UNIVERSITY OF SOUTH FLORIDA SARASOTA-MANATEE
CAREER PATH FOR INSTRUCTORS: PROMOTION GUIDELINES

In order to demonstrate appreciation for their many contributions to the mission of the University of South Florida Sarasota-Manatee and to encourage continued career development, the university provides a promotional career path for individuals who hold the non-tenure track rank of Instructor.

Eligibility and Regulations

- Eligible employees are those classified as full-time Instructors, whose position has been one of continued employment, and who have not been given notice of non-reappointment or termination.

- Individuals must have been awarded the appropriate degree associated with the primary duties as defined by the college in which the appointment resides.

- The individual must initiate the process by requesting to be evaluated for promotion. The decision to apply for promotion rests with the individual and there is no penalty for one's choice not to apply or specifically for failure to be granted promotion.

- This career path creates no rights other than the option to apply for promotion to the designated positions.

- The candidate may withdraw at any point in the process preceding Item # 6 in the Review Process for Promotion.

Initial Appointments

- All initial appointments of non-tenure-earning Instructors will be designated as Level 1.

Requirements of Promotion Levels

Level 2

- Five (5) or more years of experience at Level 1 is typically expected. Earlier eligibility may be considered for exceptional candidates, but a minimum of 3 years of experience at Level 1 is required. After the appropriate period of service, Instructors may apply to be considered for a promotion on the basis of meritorious performance.

- Excellence in the principal assigned duty is required, as demonstrated by earning an overall rating of "Outstanding." This evaluation should be in concert with, but not solely determined by, the last five years of annual evaluations (or total number available if being considered early). In addition to annual evaluations, the required comprehensive review should assess the individual's holistic contributions to the university.

- An overall rating of "Strong" is required on any additional areas of assignment during the
last five years of annual evaluations (or total number available if being considered early).

- If an individual has equal primary FTE assignments, one must be designated as the primary area and ratings assigned accordingly, as determined by the College Dean and in consultation with the candidate. The primary area must be evaluated as “Outstanding” and the remaining areas rated as no less than “Strong.”

**Level 3**

- Five (5) or more years of experience at Level 2 is typically expected. Earlier eligibility may be considered for outstanding candidates, but a minimum of 3 years of experience at Level 2 is required. After the appropriate period of service, Instructors may apply to be considered for promotion to Level 3 on the basis of meritorious performance.

- Excellence in the principal assigned duty is required, as demonstrated by earning an overall rating of “Outstanding.” This evaluation should be in concert with, but not solely determined by, the last five years of annual evaluations (or total number available if being considered early). In addition to annual evaluations, the required comprehensive review should assess the individual’s holistic contributions to the university.

- An overall rating of “Strong” is required on any additional areas of assignment during the last five years of annual evaluations (or total number available if being considered early).

- If an individual has equal primary FTE assignments, one must be designated as the primary area and ratings assigned accordingly, as determined by the College Dean and in consultation with the candidate. The primary area must be evaluated as “Outstanding” and the remaining areas rated as no less than “Strong.”

- In addition, in assigning ratings for Level 3, evaluating units should assess whether the individual has demonstrated continuous professional development and has achieved significant accomplishments beyond that considered at the Level 2 review. Examples of such accomplishments include, but are not limited to receiving awards related to assigned duties, publishing material in professional outlets related to assigned duties (especially when receiving positive external attention), and developing innovations that have had a demonstrably positive effect in promoting the mission of the university.

**REVIEW PROCESS FOR PROMOTION**

Colleges with non-tenure earning faculty holding the position of Instructor will maintain procedures for processing career ladder applications and criteria for promotion within that college. Included in these criteria should be specifications to be used in determining requests for early promotion consideration. Such procedures and standards are subject to review and approval by the College faculty.

The general process, subject to variation according to academic structural arrangements, is as follows:

1. The Instructor meets with her/his Dean to ensure that he/she is eligible for promotional consideration. Deans are encouraged to provide a candid assessment at that time of the potential strengths and weaknesses of the Instructor’s application.

2. If the Instructor meets eligibility criteria and decides to proceed with the application, the
Instructor submits a formal application for promotion to the Dean. (Application forms are on the USFSM Tenure and Promotion website.)

3. A College Instructor Review Committee within the Instructor’s college reviews the application. The College Instructor Review Committee consists of three faculty from the respective College. The College faculty select the Committee’s membership. Faculty with the rank of instructor at a higher level than the candidate(s) being reviewed will be given priority in the selection process. When a College does not have three faculty holding the instructor rank at a higher level than the candidate, tenured faculty may be substituted. This committee reviews the application and assigns overall ratings for each relevant area of assigned duties and a recommendation concerning promotion. The review committee must provide a narrative that justifies the assigned ratings.

4. The Dean provides a separate review with ratings, narrative, and recommendation.

5. Should the Dean’s recommendation differ from that of the College Instructor Review Committee, then the application is reviewed by the USFSM Instructor Review Committee. The USFSM Instructor Review Committee is a three-person review body drawn from the faculty outside the College of the candidate under review. In addition, the Chair of the College Committee serves as a fourth, ex-officio member to provide college-specific information. The Faculty Senate President in consultation with the Faculty Senate Executive Committee selects the members, giving priority for membership to faculty holding the instructor rank at a higher level than the candidate. When the University does not have three faculty holding the instructor rank at a higher level than the candidate and outside his/her College, tenured faculty may be substituted. The USFSM Instructor Review Committee reviews the application and assigns a rating for each relevant area of assigned duties and a recommendation concerning promotion. The Committee must provide a narrative that justifies the assigned ratings.

6. The recommendations and narratives of the College Instructor Review Committee, Dean, and, the University-level Review Committee (if required to conduct a review) are sent to the Regional Vice-Chancellor for Academic Affairs (RVCAA). The RVCAA reviews all materials and makes a final decision.

7. The RVCAA sends a copy of the promotion decision to the candidate with a copy to the college dean and human resources by May 15.

Approved by: 

Bonnie Jones, Ph.D.  
Regional Vice Chancellor for Academic & Student Affairs

Date: 10/3/2013

USFSM Instructor Promotion Guidelines
Approved by Faculty Senate on September 6, 2013
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