholarly aspects of course development or improvement.

- Development or integration of more effective educational approaches.
- Development or implementation of improved educational technology or summative assessment tools.
- Involvement in high-impact or research-based undergraduate mentoring.

Criteria for Promotion to Senior Instructor/Lecturer

Associate Instructors and Lecturers who are eligible for promotion to Senior Instructor or Lecturer will have demonstrated additional expectations of leadership and enhanced educational activities at the University and in their area of profession (e.g.: advisor, coordinating the labs, evaluation, recruitment and training of undergraduate and graduate teaching assistants). Successful candidates will have sustained performance at the expectations of the Associate Instructor/Lecturer level, continuously served as an outstanding faculty member, and have continued to demonstrate a high level of excellence in teaching and service. Importantly, successful candidates for Senior Instructor/Lecturer will have evidence in one or more of the following areas:

- Teaching awards such as TIP, SoTL, excellence in undergraduate teaching, or other recognition for excellence at the Department, College, or University level, or other professional recognition.
- Oral/poster presentations at local, national, or international meetings.
- Invited seminars or lectures at other institutions (such as at local high schools).
- Investigator involvement in a departmental educational grant, or consultation on educational material.
- Author or co-author of book chapters, textbooks, lab manuals, or peer-reviewed publications.
- Adaptation of educational materials by other colleagues in BSBS, or at other institutions.
- Mentoring a student, or mentoring or co-mentoring undergraduate research projects with measurable results, such as a final report, Honors in the Major thesis, or poster presentations at local (such as SURE) or national conferences.