

CoAS – Promotion Criteria for Professors of Teaching

March 2025

The criteria for promotion focus on the candidate's accomplishments since becoming an assistant or associate professor of teaching. The evaluation will focus on teaching and service. Candidates are also expected to have contributed to education and service within the school's strategic plan and mission. It is relevant to consider candidates' abilities compared to other peer institutions, including many AITUs. It will be warranted to get recommendations from faculty at other comparable Universities with respect to LTU's guidelines for promotion to help guide what would be considered the norm in terms of accomplishments and qualifications.

Promotion to **Associate** or **Professor of Teaching** typically follows clear guidelines emphasizing teaching, leadership, and service excellence. Here are some key criteria:

Promotion from Assistant to Associate Professor of Teaching

Teaching and Student Engagement

- Deliver well-structured, engaging, and up-to-date course content.
- Foster critical thinking and active learning in students.
- Use diverse teaching methods, including technology and experiential learning.
- Provide timely and constructive feedback on student work.
- Maintain availability for student advising and office hours.
- Consistently high student evaluations and peer reviews.
- Significant contributions to student learning and mentorship.
- Development of new courses or significant improvements to existing ones.

Curriculum and Course Development

- Design and revise courses to reflect current knowledge in the field.
- Develop new courses or contribute to curriculum improvement.
- Incorporate inclusive teaching practices that support diverse student needs.

Assessment and Continuous Improvement

- Use effective assessment methods to measure student learning outcomes.
- Adapt teaching strategies based on student performance and feedback.
- Stay updated on best practices in pedagogy and instructional design.

Research and Scholarly Activity (if required)

- Conduct original research or contribute to scholarship in the field.
- Publish work in peer-reviewed journals, books, or conferences.
- Seek grants or funding opportunities for research projects.

- Engage students in research opportunities when possible.

Service to Institution and Community

- Participate in department, college, or university committees.
- Contribute to academic advising, mentoring, and student success initiatives.
- Engage in outreach, community service, or professional organizations.
- Involvement in academic committees and governance.
- Engagement with professional teaching organizations

Professional Development

- Attend workshops, conferences, and training to enhance teaching skills.
- Stay updated with advancements in the field and integrate them into teaching.
- Seek feedback and reflect on teaching effectiveness for improvement.

Service to Institution and Profession

- Involvement in academic committees and governance.
- Outreach activities that enhance the university's teaching mission.
- Engagement with professional teaching organizations.

Promotion from Associate Professor to Professor requires the same criteria as Assistant to Associate but also has the following expectations:

Educational Leadership

- Leadership in curriculum development at the department or institutional level.
- Mentorship of junior faculty and contributions to faculty development programs.
- Active participation in teaching-related committees and policy-making.
- Recognition through teaching awards or similar honors.

Scholarly Contributions to Teaching

- Published research or conference presentations on pedagogy or teaching innovations.
- Development of instructional materials, textbooks, or digital learning resources.
- Participation in professional development related to teaching excellence

Sustained Impact and Reputation

- A track record of meaningful and lasting improvements in education.
- National or international recognition for teaching contributions.
- External evaluations affirm the candidate's influence in the field.

Applying for Promotion

The candidate will inform their Chair and Dean of their intent to apply for promotion by June 15th. Before a candidate will be considered for promotion by the Dean and Provost, the candidate will meet with the department chair to advise if they should be considered for promotion.

They will then prepare a dossier to document accomplishments that warrant promotion. This will be completed by September 15th. In addition, documentation must include evidence that the candidate has continued to grow in stature in the performance areas cited above or other evidence demonstrating professional growth and achievement commensurate with the associate professor or professor rank. Further accomplishments in teaching and service must be documented since the initial appointment or promotion. Typically, at least five years from the start of the current position must have passed before consideration for promotion. A committee will be formed that will consist of

1. Two faculty at a rank currently higher than the candidates from the college
2. A chair from a separate department from the candidates
3. Associate Dean Bauer

Dossier Format

1. Impact Statement

A **one-page** summary that highlights the *impact* of your significant accomplishments and summarizes your teaching, service, and administrative assignments (if applicable). When possible, relate this work to the mission of the department, college, and university.

2. Curriculum Vitae

Include your ***most current vita*** when you submit your dossier, which may have additional items since sent to external reviewers (item 3). The vita should be thorough, concise, organized, complete, and accurate. Please spell out acronyms before their use.

Note: Candidates must work with their department chair when crafting their CV.

While there is no one template or model for a CV, the types of information that may be important to consider include the following:

- i. Employment History
- ii. Educational background
- iii. Honors and awards
 - a. LTU awards and honors (e.g., incentive and excellence awards) external awards and honors (e.g., received from professional associations) should be presented separately.
 - b. External awards: Provide brief details to assist reviewers in understanding

the significance of the honor (e.g., “Selection for this award is based on the quality of contributions, and sustained performance over a period of time”)

iv. Teaching activity

- a. List of courses taught and additional information that may help contextualize your instructional activity (e.g., course modality).
- b. Theses and dissertations directed.
- c. Other teaching and instructional activities as appropriate.
- d. Service activity
- e. Professional, university, and community service (e.g., service to public schools).
- f. Detailed analysis of all of your teaching evaluations

v. Publications (if any)

- a. Present in discipline-specific, accepted bibliographic style.
- b. Provide a statement to assist reviewers that explains author’s order in works that include multiple authors, e.g., the first author indicates the most significant importance of contribution; student authors are listed first in publications, and publications are presented alphabetically).

vi. Awarded contracts and grants (if any)

- a. Include the source of the grant, role (e.g., PI, Co-PI, senior personnel), percentage of credit (not indirect credit) assigned within UCF, funded amount of the grant or contract, and timeframe of funding distribution.

vii. Presentations.

- a. Separate presentations by type (e.g., invited, international, national, regional, state).

viii. Other research, scholarly and creative activity as appropriate (e.g., patents, licenses).

ix. Other information as applicable to your discipline.

3. External Review Letters;

- a. A minimum of 2 outside letters of evaluation requested by the Dean
- b. Candidates can submit a list of possible reviewers to the Dean by August 1. The Dean will then define the final list of reviewers.

4. Promotion committee’s recommendation (Due November 15th)

5. Program chair’s recommendation (Due November 15th)

The portfolio will be submitted to the Dean, who will submit his or her recommendation to the Provost by December 15th. The Board of Trustees will review each candidate’s application and decide during its February meeting.