



College/ Independent Unit	The College of Liberal Arts and Sciences
Academic Unit/ Department, if any**	Department of Psychology
Choose document type: Criteria for Promotion of Assistant and Associate Teaching Professors	
If bylaws, does it include criteria for promotion/continuing status/tenure?	
Please concisely list the ranks included in the criteria (if relevant). Associate Teaching Professor Full Teaching Professor	

Unit and college approval

Date of approval by the faculty and/or academic professionals	August 13, 2025
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Provost office approval

	Patricia Friedrich	October 8, 2025
Signature	Name	Date

Expectations and Criteria for Promotion of Teaching Professors
Department of Psychology
Arizona State University

This document presents heuristic criteria and considerations for evaluation of teaching professors for promotion by the Department of Psychology at Arizona State University (ASU). ASU employees may engage in or support teaching in a variety of capacities and titles. This document addresses departmental promotion criteria, governance, and process as they apply to those with the official title of Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor.

Department bylaws and criteria are intended to build upon and shall not supersede college, university, or ABOR governing bylaws, policies, or procedures.

Promotion to Associate Teaching Professor

To be considered for promotion to associate teaching professor, teaching professors are expected to exhibit:

- Effective teaching, as evidenced by such measures as:
 - Standard departmental student teaching evaluations
 - High-quality pedagogical techniques (use of appropriate and current instructional technologies; active learning principles)
 - Breadth of contribution (new courses taught/developed, and/or variety of courses taught)
 - Peer observations/ratings
 - Participation in professional development in relation to the teaching pedagogy and course content (e.g. webinars offered by ASU, attending teaching conferences, etc.)
- Participation in departmental activities and workshops related to programs of instruction
- Well-developed, up-to-date syllabi and course materials that reflect relevant standards of professional organizations, certifying bodies/boards, state boards, and/or national organizations
- Use of assessment techniques that tap into students' mastery of course content
- Professional demeanor in the classroom and other interactions with students, in and out of the classroom, including teaching assistants (TAs). Such behaviors include punctuality, making appropriate arrangements for class cancelations, professional communication with students, and professional interactions with students and

teaching assistants in and out of the classroom.

- Maintaining regular office hours and meeting the administrative expectations of the Department of Psychology for its instructional staff (including timely responses to requests for course planning and book orders, providing the department with copies of syllabi and course evaluations.)
- Adherence to the ASU Academic Affairs Manual.

In fulfillment of the **service** component of the job description, multiple examples from the following types of accomplishments may serve as suitable promotion criteria.

- a. Significant involvement in departmental, institutional, professional, and/or community service work as appropriate.
- b. A record of excellence in the management of activities used in support of the department's instructional or research missions.
- c. Evidence of effective outreach to K-12 schools or the general public.

Consideration for Promotion to Full Teaching Professor

Candidates for promotion to the rank of full teaching professor should show all of the above criteria at a level commensurate with the rank of full teaching professor. The strongest cases will show a pattern of these activities throughout the years at the Associate Professor rank as well as leadership with regard to teaching within the department, at the College/University, or regional/national community. The committee will focus in particular on performance since last promotion. Candidates will also be expected to have taken a greater leadership role in the kinds of **service** responsibilities enumerated above.

In addition to these criteria, candidates should demonstrate effective engagement with the undergraduate program in the ASU Department of Psychology and increasing knowledge of the teaching discipline, as represented by a combination of the following criteria:

- a) **Leadership in professional development related to the teaching assignment.** Examples include presenting at University workshops or study groups on teaching, organizing or creating short courses related to pedagogy or the subject matter of psychology or neuroscience, taking a leadership role in professional conferences on Teaching of Psychology or Neuroscience.
- b) **Enrichment/expansion of instruction in the fields of psychology and/or neuroscience.** Examples include contributions to textbooks, archival course materials, or online teaching materials available to others (beyond the instructor's own classes); preparing a course for online delivery; teaching a new course; innovating within existing courses; or conducting pedagogical research.
- c) **Substantial contributions to the Psychology Department Instructional Program,**

such as advising or mentoring students. For example, academic advising of undergraduate students, advising/mentoring graduate TAs, peer mentoring, or advising psychology/neuroscience-related student organizations. Administration and service related to the instructional mission of the Psychology Department. For example, management of programs, promoting undergraduate research, inclusive or outreach initiatives, leadership in department committees dealing with undergraduate instruction. Exceptional recognitions or contributions beyond the department. For example, teaching awards, grants, publications, presentations, or community outreach.

Procedure for Promotion of Teaching Faculty

University requirements specify 5 years of full-time university experience, the majority of which need to be at ASU to be considered for promotion to Associate Teaching Professor. University requirements specify 7 years of full-time university experience to be considered for promotion to full teaching professor, provided there is a sufficient amount of time at the Associate rank to demonstrate excellence and the promise of continued excellence. The year of application may be counted toward this eligibility requirement.

Candidates for the rank of Associate Teaching Professor must demonstrate outstanding teaching as evidenced by the criteria elucidated above.

Candidates for Full Teaching Professor must demonstrate sustained excellence in teaching as described in Section I as well as meet multiple criteria delineated in Section II.

A three-person committee of faculty members will be formed to evaluate the candidate's credentials for promotion: one career-track teaching faculty member, one tenured faculty member, and another career- or tenure-track faculty member. This committee shall review the candidate's materials. The Committee chair shall ensure that all aspects of the case are thoroughly discussed at a face-to-face meeting. The chair of the committee shall draft a letter summarizing the strengths and weaknesses of the case and should make a recommendation regarding promotion. This letter shall be reviewed by the other committee members and all three committee members shall affix their signatures. The committee's letter is forwarded to the department chair and becomes part of the official case file.

For information about promotion processes once deliberations move outside the Department, please request an updated copy of the "Process Guide for Promotion of Career-Track Faculty" from Psychology Department business-office staff.