


<b>College/ Independent Unit</b>	The College of Liberal Arts and Sciences
<b>Academic Unit/ Department, if</b>	School of Molecular Sciences
<b>Choose document type</b> (bylaws or criteria Document?): <b>Criteria Only</b>	
<b>If bylaws, does it include criteria for promotion/continuing status/tenure?</b> Choose an item.	
<b>If yes, please concisely list the ranks included in the criteria</b> (examples: tenure-faculty, career-track faculty, continuing-track academic professionals, fixed-term academic professionals, etc.): Career-Track Faculty - Instructors	

**Unit and college approval**

<b>Date of approval by the faculty and/or academic professionals</b>	04/03/2025
<b>Date of review/consent by the dean (or lead of independent unit)*</b>	04/14/2025

**Provost office approval**

	Patricia Friedrich	5/9/2025
<b>Signature</b>	<b>Name</b>	<b>Date</b>

\*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.

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## Appointment/Retention/Promotion Criteria: Instructor

The main role of an Instructor in the School of Molecular Sciences is to lead undergraduate recitation, laboratory, and/or lecture courses, assist in curriculum development in different modalities (immersion and online), participate in the training and supervision of teaching assistants, and provide educational oversight for assigned courses.

While Service is not a required component of the instructor position, there will necessarily be several activities that overlap with their instructional roles. These activities will require regular collaboration with other course instructors and program leads along with a commitment to professional development to ensure effective instruction and the meeting of course and program objectives.

### Required Qualifications for Initial Appointment at the Instructor Rank:

- Master's Degree in Chemistry or closely related technical science and engineering field
- One year of teaching or teaching assistant experience at the college level
- Evidence of strong organizational, and written/verbal communication skills
- Demonstrated commitment to working with faculty, staff, student and communities to advance the principles of the ASU Charter.

### Retention/Renewal Criteria for the Instructor Position:

In accordance with university policy, instructors in SMS will be reviewed annually. This evaluation will be performed by members of the *Committee on Evaluation of Teaching Assistants and Instructors*, with final consideration by the School Director. Similar to other teaching faculty, this evaluation will include consideration of a self-review (submitted on Interfolio), student evaluations (completed for each course taught), and a peer evaluation (completed once per semester). Ratings will be prepared on a scale of 1-5:

<b>5 – Consistently Exceeds Performance Expectations</b>	<b>4 – Frequently Exceeds Performance Expectations</b>	<b>3 – Performance Expectations Fulfilled</b>	<b>2 – Inconsistently Fulfills Performance Expectations</b>	<b>1 – Fails to Meet Performance Expectations</b>
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These scores will be based on an instructor's overall teaching performance, curriculum development, instructionally related professional development, and leadership contributions within the unit.

At the end of each academic year, the School Director will determine which instructors should be renewed for the following year by considering these annual evaluations, consulting with program leads, and considering the overall needs of the unit.

### Promotion Criteria: Senior Instructor

Promotion recognizes a quality of work that exceeds the initial appointment and retention criteria. Candidates seeking promotion to Senior Instructor should have five years in rank at ASU and may count the year of application for promotion toward this eligibility requirement. Promotion is not based solely on time in rank and must be linked to a candidate's initiative, demonstrated commitment to student success, and sustained excellence at the rank of

Instructor.

Excellence may be demonstrated by but is not limited to the following:

- Sustained, high-quality instruction and the promise of continuing excellence as may be evident by such mechanisms as unit, peer, and student evaluations
- Diversified experience in multiple courses
- Active participation in the School of Molecular Sciences instructional and curricular development efforts, such as:
  - Recitation and lab activity development
  - Homework authoring
  - Discussion session management
  - Developing statements of purpose and learning goals for shared courses
  - Assessment and data analysis of teaching initiatives
- A record of collaboration and innovation in instructionally related activities, particularly as it pertains to foundational School of Molecular Sciences courses (e.g., general chemistry, organic chemistry, analytical chemistry, physical chemistry, biochemistry, etc.)
- Leadership and mentoring, particularly of newer instructors and graduate/undergraduate teaching assistants
- Nomination or selection for teaching awards
- Participation in special projects and initiatives related to teaching, professional organization, and outreach
- Career-related professional development such as professional training (i.e. teaching workshops), or presentation at workshops/conferences

### **Promotion Criteria: Principal Instructor**

Candidates seeking promotion to Principal Instructor should have seven years in rank at ASU and may count the year of application for promotion toward this eligibility requirement. Promotion is not based solely on time in rank and must be linked to sustained excellence at the rank of Senior Instructor.

Excellence may be demonstrated by but is not limited to the following:

- Assumption of regular leadership roles in course instruction and development
- Serving as the instructor of record for courses
- Regular mentoring and supervision in all aspects of the Instructor position
- Consistent development of instructional modalities and course materials/content in collaboration with other faculty
- Active engagement in student mentoring (i.e. TA training efforts, seminar courses, supervising honors projects, etc.)
- Holding a terminal degree (Ph.D., or Ed.D.) in Chemistry, Science Education, or a related field
- Significant participation and collaboration in the higher education community at the university, local, or international level through presentations at conferences/workshops and publications, grant-funding, etc.