Criteria for Promotion and Tenure of Instructors (current documentation)

Promotion from the rank of Instructor to Senior Instructor may be considered after four years of full-time service, calculated from the hire date to December 31 of the calendar year prior to the promotion decision (promotion decisions are made in June of the following year). For fixed term instructors with extended prior service, promotion to the rank of Senior Instructor cannot be made effective before the end of the third year of full-time service. To be promoted, a candidate must:

- have a graduate degree appropriate to the assigned duties, or comparable educational or professional experience;
- have special skills or experience needed in the unit;
- have an exceptional record of achievement in the assigned duties.

The criteria for Teaching, Advising, and Other Assignments in this document can provide guidelines for documenting and evaluating the level of achievement. Promotions cannot be made from non-professorial to professorial ranks.

Tenure-track Instructors

A tenure-track Instructor position is defined by teaching, advising and other assigned duties as delineated in the position description, and has a focus on a specialized assignment within an academic program. Such positions carry an expectation of scholarship as defined in the position description. Faculty in such positions are expected to demonstrate their potential for long-term contribution to the institution.

Only those instructors hired into tenure-track positions are eligible for tenure. Tenure-track instructors must hold a minimum of a Master’s degree. Promotion and tenure of tenure-track instructors shall be governed by the promotion and tenure process and guidelines. This means that a tenure-track instructor, under normal circumstances, will be considered for tenure in their sixth year of service. By the end of the sixth year, a tenure-track instructor must be granted indefinite tenure or be given a year’s timely notice that the appointment will not be renewed. Instructors in tenure-track positions who have extended prior service as fixed term instructors may have credit for prior service as specified in their offer letter, but will not be eligible for tenure before they have completed three years of tenure-track status.

Criteria for Promotion of Faculty Research Assistants

Faculty with non-professorial rank are hired in positions to meet units' specific needs. Criteria for promotion will therefore be specific to the candidate's position description.

Promotion from Faculty Research Assistant to Senior Faculty Research Assistant may be considered after four years of full-time service, calculated from the hire date to December 31 of the calendar year prior to the promotion decision (promotion decisions are made in June of the following year). For Faculty Research Assistants with extended prior service, promotion to the rank of Senior Faculty
Research Assistant cannot be made effective before the end of the third year of full-time service. To be promoted, a candidate must:

- have a graduate degree appropriate to the field in which the research activities are performed, or comparable educational or professional experience;
- demonstrate a high level of competence, achievement, and potential in research, or serve effectively in a position requiring high individual responsibility or special professional expertise;
- demonstrate a high degree of initiative in research and leadership among research colleagues in the department, as documented in authorship, management responsibilities, and creative approaches to research.