

Policy Number/Title:	2.2.38 Senior Instructor Promotion
Effective Since:	09/12/2024
Last Revision Approved:	09/12/2024
Responsible Office:	Academic Affairs

1. Scope:

Applies only to non-tenure-track full-time faculty with the title of "Instructor" who have been employed for 5 consecutive years of service, and taught at least 6 course sections per year during the review period.

2. Definitions:

This section was intentionally left blank.

3. Policy:

Excellence in teaching is a hallmark of a Winthrop University experience. This policy provides a mechanism for full-time faculty in non-tenure-track "Instructor" positions who have demonstrated consistent outstanding performance in the classroom to be promoted to "Senior Instructor" status.

Similar to the 6-year probationary period of tenure-track assistant professors, a full-time Instructor may apply for promotion to Senior Instructor during their 6th year - after 5 consecutive years of service at the Instructor rank, and must teach at least 6 course sections per year during the review period. Efforts prior to being hired by Winthrop are not counted unless explicitly stated in the appointment letter. To be promoted to Senior Instructor, during the evaluation period, Instructors must demonstrate sustained advanced skill in the area of Student Intellectual Development, and must also show evidence of Professional Development and Service.

The application process will follow similar portfolio preparation and submission processes associated with faculty promotions. The candidate's portfolio will be judged primarily on accomplishments with regards to Student Intellectual Development. Portfolios must also show evidence of Professional Development and Service. Senior Instructors are expected to maintain exceptional performance scores in the area of Student Intellectual



Development on their annual evaluations and to continue their Professional Development and Service. Promotion to Senior Instructor is accompanied with a pay increase.

4. Procedures:

Timeline

The Senior Instructor promotion process occurs during the Spring semester. Candidates notify their department chair and dean by October 1. The dean notifies the Provost Office by October 15 of any promotion applications. By February 1, candidates submit promotion portfolios, and Department Chairs check portfolios for problems or omissions and forward to the administrative step where cases will be held to check that all reviewers have completed the confidentiality form. Portfolios are evaluated by the department chair (or direct supervisor), a faculty committee, and the Dean. The Dean's recommendation letter must be submitted to the Provost office by April 1. Recommendations letters are shared with the candidate at each step of the process. The Provost and President will notify the candidate and the Dean of the final decision (pending Board of Trustees affirmation) by April 15.

Portfolio Preparation and Submission

Portfolios are submitted via an electronic platform determined by the Provost Office. It is the responsibility of the faculty member to organize the portfolio in such a way as to facilitate review at all levels. It must contain the following elements:

1. A cover sheet containing the following information:
 - a. date employed at Winthrop,
 - b. rank at original appointment, and
 - c. prior service credit granted at employment.
2. An application letter which includes an analysis/statement by the candidate explaining how they met the qualifications of promotion.
3. A current vita that highlights Student Intellectual Development, Professional Development/Stewardship, and Service activities during the evaluation period.
4. Annual reports (including student evaluation data, chair/immediate supervisor evaluations, and dean evaluations) beginning with the year of appointment. If it has been longer than five years since the appointment, at least the most recent five years are



required.

- a. Arrange in chronological order.
 - b. The semester/year should be clearly indicated on teaching evaluations.
5. Syllabi from all courses taught during the evaluation period.
 6. Peer evaluations, if available.
 7. Supporting documents pertinent to the review, if applicable.

Promotion Review Committee

The membership of the reviewing committee will be made known to the candidate and appropriate administrators upon formation. Each review body, whether faculty or administrator, will forward its recommendations to the next level of review.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

09/12/2024 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: