

## **History Department Criteria for Instructor Advancement in Rank**

The below criteria for A. Senior Instructor and B. Master Instructor are in accordance with MTSU AA policy 202 Academic Rank IV.C Sections 3 and 4. These can be found on the Provost's website under University Policies.

Evaluation for advancement of instructors is the responsibility of the Peer Advisory Committee.

### **A. Proposed Criteria for Senior Instructor**

1. Senior Instructor. Six years of full-time collegiate experience in the academic discipline or related area as an instructor or lecturer. Thus, a typical candidate is eligible to apply for promotion to senior instructor at the beginning of her/his sixth year.
  - a. Documented evidence of high-quality teaching and contribution to student development, including:
    - i. Student evaluations of past 5 years;
    - ii. Peer observations conducted by the Peer Advisory Committee of past 5 years;
    - iii. Annual evaluations conducted by the department chair of past 5 years;
    - iv. Additional materials:
      1. Syllabi, exams, student papers, etc.;
      2. letters of commendation from faculty peers;
      3. Evidence of innovations in teaching;
      4. Teaching awards or other recognition for student development.
  - b. The Peer Advisory Committee will be looking for proven success, which may include:
    - i. Facilitating student learning through effective pedagogical techniques;
    - ii. Engaging students in an active learning process;
    - iii. Constructing appropriate and effective assessment activities;
    - iv. Contributions to scholarship;
    - v. Incorporating collaborative and experiential learning in regular classroom instruction;
    - vi. Providing timely and useful feedback to students.

**B. Proposed Criteria for Master Instructor**

1. Master Instructor. Must have a minimum of four years of experience at the senior instructor rank or ten years of experience as an instructor/lecturer. A typical candidate is eligible to apply for promotion to master instructor at the beginning of her/his fourth year as a senior instructor.
  - a. Documented evidence of high-quality teaching and contribution to student development, including:
    - i. Student evaluations of past 4 years;
    - ii. Peer observations conducted by the Peer Advisory Committee of past 4 years;
    - iii. Annual evaluations conducted by the department chair of past 4 years;
    - iv. Additional materials:
      1. syllabi, exams, student papers, etc.;
      2. letters of commendation from faculty peers;
      3. innovations in teaching;
      4. teaching awards or other recognition for student development.
  - b. The Peer Advisory Committee will be looking for proven success, which may include:
    - i. Facilitating student learning through effective pedagogical techniques;
    - ii. Engaging students in an active learning process;
    - iii. Constructing appropriate and effective assessment activities;
    - iv. Contributions to scholarship;
    - v. Incorporating collaborative and experiential learning in regular classroom instruction;
    - vi. Providing timely and useful feedback to students.

  
\_\_\_\_\_  
Kevin Leonard, Chair

8/14/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Karen Petersen, Dean

8/14/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mark Byrnes, Provost

8-16-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sidney McPhee, President

8/16/18  
\_\_\_\_\_  
Date