Arts, Sciences & Engineering Instructional Faculty Track

The Instructional Track in Arts, Sciences & Engineering is available for individuals engaged principally in undergraduate teaching (e.g., classroom instruction, individual mentoring, pedagogy) and who play significant roles in shaping and managing undergraduate programs. Faculty in these positions typically have 9-month academic year appointments. Appointments are multi-year with the possibility of promotion to higher ranks based on the criteria below.

Instructional track faculty have broad rights as full participants in the undergraduate affairs of their departments and in the undergraduate-related activities in Arts, Sciences and Engineering.

The Instructional Track provides the titles of Assistant Professor, Associate Professor, and Professor.

Faculty in this track have all the obligations and privileges described in the Faculty Handbook unless noted to the contrary in this document.

Principal Duties

Instructional track faculty are expected to be engaged in undergraduate teaching and mentoring, and with the development and management of undergraduate programs and degree requirements. As is the case for tenure-track faculty, teaching loads and other duties are set by the department chair with the approval of the dean.

Instructional track faculty are expected to remain conversant with advances in their fields, and be engaged in disciplinary research or performance to the extent that it equips them for supervising undergraduate projects and independent study. Such research may be part of a faculty member’s duties.

Faculty in the instructional track will not be eligible for academic leave of absences, which are intended principally to strengthen disciplinary research and scholarship. Faculty will have access to support for professional development (e.g., attending conferences).

Committees and Service

The table in Appendix A summarizes eligibility for committee service in AS&E. Departmental - Instructional track faculty should as far as possible be full participants in the life of their departments or programs, and be encouraged and expected to serve on departmental committees relating to undergraduate education. Such faculty are eligible to participate in departmental recruitment committees and on promotion committees for faculty within their track. Instructional track faculty are not eligible for appointment as department chairs.

School/College - Instructional track faculty are eligible to serve in general faculty meetings of the Faculty Council. They are also eligible to participate in College committees related to undergraduate education (e.g., Curriculum Committee, Board of Academic Honesty, Administrative Committee). At the discretion

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1 While not specifically prohibited, most faculty in this track will not teach Ph.D. students or manage graduate programs. The Dean’s Office generally considers Ph.D. education the responsibility of tenure track faculty.
of the dean, they may be invited to participate in committees related to graduate education or other school matters. School and College committees typically require three years of service; for this reason, instructional track faculty may serve on these committees only after renewal of their initial appointment (see later on duration of appointments).

University - The involvement of instructional track faculty in committees and governance at the University level (e.g., Faculty Senate) will be guided by the rules and regulations of those bodies. Instructional track faculty will be subject to University rules on participation in doctoral committees.

Relationship to Other Kinds of Non-Tenured Faculty Appointments
The faculty track described here supersedes the current non-tenure track for Assistant/Associate/Professor. That track currently accommodates fifteen faculty who have appointments that broadly match the new roles defined in this document, and these appointments would be moved to the new track, with appropriate grandfathering protections where relevant. The non-tenure track has also been used to accommodate emeritus appointments and appointments to the Faculty Senior Associates program. Going forward, these appointments will be transferred (without change in their terms) to their own distinct categories.

The titles of Lecturer and possibly Senior Lecturer remain available for individuals contracted to teach for a limited term without expectation of other service to the department. These appointments will typically be annual, but may be for two years in special cases.

Adjunct faculty appointments remain for those individuals contracted to teach on a per course basis. These appointments may also be used for individuals with independent professional careers and for whom formal affiliation will mutually benefit the department and the individuals.

Faculty holding research appointments (e.g., Scientist, Engineer) may teach courses in their disciplines and supervise undergraduate research; as in the past, these instructional contributions will be reflected through the additional title of lecturer.

General Criteria for Appointment and Promotion in the Instructional Track – All Ranks
(See additional discussion below for rank-specific requirements)
- Terminal degree (e.g., Ph.D.) or professional equivalent. Dean’s approval required, following department/program recommendation.
- Primarily full-time, but part-time allowed in exceptional cases. Benefits eligibility based on employment status.
- Initial appointment term for two years; reappointment will typically be for four years. There is no guarantee of reappointment for any rank. Reappointment within the track is based on satisfactory performance (see next bullet) and departmental need.
- Annual review through Faculty Activity Report (FAR) as is done for tenure-track faculty, with appropriate adjustment for the different expectations of the track.
- No “up-or-out” provision for promotion or maximum time within rank.
- No possibility of conversion from this track to a tenure-track position (but no restriction on applying for tenure-track positions). A faculty member in this track who is subsequently
appointed to a position in the tenure track would not be considered to have had any ‘time in rank’ for the purposes of calculating allowable years of service per Faculty Handbook.

- National search typically required for new appointments.
- Letters of support for initial appointment and promotion within the track: Refer to the College Rules Appendix IV, appointment criteria table. Templates with suggested wording for referee letter requests for promotion to Associate Professor NT and Professor NT are included below.

Criteria for Initial Appointment and Promotion

**Assistant Professor (instruction)**
In addition to general criteria, this appointment requires:

- Clear potential for success in teaching undergraduates, including strong interest in curriculum design and innovative pedagogies.
- Past success in collaborating with colleagues and with assisting in the management of academic programs.
- A record of scholarly achievement related to a core academic discipline and/or specialized expertise in industry (e.g., demonstrated involvement and practice in the field).

**Associate Professor (instruction)**
In addition to general criteria, this appointment requires:

- Minimum of six years in previous rank, or equivalent experience.
- Record of excellence in classroom teaching, mentoring undergraduates, and in the development of new curricula and innovative pedagogies.
- Proven effectiveness in collaborating with colleagues and assisting in the management of academic programs. Record of service on departmental, school or University committees and/or governance activities.
- Continued engagement with a core academic discipline, with proven success in translating this knowledge of field into the classroom and other educational activities.

**Professor (instruction)**
In addition to general criteria, this appointment requires:

- Minimum of six years in previous rank, or equivalent experience.
- Sustained record of excellence in classroom teaching, mentoring undergraduates, and in the development of new curricula and innovative pedagogies. Proven success in mentoring students and faculty on best practices in pedagogy.
- Proven effectiveness in collaborating with colleagues and assisting in the management of academic programs. Strong record of service on departmental, school or University committees and/or governance activities.
- Continued engagement with a core academic discipline, with proven success in translating this knowledge of field into the classroom and other educational activities. Evidence of excellent standing as an educator (e.g., presentations at national conferences, strong record of publications on pedagogical issues, significant innovations to existing and/or new curricula).
Suggested Wording for Referee Letter Requests

The following two letter templates contain suggested wording to aid in the solicitation of internal letters of support for promotion to Associate Professor (non-tenure) of Instruction and promotion to Professor (non-tenure) of Instruction.

**Associate Professor (non-tenure) of Instruction [internal candidate]**

Dear _____:

_______, currently an Assistant Professor (non-tenure) of Instruction in the Department of ______/__________ Program, is being considered for promotion to Associate Professor (non-tenure) of Instruction. I am writing to ask your help in assessing Professor _______'s performance in his/her role. I would be very grateful for your frank analysis of the candidate's academic activities.

If you are able to advise us, it would be especially helpful if your letter could address the following, commenting on both strengths and weaknesses:

- Teaching: The effectiveness of his/her classroom teaching, mentoring of undergraduates, and development of new curricula and innovative pedagogies.
- Discipline: Assessment of Professor ____’s engagement with his/her core academic discipline, and translation of this knowledge into the classroom and other educational activities.
- Service: Professor ____’s collaboration with colleagues and assistance in the management of academic programs as well as his/her record of service on departmental, school, or University committees and/or governance activities.

I enclose his/her curriculum vitae as well as a statement that describes his/her contributions to the department or program, engagement in academic discipline and any expansion of duties and responsibilities.

I realize that this request is an imposition, but, as you know, assessments of the kind we hope you will be able to provide are essential components of a proper review for promotion.

I thank you in advance for your willingness to assist in this review. Please send your assessment by ___________. Your reply will, of course, remain confidential within our review process.

Sincerely,
Dear______:

______, currently an Associate Professor (non-tenure) of Instruction in the Department of __________ /__________ Program, is being considered for promotion to Professor (non-tenure) of Instruction. I am writing to ask your help in assessing Professor ___'s performance in his/her role. I would be very grateful for your frank analysis of the candidate's academic activities.

If you are able to advise us, it would be especially helpful if your letter could address the following, commenting on both strengths and weaknesses:

- **Teaching:** The effectiveness and success of his/her classroom teaching, mentoring undergraduates, and development of new curricula and innovative pedagogies.
- **Discipline:** Assessment of Professor ____’s continued engagement with his/her core academic discipline, and translation of this knowledge into the classroom and other educational activities.
- **Service:** Professor ____’s collaboration with colleagues and assistance in the management of academic programs as well as demonstration of a strong record of service on the departmental, school, or University committees and/or governance activities.

I enclose his/her curriculum vitae as well as a statement that describes his/her contributions to the department or program, engagement in academic discipline, and any expansion of duties and responsibilities.

I realize that this request is an imposition, but, as you know, assessments of the kind we hope you will be able to provide are essential components of a proper review for promotion.

I thank you in advance for your willingness to assist in this review. Please send your assessment by ______. Your reply will, of course, remain confidential within our review process.

Sincerely,
## Appendix A: Eligibility for AS&E Committee Service

<table>
<thead>
<tr>
<th>Committee</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental faculty meetings</td>
<td>Variable per department</td>
<td>Eligible</td>
</tr>
<tr>
<td>Departmental academic program committees</td>
<td>Variable per department</td>
<td>Eligible</td>
</tr>
<tr>
<td>Departmental student recruitment committees</td>
<td>Variable per department</td>
<td>Eligible</td>
</tr>
<tr>
<td>Departmental promotion committees</td>
<td>Not eligible</td>
<td>Eligible, if reviewing faculty in instructional track</td>
</tr>
<tr>
<td>Faculty Council</td>
<td>Not eligible</td>
<td>Eligible, after 3 years of service (same as tenure-track)</td>
</tr>
<tr>
<td>AS&amp;E Committee on Graduate Students</td>
<td>Not eligible</td>
<td>Not eligible, unless as exception</td>
</tr>
<tr>
<td>College Administrative Committee</td>
<td>Not eligible</td>
<td>Eligible, after initial (two-year) appointment</td>
</tr>
<tr>
<td>College Board on Academic Honesty</td>
<td>Eligible</td>
<td>Eligible</td>
</tr>
<tr>
<td>College Committee on Study Abroad</td>
<td>Eligible as exception</td>
<td>Eligible, after initial (two-year) appointment</td>
</tr>
<tr>
<td>College Internship Committee</td>
<td>Eligible as exception</td>
<td>Eligible, after initial (two-year) appointment</td>
</tr>
<tr>
<td>College Curriculum Committee</td>
<td>Not eligible</td>
<td>Eligible, after initial (two-year) appointment</td>
</tr>
<tr>
<td>College Writing Committee</td>
<td>Eligible as exception</td>
<td>Eligible, after initial (two-year) appointment</td>
</tr>
<tr>
<td>College Committee on Interdisciplinary Programs</td>
<td>Not eligible</td>
<td>Eligible, after initial (two-year) appointment</td>
</tr>
<tr>
<td>Doctoral committees</td>
<td>No, unless as exception approved by University Dean of Graduate Studies</td>
<td>No, unless as exception approved by University Dean of Graduate Studies</td>
</tr>
</tbody>
</table>
Appendix B: Job Codes and Appointment Conversions

The instructional track makes use of these job codes:
- Assistant Professor (non-tenure) – job code 0110.
- Associate Professor (non-tenure) – job code 0111.
- Professor (non-tenure) – job code 0012.

Conversion of existing appointments is an administrative process. Conversion would not automatically carry a salary increase, which would need to be justified separately.

Conversion Options for Faculty Currently in Non-Tenured Positions

<table>
<thead>
<tr>
<th>Currently professor (non-tenure)</th>
<th>1. Automatic conversion to Professor (instruction), unless prefer to retain current functional title.</th>
</tr>
</thead>
</table>
| Currently associate professor (non-tenure) | 1. Automatic conversion to Associate Professor (instruction), unless prefer to retain current functional title.  
2. If qualified, can be considered for promotion to Professor. |
| Currently assistant professor (non-tenure) | 1. Automatic conversion to Assistant Professor (instruction), unless prefer to retain current functional title.  
2. If qualified, can be considered for promotion to Associate Professor. |
| Currently senior lecturer | 1. Remain in current position (subject to conditions of that appointment).  
2. If qualified, can be considered for conversion to Associate Professor.  
3. If qualified can be considered for promotion to Professor. |
| Currently lecturer or instructor | 1. Remain in current position (subject to conditions of that appointment).  
2. If qualified, can be considered for conversion to Assistant Professor.  
3. If qualified can be considered for promotion to Associate Professor. |
Revision July 2019: Addition of suggested wording for internal referee letters.