




College/ Independent Unit	The College of Liberal Arts and Sciences
Academic Unit/ Department, if any**	School of International Letters and Cultures
Choose document type (bylaws or criteria Document?): Criteria Only	
If bylaws, does it include criteria for promotion/continuing status/tenure? No	
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.): Instructor	

Unit and college approval

Date of approval by the faculty and/or academic professionals	12-11-24
Date of review/consent by the dean (or lead of independent unit)*	12-17-24

Provost office approval

	Patricia Friedrich	3/20/2025
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.

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****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.**

School of International Letters & Cultures

Criteria for Promotion for Instructors

A. CRITERIA FOR PROMOTION TO SENIOR INSTRUCTOR

Candidates eligible for promotion to Senior Instructor must have a minimum of five years' experience at the rank of Instructor at ASU. They should request consideration for promotion in the spring semester immediately preceding the academic year during which the case will be reviewed. The year the case is reviewed may count toward the five-year eligibility requirement. The case for promotion will rest heavily on demonstrated excellence in teaching. The Personnel Committee will look for indications of both the candidate's past achievements and their potential to contribute to advancing their unit's excellence, instructional programs, activities, and course offerings.

Instructional Activity

The candidate is expected to demonstrate excellence in teaching. Excellent teaching is determined through student evaluations consistently at a satisfactory or above satisfactory unit norms and faculty peer teaching evaluations.

Excellence in teaching is also proven by one (or more) of the following: mentoring students (including graduate students); timely handling of student questions and complaints; working with honors students in Honors Contracts or Honors Thesis projects; supervising independent study and internships; contributing to curriculum development through the creation of new courses or revision of existing courses; preparing materials for general studies applications and course regularization; updating, examining, critiquing, and collaboratively constructing syllabi; mentoring Graders, Teaching Assistants, and Instructional Specialists; earning teaching awards or honors. Fostering a diverse teaching portfolio and teaching large-enrolling courses are also positive indicators of excellence in teaching.

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Professional Development

Professional development that improves instruction while also enhancing the reputation of the unit's language and culture programs is especially valued.

Evidence of ongoing professional development consists of one (or more) from the following: mastering and adopting effective current pedagogical theories and practices; participating in appropriate professional workshops or conferences; receiving grants or honors; creating practical teaching materials or resources (e.g., curriculum design, lesson plans); publishing scholarly works or reviewing or editing or (co) authoring textbooks.

Optional Added Value:

Service (if applicable based on contract)

Providing evidence of one of the below will constitute an additional but not necessary factor for promotion: participating in School, College, or University activities and committees; supervising courses; observing and evaluating other instructional personnel in their classrooms; mentoring peers; directing or supporting Study Abroad programs; engaging in community outreach; and providing service to professional organizations.

B. CRITERIA FOR PROMOTION TO PRINCIPAL INSTRUCTOR

For promotion to principal instructor, senior instructors need to have at least 7 years of university teaching experience and sufficient time at current rank to demonstrate excellence. They are also expected to document a substantial and sustained record of excellent performance since the previous promotion/appointment. Candidates should request consideration for promotion in the spring semester immediately preceding the academic year during which the case will be reviewed. The case for promotion will rest heavily on demonstrated excellence in teaching. The Personnel Committee will look

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for indication of the candidate's past and potential contributions toward advancing excellence in the unit's instructional programs, activities, and course offerings.

Instructional Activity

The candidate is expected to demonstrate excellence in teaching through student and faculty peer evaluations consistently at and above unit norms.

Excellence in teaching is also proven by experience in course or curriculum development (such as two of the following: enrichment and update of existing courses; preparing materials for general studies applications and course regularization; updating, examining, critiquing, and collaboratively constructing syllabi; development of new courses, course sequencing, or degree programs; mentoring graduate students, Graders, Teaching Assistants, and Instructional Specialists; working with Honors students in Honors Contracts or Honors Thesis projects; teaching awards or honors), or pedagogical innovation (such as one of the following: creating or updating digital platforms, or online/hybrid courses or corpora; focusing on student-centered learning), supervising independent study and internships. Fostering a diverse teaching portfolio and teaching large-enrolling courses are also positive indicators.

Professional Development

Evidence of ongoing professional development is required and should exceed what is expected of a senior instructor in terms of volume and significance. Such evidence shall consist of two (or more) from among the following: mastering and adopting effective current pedagogical theories and practices; participation in appropriate professional workshops or conferences; receiving grants or honors; publishing scholarly works or editing, reviewing or (co) authoring textbooks. Professional development that improves instruction while also enhancing the reputation of the unit's language and culture programs is especially valued.

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Optional Added Value:

Service

Providing evidence of one of the below will constitute an additional but not necessary factor for promotion: participating in School, College, or University activities such as supervising courses; observing, evaluating, and mentoring other instructional personnel in the classrooms; engaging in community outreach; directing or supporting Study Abroad programs; and providing service to professional organizations. The candidate for promotion to Principal Instructor can present a list of such activities that could include evidence of expanded leadership and committee membership roles in the program/School/College/University, publications, service for the profession, and significant outreach activities.

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