

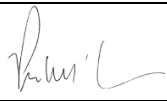


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|---|--|
| College/ Independent Unit | The College of Liberal Arts and Sciences |
| Academic Unit/ Department, if any** | School of Politics and Global Studies |
| Choose document type (bylaws or criteria Document?): Criteria Only | |
| If bylaws, does it include criteria for promotion/continuing status/tenure? N/A | |
| If yes, please concisely list the ranks included in the criteria (examples: tenure-faculty, career-track faculty, continuing-track academic professionals, fixed-term academic professionals, etc.): Instructors | |

Unit and college approval

| | |
|--|-------------------|
| Date of approval by the faculty and/or academic professionals | December 18, 2024 |
| Date of review/consent by the dean (or lead of independent unit)* | December 19, 2024 |

Provost office approval

| | | |
|---|---------------------------|------------------|
|  | Patricia Friedrich | 4/29/2025 |
| Signature | Name | Date |

*Per ACD111-02, all colleges and academic units must have bylaws, approved by a majority of the unit faculty. With the consent of all college deans to which a unit reports, the faculty of the unit may choose to utilize the college's bylaws as their unit bylaws.

**Academic units are usually departments and schools, not research centers or programs. Academic units, in this context, have criteria for promotion which were approved by its faculty and/or academic professionals.

Office of the University Provost

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Criteria for promotion of Instructors:

Individuals who have met the minimum requirements established by the university may apply to the Director of SPGS for consideration for promotion to the position of Senior Instructor. Similarly, Senior Instructors who have met the university's minimum requirements may apply to the Director for consideration for promotion to the position of Principal Instructor. Those minimum criteria include an expectation of a minimum of five years of college-level teaching experience for promotion from Instructor to Senior Instructor.

Candidates for promotion to Principal Instructor will have at least seven years of college-level teaching experience, with five years of college-level teaching experience as a Senior Instructor (or a similarly ranked appointment elsewhere); most of that experience should be at ASU. They should have records of continued and sustained excellence since the previous promotion. However, in neither case is promotion automatic, nor is it simply a reward for years of experience. Instead, promotion decisions must be based on a convincing demonstration of merit and excellence in the candidate's program of instruction and the needs and goals of the School and ASU.

The review and included materials follow the procedures in ACD 506-05 (Faculty Promotion) and those specified by the Office of the Provost (P6: Process Guide for Promotion of Career-track Faculty). If the process changes, the Process Guide will precede these guidelines. Review materials provided by the faculty member are reviewed by the SPGS Personnel Committee, the School Director, the College Promotion and Tenure Committee, and the Dean before the materials and reviews are forwarded to the Office of the University Provost, who makes the final decision.

In addition to any personnel forms required by the university, SPGS asks any candidate for promotion to Senior or Principal Instructor to submit a current Curriculum Vitae, summaries of each semester's teaching evaluations for the preceding six years (or for the period since appointment, if shorter), and a personal statement, not to exceed four single-spaced pages, describing the candidate's teaching program, contributions to the unit and university, and professional development. By mutual agreement with the SPGS Director, candidates may also submit additional materials to document their teaching contributions.

Criteria for Promotion from Instructor to Senior Instructor:

In addition to the basic expectations for the rank of Instructor, successful candidates for Senior Instructor will demonstrate excellence in teaching (see Section A below), at least five years of college-level teaching experience at the rank of Instructor, as well as one or a combination of the achievements listed in Section B.

A. Excellence in teaching (required). Excellence in teaching should be documented by the candidate for promotion with reference to:

- Standard SPGS standardized teaching evaluations by students
- High-quality pedagogical techniques (use of appropriate and current instructional technologies; active learning principles)

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- Innovation and breadth of contribution (new courses taught/developed; number and variety of different courses taught; variety of formats of courses (e.g., online, hybrid, face-to-face; introductory and advanced)
- Peer reviews of instruction by tenured, or mid and senior teaching faculty
- Numbers of students taught or mentored per year
- Annual performance evaluations in SPGS
- Evidence of continuing professional development through participation in workshops, panels, and seminars
- Mentoring activities such as those involved in the SPGS Junior Fellows program or service on senior honors thesis committees
- Other indicators might include teaching awards or external recognition

B. Additional teaching-related achievements should demonstrate a sustained and substantial pattern of engagement with the undergraduate program in Politics and Global Studies and increasing knowledge of the craft of teaching, as represented by one or more (or a combination of) the following criteria. The strongest cases will show a pattern of these activities throughout the promotion period.

- Evidence of extended professional development related to the teaching assignment, beyond one-off SPGS or ASU workshops. For example, participation in multi-session university programs or study groups on teaching, completion of short courses related to pedagogy or the subject matter of political science, international relations, or global studies, or participation in national or regional professional conferences related to teaching.
- Course or curricular development or the development of new pedagogies. For example, contributions to textbooks, archival course materials, or online teaching materials available to others (beyond the instructor's own classes); helping to develop the online instructional program of the unit; developing and teaching a new course title; or participating in the redesign of large or required courses in the unit (e.g., introductory or methodology courses).
- Substantial contributions to the School of Politics and Global Studies instructional program in such forms as mentoring students and leading study abroad programs.

Criteria for Promotion from Senior Instructor to Principal Instructor:

Senior Instructors applying for the position of Principal Instructor must demonstrate sustained excellence in teaching as described in Section A above, at least five years of experience at the rank of Senior Instructor, as well as sustained and significant achievement in multiple areas outlined in Section B since their last promotion.

Any promotion becomes effective during the following academic/fiscal year. Any promotion, regardless of the appointment length, will also be contingent upon the offer of a contract the following academic year.

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