



College	Health Solutions
Unit	Health Solutions
Document	Promotion Criteria for Instructors

Unit and college approval

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Provost office approval

	
Vice Provost for Academic Personnel Patricia Friedrich	Date 5-9-2025

Appointment/Retention/Promotion Criteria: Instructor

NOTE: The main role of an Instructor is to provide educational oversight for assigned courses. This includes maintaining communication with course leads, curriculum committee members, and program directors to ensure the course(s) are being taught effectively and are consistent with meeting course and program objectives. Service is not typically a required component of an Instructor's workload, however, it is expected that Instructors will mentor students and stay current with curricular activities such as discussing updates and/or revisions to assigned courses.

Appointment Criteria

Required Qualifications:

- **A graduate degree** appropriate for the area of expertise is required.
 - An instructor should have at least-12 credits of teaching experience in higher education , which may come from combinations of graduate assistant or academic associate teaching experience and/or similar experience.
 - In lieu of teaching experience, instructor should have 3+ years professional experience in the field of study
- Depending upon the specific position, nationally-recognized credentials may be required, such as certifications or licensure.

Inclusive Excellence Requirements

CHS expects all faculty to engage in efforts that advances ASU's charter of inclusive excellence. Candidates for appointment or promotion should include specific descriptions of their contributions to ASU charter throughout their application portfolio.

Retention Criteria Teaching/Instruction Requirements

Successful demonstration of teaching excellence in each of the following areas:

- **Prepares** course(s) with educational materials as provided by program/CHS
- **Delivers** educational materials to learners as assigned
- **Assesses** learner performance according to course objectives
- **Recommends** updates to curriculum committee members for instructional materials in accordance with developments in research, clinical knowledge, & educational specialty.
- **Mentors** students regarding course materials or career advancement and directs students to appropriate faculty for independent research or other projects.
- **Works collaboratively** with Faculty, Teaching Assistants (TAs), Research

Assistants (RAs), Graduate/Undergraduate Student support staff, and colleagues (e.g., Academic Associates; AAs) who support the individual's teaching as appropriate.

- **Engages** in professional development activities to maintain and increase professional expertise, teaching effectiveness, and maintain certification if appropriate.
- **Engages** in peer evaluation of teaching with CHS colleagues
- **Demonstrates** dedication to issues of inclusive excellence through pedagogical practices, activities, and content.

Service Requirements

Service is not a required component of the instructor workload. There is an expectation of the instructor to engage in communication with the relevant curriculum committee(s) regarding their assigned courses and curricular updates.

Appointment/Retention/Promotion Criteria: Senior Instructor
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Promotion to Senior Instructor is based on the quality of evidence presented to demonstrate excellence in teaching that advances the mission of the college.

Promotion recognizes a quality of work higher than that expected for renewal and is not based solely on time in rank. Candidates must demonstrate excellence in day-to-day performance and expertise in all aspects of job performance responsibilities, evidence of initiative, and demonstrated commitment to student success.

Required Qualifications

- A **graduate degree** appropriate for the area of expertise. Terminal degrees (e.g. Ph.D., professional doctorate, etc.) are encouraged.
- A minimum of **five** years of college/university-level teaching is required at ASU in the instructor rank position.

Inclusive Excellence Requirements

CHS expects all faculty to engage in efforts that advances ASU's charter of inclusive excellence. Candidates for promotion should include specific descriptions of their contributions to the ASU Charter throughout their application portfolio.

Promotion/Retention Criterion

Teaching/Instruction

- **Demonstrates** sustained excellence at rank of Instructor
- **Demonstrates** evidence of sustained high quality instructional skills and promise of continuing excellence as a teacher through:
 - Positive peer reviews
 - Sustained course evaluation scores above the college mean for similar courses

- **Active engagement** in the CHS mentoring program as a mentee
- **Application** of professional development to enhance coursework and/or pedagogical expertise (e.g., completion of the CHS Teaching Academy)
- **Active engagement** in student mentoring (participation in honors projects, honors thesis, creative or research projects, or other substantial student scholarship activities at the undergraduate or graduate level)
- **Demonstrates** dedication to issues of inclusive excellence in pedagogical practices, activities, and content.

Additional items not required but can be considered:

- **Nomination** or selection for college/local/national award for teaching
- **Presentation** at local, state, national, and/or international conferences/workshops/courses related to instructional and learning theories, practices, and procedures
- **Presentation** at local, state, national and/or international conferences/workshops/courses related to one's chosen area(s) of professional expertise

<p align="center">Appointment/Retention/Promotion Criteria: Principal Instructor</p>

Promotion to Principal Instructor is based on the quality of evidence presented to demonstrate exceptional contributions in teaching, including significant course modification and assumption of leading roles in course or curricular design, development or re-design, that advances the mission of the college. Promotion recognizes a quality of work higher than that expected for renewal and is not based solely on time in rank. A reputation for excellence should be evident.

Dedication to supporting initiatives to support the ASU Charter and inclusive excellence is an expectation for promotion to Principal Instructor.

Required Qualifications:

- A Principal Instructor typically holds a doctoral or terminal degree.
- Substantial and sustained record of excellent instructional performance since the previous promotion.
- Assumption of course lead role for a minimum of **two** courses in their time at ASU.
- Development and/or leadership in the creation of a new course for the college or development of an instructional course for faculty.
- Typically, a minimum of **seven** years of college/university-level teaching experience, the majority of this time at ASU, and a minimum of three years since last promotion

Inclusive Excellence Requirements

CHS expects all faculty to engage in efforts that advances ASU's charter of inclusive excellence. Candidates for promotion should include specific descriptions of their contributions to the ASU charter throughout their application portfolio.

Promotion/Retention Requirements

Teaching/Instruction

- **Demonstrates** sustained excellence at rank of Senior Instructor
- **Demonstrates** evidence of sustained high quality instructional skills and promise of continuing excellence as a teacher through:
 - Positive peer reviews
 - Sustained course evaluation scores above the college mean
- **Demonstrates** regular analysis and evaluation of courses and makes modifications and improvements based on that analysis and evaluation.
 - Analysis and evaluation may include regular course evaluations, feedback from peer/mentor/instructional design, evaluation of assessment data as it relates to stated course objectives, grade distributions, informal student feedback, and evaluation of pedagogical practices relative to current advancements in pedagogy.
 - Analysis and evaluation process should be supported by evidence of teaching excellence and other supplemental materials, and attested to by the individual's mentor and/or program director(s)
- **Active leadership** in the development of new courses, programs or educational courses/seminars. This may include substantial re-design of current courses.
- **Application** of professional development to pedagogical growth
- **Active engagement** in student mentoring (e.g. oversight of honors projects, honors thesis, creative or research projects, or other substantial student scholarship activities at the undergraduate or graduate level)
- **Demonstrates** dedication to issues of inclusive excellence in pedagogical practices, activities, and content
- **Develops** and/or implements innovations and advancements in instructional methods, delivery, activities, and evaluation techniques exemplifying pedagogical growth for an experienced teacher.
- **Dissemination of pedagogical and/or subject matter expertise** any one of the following:
 - **Presentations** at college, university, regional, national, and/or international conferences/workshops/courses related to instructional design/practices, procedures, learning theories, or the candidate's area of expertise (presenter, program moderator, conference planner, etc.)
 - **Publications** (not necessarily peer-reviewed journals) related to instructional and learning theories, practices, and procedures, and/or the candidate's area(s) of expertise
 - **Publication and/or development** of instructional materials including textbooks, laboratory manuals, computer software, educational training manuals, and/or the candidate's area of expertise