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## MEMORANDUM

**DATE:** 22 AUGUST 2023

**TO:** NAELYS LUNA,  
COLLEGE OF SOCIAL WORK AND CRIMINAL JUSTICE

**FROM:** STEPHEN D. ENGLE  
ASSOCIATE PROVOST FOR ACADEMIC PERSONNEL

A handwritten signature in black ink that reads 'Stephen D. Engle'.

**SUBJECT:** APPROVAL OF THE APPOINTMENT AND PROMOTION GUIDELINES FOR NON-TENURE EARNING POSITIONS.

I approve the Appointment and Promotion Guidelines for Non-Tenure Earning Positions in the College of Social Work and Criminal Justice.

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## **APPOINTMENT AND PROMOTION GUIDELINES FOR NON-TENURE EARNING POSITIONS**

*Instructor*  
*Senior Instructor*  
*University Instructor*

### **Objective**

To provide a practical and equitable process to validate the significant work of Instructors/Lecturers, reward academic excellence, and encourage professional development. While years of service are one criterion for eligibility, promotion will be based on academic excellence and not the number of years in the position. (Librarians, clinical faculty, researchers\* and other full-time non-tenure-track faculty may be promoted in accordance with applicable college/department/school/unit policies and criteria.) Additionally, each school in the college may develop their own more specific guidelines for promotion of non-tenure track faculty.

### **Non-Tenure Earning Positions**

Instructor  
Senior Instructor  
University Instructor

### **Criteria for Appointment**

#### *Academic credentials*

Successful candidates shall have the appropriate combination of educational credentials and professional achievements necessary to meet university accreditation credentialing requirements in social work and/or criminology and criminal justice.

#### *Level of appointment*

If the appointment is not at entry level, the additional criteria listed below for promotion must also be considered.

### **Criteria for Promotion to Senior Instructor**

Candidates for promotion to Senior Instructor must demonstrate a consistent record of excellence in teaching, service and personal/professional development as described below.

#### *Teaching*

Evidence of a pattern of teaching excellence in classroom and/or nontraditional settings, as documented by sources relevant to the discipline, e. g. :

- Candidate's statement of teaching philosophy.
- Student evaluations (SPOT scores) since appointment, (or for the prior five-year period, whichever is less).
- Annual school director evaluations since appointment; (or for the prior five-year period, whichever is less).
- Academically rigorous student requirements, as demonstrated by sample syllabi and/or other relevant documents.
- Evidence of excellence in teaching and related curricular activities, which may include, but are not limited to:
  - Mentoring of students.
  - Creative and innovative teaching techniques.
  - Teaching recognition or awards.
  - Student success on certification/licensing examinations.
  - Pedagogical publications, conference attendance, and/or presentations on teaching methods

#### Service

Evidence of service as documented by sources relevant to the discipline, such as:

- Service on academic committees.
- Relevant service to the community.
- Annual school director evaluations since appointment; (or for the prior five-year period, whichever is less).
- Uncompensated service to students (e.g., organizing field trips, advising student clubs, attending student activities, conducting Directed Independent Studies, and/or other examples of student support).
- Collaborative interaction with colleagues.
- Contribution to continuing growth and development of the School, College, University and/or the discipline through service commitments and leadership opportunities
- Obtaining service-related awards.

#### Professional development

Evidence of a pattern of continued professional growth and development, as documented by such activities as:

- Attending conferences and/or continuing education programs relevant to the discipline.
- Participating in discipline-specific professional organizations.
- Obtaining professional recognition and/or awards.
- Completing additional graduate and/or post-graduate education courses relevant to the discipline.

Note: While obtaining external funding, publishing in professional and/or peer-reviewed journals or accomplishing creative activities of similar stature can be expected to further strengthen the case for promotion, such endeavors are not considered fundamental requisites for promotion to senior rank.

## Promotion to University Instructor

Candidates for promotion to University Instructor/University Lecturer must first attain promotion to Senior Instructor/Senior Lecturer. Additionally, consistency of teaching success, evidence of teaching quality enhancement, and leadership contributions to the university and the profession are expected. Promotion to University Instructor/University Lecturer carries an expectation of notably consistent, increasingly high levels of performance and career achievement.

Promotion to university rank requires demonstrating a pattern of continued growth and development above and beyond what was accomplished for promotion to the senior rank. Only achievements in teaching, service, and professional development that occurred subsequent to promotion to senior rank will be taken into consideration. Promotion to university rank requires evidence of a pattern of distinction in the teaching and service indicators described above.

Note: While publishing in professional and/or peer-reviewed journals (or creative activities of similar stature) can be expected to further strengthen the case for promotion, research, publication, or equivalent creative endeavors are not considered fundamental requisites for promotion to university.

## Eligibility

1. Portfolio status letters must show:
  - a. Date of initial hire at FAU and position
  - b. Dates of appointment to other positions at FAU, if applicable
  - c. Dates of appointments and positions outside of FAU if claiming credit for that time
2. Time spent in other positions at FAU may be considered towards promotion eligibility at the sole discretion of the Provost or designee. A request to consider time spent in other positions at FAU towards promotion must be directed to the Provost through the Dean prior to assembling the portfolio and no later than the first week of the academic year. The maximum amount of time allowable for transfer is three years. If requested, the position duties, FTE, status (OPS/Temp/Visiting/Adjunct), Dean approval detailing how this fits with FAU's *Strategic Plan for the Race to Excellence 2015-2025*, and other factors may be considered. The maximum amount of Faculty attempting to use time spent in other positions should not prepare a portfolio until eligibility is confirmed by the Provost or designee.
3. Instructors/Lecturers must be on regular, full-time appointments to be considered for promotion.
4. Candidates will be eligible to apply for promotion to Senior Instructor/Senior Lecturer at the beginning of their 6th year of full time continuous service or thereafter. Candidates may bring in prior years of service from another institution but must have at least three years of continuous service at FAU.
5. Candidates will be eligible to apply for promotion to University Instructor/University Lecturer at the beginning of their 6th year of full time continuous service as a Senior Instructor/Senior Lecturer at FAU or thereafter.

6. Instructors/Lecturers at any rank are not required to apply for promotion.

### **Levels of Review - Procedures**

Promotion portfolios will follow guidelines disseminated annually as determined by the Office of the Provost and can be found on the Provost's website below:

<https://www.fau.edu/provost/faculty/promotion-tenure.php>

Promotion portfolios will be considered by a School Committee, the Director, the College Committee and to the Dean – who makes a recommendation to the Provost. The College Committee is composed of two tenured faculty, two Instructors/Lecturers (Senior or University Instructors/Lecturers are preferred when they are available), and one college faculty administrator; the faculty administrator will be appointed by the dean of the college. The chair of the College Committee will be elected by the committee members.

The Provost makes a positive or negative recommendation to the President. The President shall make the final decision on the granting of the promotion.

A faculty member who has applied for promotion for the year is ineligible to serve on a review committee.

Faculty who are successful in attaining promotion may be awarded a salary increase if employed for a subsequent term. The amount of any increase will be determined through the collective bargaining process and incorporated in the applicable collective bargaining agreement. Any increase for non-union faculty will be at the deans discretion with approval from the Provost.