

## **Transitional Guidelines for Instructor Promotion Dossiers Department of Mathematics**

### **Overview**

Promotion to a higher rank is granted to instructors who have demonstrated excellence in instructional responsibilities and show significant evidence of related professional growth and development. Eligibility for promotion is limited to instructors on regular (rather than restricted) contracts.

### **Constitution of Department Review Committee**

The review process will begin with the Instructor Evaluation Committee. For each promotion case the Instructor Evaluation Committee will pass to the departmental Personnel Committee the results of its vote and a brief written explanation of its reasoning (which may include a minority opinion). Each case will receive a final review by the Personnel Committee.

### **Instructor Rank Expectations and Criteria for Promotion**

#### Instructor Rank Expectations

- Good instruction as evidenced by such measures as Student Perception of Instruction (SPOI) evaluations, student responses to supplemental questions, activities in a non-classroom setting, peer reviews, and annual departmental evaluations.
- Participation in department meetings and workshops related to programs of instruction.
- Well-developed syllabi and instructional materials that reflect program goals and requirements.
- Adherence to the Virginia Tech Principles of Ethical Behavior and the Virginia Tech Principles of Community, as described in section 2.7 of the Faculty Handbook.

#### Criteria for Promotion to Advanced Instructor

In addition to these basic expectations for the Instructor rank, successful candidates for Advanced Instructor should demonstrate engagement with the Virginia Tech Department of Mathematics program(s) and increasing knowledge of the teaching discipline, as represented by a **combination of two or more** of the following activities. The strongest cases will show a pattern of these activities throughout the promotion period:

- **Exemplary instruction**, evidenced in the dossier by reference to such items as SPOI evaluations, student responses to supplemental questions, activities in a non-classroom setting, peer reviews, or annual departmental evaluations.
- Evidence of **extended professional development**; for example, department workshops related to the teaching assignment, participation in university workshops or study groups on teaching, completion of courses or shortcourses related to pedagogy or subject matter, or participation in professional conferences.
- **Course or curricular development or development of new pedagogies**; for example, contributing to a textbook or to online teaching

materials available to others beyond the instructor's own classes, preparing a course for online delivery, or teaching a new course title.

- **Substantial contributions to the instructional program in the form of advising or mentoring students;** for example, academic advising of undergraduate students, GTA advising or mentoring, peer mentoring, or advising student organizations.
- **Service related to the instructional mission;** for example, an undergraduate conference, diversity initiatives, outreach, or active participation with appropriate department committees.
- **Recognized scholarly or creative work that enhances instruction**

#### Criteria for Promotion to Senior Instructor

Advanced Instructors applying for the Senior Instructor position must demonstrate steady and significant achievement in two or more of the areas outlined above since their last promotion.

#### **Procedure for Moving Forward to College-Level Review**

The Personnel Committee will prepare a letter summarizing and explaining its recommendation for promotion or not and reporting the specific vote of the committee. In the case of a mixed vote, a minority report may be written. In the case of a negative vote, the vote and report of the Instructor Evaluation Committee will be included in the Personnel Committee's report. The department head independently reviews the dossier, consults with program directors, and prepares a letter explaining his/her recommendation. If either the head or Personnel Committee recommends promotion, the application goes forward to the college review committee. These letters become part of the dossier reviewed at the other university levels. The candidate will be given the opportunity to withdraw his/her dossier after departmental review.