



International Affairs Program

UNIVERSITY OF COLORADO **BOULDER**

International Affairs Program Reappointment and Promotion of Teaching Professors Policy

Effective: Spring 2023

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I. Preamble

The Program on International Affairs (IAFS) explains by means of this policy statement the procedures and standards that it will use in evaluating teaching faculty/instructors for reappointment, tenure, and promotion. The evaluation process will comply with policies of the Board of Regents as described in its Standards, Processes, and Procedures (SPP) document, and with the University of Colorado Boulder campus policy outlined in the University of Colorado Administrative Policy Statement entitled, [“Titles, Roles, Appointment, Evaluation and Promotion of Non-Tenure-Track Faculty in Teaching and Librarian Positions.”](#) Additionally this process will comply with the University of Colorado Boulder’s Office of Faculty Affairs [“Reappointment, of Instructor Rank Faculty”](#) policy as well as the College of Arts and Sciences [“Reappointment and Promotion of Teaching/Clinical Faculty”](#) policy. All University of Colorado Boulder faculty

are also subject to the rights and responsibilities outlined in the document “[The Professional Rights and Responsibilities of Faculty Members and Roles and Professional Responsibilities of Academic Leaders.](#)”

The criteria for reappointment and promotion noted herein advance the goal of offering a first-rate undergraduate education at a research university (“T1 at the R1”). To realize this goal, the College of Arts and Sciences views teaching and tenure-track faculty as critical partners in setting the criteria for the professorate of the future.

Note that this document uses both job titles (instructor, senior instructor, and primary instructor) and working titles (teaching assistant professor, teaching associate professor, and teaching professor) when describing reappointment and promotion.

II. Teaching

Any assessment of teaching for reappointment and promotion should take into account multiple measures. The Office of Faculty Affairs has [prepared guidance on multiple measures of teaching.](#)

The [Quality Teaching Initiative](#) in the College of Arts and Sciences offers a robust set of resources on teaching.

III. Criteria for Reappointment

The College of Arts and Sciences policy for reappointment timelines, procedures, and definition of terms for reappointment for teaching professor levels can be found at The College of Arts and Sciences [Reappointments/Promotions website.](#)

The College of Arts and Sciences guidance on criteria and evidence of fulfilling criteria for reappointment can be found at [Reappointment and Promotion of Teaching/Clinical Faculty.](#)

Reappointment at all IAFS teaching professor levels requires the following in both Teaching and Service:

Teaching (excellence required for reappointment)	Service (meritorious required for reappointment)
<i>Meritorious:</i> fulfills duties according to terms of contract and, if relevant, as defined by contract and MOU. <i>Excellence:</i> demonstrates competence in teaching as measured by multiple measures of teaching and is engaged in ongoing efforts to improve teaching	<i>Meritorious:</i> demonstrates service impact within IAFS according to terms of contract and, if relevant, MOU

The approval of the IAFS director and, if relevant, the chair/director of the teaching professor’s home unit are required for expedited review. The dean may also request a full review.

IV. Criteria for Promotion

Please reference The College of Arts and Sciences [Reappointments/Promotions website](#) for promotion for timelines and definition of terms for promotion for instructor levels. The criteria below are from the aforementioned website.

1. The criteria for promotion from teaching assistant professor or instructor to teaching associate professor or senior instructor should include criteria for meeting the standard of “excellent” in teaching. Teaching “excellence” typically carries the expectation that the individual has made significant contributions to pedagogy, curriculum and student learning in the classroom and for the primary unit.
2. The criteria for promotion from teaching associate professor or senior instructor to teaching professor or principal instructor should include criteria for a record of distinction. A “record of distinction” carries the expectation that the individual has made a major impact in the disciplinary unit (e.g., on pedagogy and curriculum) and its students, typically one that extends to considerable impact on the campus generally and a role in national or international discussions related to the individual’s focus of teaching or related to curriculum and/or pedagogy. Units can interpret the mix of “campus” and “beyond campus” contributions in ways that reflect the nature of the unit or discipline and the work the candidate has been asked to perform.

See below table for specific promotion criteria based on level which the individual is being promoted to. To demonstrate the Teaching and Service criteria, see Multiple Measures of Teaching and Service listed in the College of Arts and Sciences website [Reappointment and Promotion of Teaching/Clinical Faculty](#).

Promotion to...	Teaching (excellence required for promotion)	Service (meritorious required for promotion)
Primary Instructor (Teaching Associate Professor)	<p><i>Meritorious:</i> fulfills duties according to terms of contract and, if relevant, MOU.</p> <p><i>Excellence:</i></p> <ul style="list-style-type: none"> -demonstrates competence in teaching as measured by multiple measures of teaching -engaged in ongoing efforts to improve teaching 	<p><i>Meritorious:</i> demonstrates service impact within IAFS according to terms of contract and, if relevant, MOU</p>

Sr. Instructor (Full Teaching Professor)	<i>Meritorious:</i> -demonstrates competence in teaching as measured by multiple measures of teaching -engaged in ongoing efforts to improve teaching <i>Excellence:</i> demonstrates an impact beyond the unit (college, campus, regionally or nationally). In addition to the impact examples listed in the A&S document, public scholarship and public education will also be considered examples of impact beyond the unit.	<i>Meritorious:</i> demonstrates service impact both within IAFS and beyond (college, university, regional, national, community, etc.)
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V. IAFS Program Review Process

The below process for the IAFS Program Review Process is subject to any MOUs between units for joint hires. What is outlined is the general process for the IAFS Program, but the process may vary depending on the content of the MOU.

A. Primary Unit Evaluation Committee (PUEC)

The IAFS Program Director selects members for the Primary Unit Evaluation Committee (PUEC) from the IAFS Faculty Committee. PUEC members must be eligible to vote on the relevant reappointment or promotion case (see table below for voting eligibility). The PUEC along with the IAFS Program Director and the candidate for reappointment and/or promotion compile the documents required for the Dossier/Portfolio as outlined in the College of Arts and Sciences [Reappointment and Promotion of Teaching/Clinical Faculty](#). The PUEC compiles the full dossier for the candidate and presents it to the IAFS Faculty Committee to vote on the Reappointment and/or Promotion case.

B. Voting Eligibility

Table 1 shows the faculty members eligible to vote for **promotion** (and concurrent reappointment) of teaching professors or instructors.

Table 1.

Eligible voters:	Tenure/Tenure-Track Faculty			Teaching Professors/Instructors		
	Assistant	Associate	Full	Assistant	Associate	Full
Promotion to:						
Associate	No	Yes	Yes	No	Yes	Yes
Full	No	No	Yes	No	No	Yes

Table 2 shows the faculty members eligible to vote for **reappointment** of teaching professors or instructors.

Table 2.

Eligible voters:	Tenure/Tenure-Track Faculty			Teaching Professors/Instructors		
	Assistant who has gone through reappointment	Associate	Full	Assistant who has gone through reappointment	Associate	Full
Reappointment to:						
Assistant	Yes	Yes	Yes	Yes	Yes	Yes
Associate	No	Yes	Yes	No	Yes	Yes
Full	No	No	Yes	No	No	Yes

There must be a minimum voting membership of at least five eligible faculty members. If there are not five eligible faculty members, the Program Director will supplement the voting membership with eligible faculty members from the IAFS cognate departments. Per campus policy, supplementing the voting membership of the primary unit requires the review and approval of the Dean.

C. Faculty Committee Vote

After the PUEC report is complete, the Program Director invites faculty eligible to vote in the personnel case to discuss the candidate's record and vote by secret ballot, as well as sets a deadline for ballots to be received. Sample ballots can be found on the [College of Arts and Sciences Reappointments/Promotions website](#).

Ballots that are internally inconsistent (for example, recommending reappointment but not recommending excellence in teaching) or ballots that leave one or more questions unanswered are treated as invalid. Reports of the departmental vote include the number of valid and invalid ballots. Still, the reported vote totals for component ratings and the reappointment or promotion question are based only on valid ballots.

When ballots are received, the IAFS Program Director and a member of the PUEC count the ballots and report the results to the candidate and IAFS Faculty Committee in the PUEC report. The IAFS Program Director includes a summary of the faculty discussion of the case including the specific vote tallies in the dossier/portfolio submitted to The College of Arts and Sciences.

VI. Final Steps

Further steps of the process of submitting the Reappointment/Promotion case are outlined on The College of Arts and Sciences [Process website](#). The candidate receives a copy of the submitted dossier/portfolio and a copy is kept in the Program's faculty files.

Revision History: