



College	College of Global Futures
Unit	School of Sustainability
Document	Criteria for Instructor promotions

Unit and college approval

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Provost office approval

	October 16, 2025
Vice Provost for Academic Personnel Patricia Friedrich	Date

Office of the University Provost

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1. Instructors

- 1.1. Position description: Instructors, Senior Instructor, Principal Instructors are annual fixed-term faculty whose primary responsibility is teaching undergraduate and graduate courses. A Senior Instructor has a minimum of five years of college-level teaching experience or equivalent experience ([ACD 505-02](#)). A Principal Instructor has a minimum of seven years of college-level teaching experience or equivalent experience. Workload for instructors is generally expected to be 100% teaching.
- 1.2. Position core responsibilities. Instructors' primary responsibilities are to teach courses in SOS degree programs and mentor students enrolled in these courses. Senior and Principal Instructors' teaching responsibilities expand to include responsibilities for maintaining or updating course material. Additionally Principal Instructors provide leadership roles such as serving as the course custodian for a course and developing new course materials.
- 1.3. Eligibility for Promotion from Instructor to Senior Instructor. Eligibility for promotion to Senior Instructor is based on time in rank at 100% teaching appointment, as well as demonstrated excellence in teaching and mentoring students enrolled in their courses. Instructors are eligible to apply for promotion to Senior Instructor in their fifth year. The Instructor going up for promotion has generally a minimum of five years of college-level teaching experience or equivalent qualifications and experience.
- 1.4. Eligibility for Promotion from Senior Instructor to Principal Instructor. Seven years of college teaching or equivalent is expected for this promotion, with five years at Arizona State University. Candidates for the promotion should demonstrate evidence of continued excellence and effectiveness in teaching, as well as evidence of maintaining quality course content. The Senior Instructor going up for promotion has generally a minimum of seven years of college-level teaching experience or equivalent qualifications and experience at 100% teaching appointment.

2. Evaluation Criteria for Instructors

2.1 Instructors will be evaluated in relation to the expectations associated with their teaching. Excellence in teaching is evaluated in relation to SOS's mission and ASU's Charter. Instructors would be assessed in relation to the following criteria, always commensurate with their core responsibilities and written agreement with SOS:

- Deliver high quality of teaching to ASU students through formal classes.
- Demonstrate excellence in mentoring students enrolled in their courses.
- Create an inclusive and supportive learning environment, such that students of all backgrounds and capacities can thrive with explicit attention to the ASU Charter.

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- For Senior Instructors, excellence in maintaining and updating course material.
- For Principal Instructors, excellence in maintaining and updating course material and providing appropriate leadership and course development.

2.2 Type of Evidence to be Provided. Any candidate shall include evidence of excellence in teaching and mentoring. Evidence of teaching excellence is normally included in the promotion request dossier (see Process Guide for Career-track Faculty Promotion), which should include at least three different types of evidence of teaching excellence, and one of which must be the candidate's Summary of Student Evaluation as required by ABOR policy. Candidates should work with the SOS Director to identify appropriate materials that would effectively demonstrate an engaged effort to improve/sustain excellence in teaching and mentoring. The types of evidence may include, but are not limited to:

- A record of favorable teaching reviews conducted by career-track or tenure line faculty. Ideally there should be three such peer reviews for different courses or course sections over different sessions conducted by different reviewers.
- Evidence of student success in courses taught (required)
- Teaching or mentoring recognition/honors/awards
- Evidence of successful mentoring, both in formal (e.g., committees) and informal settings
- Evidence of student career success related to the candidate's teaching or mentoring
- Evidence of maintaining and updating course materials or developing new course content
- Evidence of continuing professional development, such as participation in workshops, panels, and seminars

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