

Appendix PUC.INST – Primary Unit Criteria for Instructor Track Faculty

Governing Rules and Policies:

1. Campus Administrative Policy 1019D: Instructional, Research, And Clinical Faculty Appointments
2. CU Administrative Policy Statement 5060: Faculty Appointments

Approved by Faculty: May 6, 2024

Approved by Dean: June 4, 2024

Approved by Provost: September 16, 2024

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PUC.INST.1 – Primary Unit Criteria for Promotion to Senior Instructor

APS 5060 states that, to be promoted to the rank of Senior Instructor, the candidate should have at least a master's degree or equivalent experience and a record of successful teaching experience.

For promotion to the rank of Senior Instructor in the Department of Mathematical and Statistical Sciences, in addition, the following Primary Unit Criteria must be met:

1. A record of excellent teaching spanning at least five years. At least three of those years must be at CU Denver. Evidence of such excellence should include:
 - a. Highly effective to outstanding classroom teaching in courses taught at CU Denver, determined in relation to the departmental criteria for evaluating classroom teaching.
 - b. FCQ ratings.
 - c. Peer evaluation of courses, including classroom observation, and a review of course materials.

Additional evidence of teaching excellence may include, but is not limited to:

- d. Demonstrated success in teaching of a variety of courses.

- e. Documentation of efforts at pedagogical development, demonstrating a commitment to a continuous process of improving and enhancing one's teaching and learning methods, strategies, and approaches.
 - f. Development of high quality instructional materials.
 - g. Demonstration of student learning through public dissemination of student work.
 - h. Participation in individualized instruction such as overseeing independent studies, supervising student projects, or writing detailed and specific letters of recommendation for students.
 - i. Participation in local, national, or international professional organizations
 - j. Teaching awards.
2. A record of leadership and service that has consistently met or exceeded expectations in relation to departmental criteria for evaluating leadership and service and in relation to the workload distribution specified in the faculty member's employment contract.

PUC.INST.2 – Primary Unit Criteria for Promotion to Principal Instructor

APS 5060 states that, to be promoted to the rank of Principal Instructor, the candidate should have at least a master's degree or equivalent experience, and a consistent record of excellent teaching and pedagogical development since being appointed as Senior Instructor.

For promotion to the rank of Principal Instructor in the Department of Mathematical and Statistical Sciences, in addition, the following Primary Unit Criteria must be met:

1. A consistent record of excellent teaching since being appointed as a Senior Instructor. Evidence of such excellence should include
 - a. Highly effective to outstanding classroom teaching in relation to the departmental criteria for evaluating classroom teaching.
 - b. Development of high-quality instructional materials.
 - c. FCQ ratings.
 - d. Peer evaluation of courses, including classroom observation, and a review of course materials.

Additional evidence of excellence may include, but is not limited to

- e. Successful teaching of a variety of courses.
- f. Demonstration of student learning through public dissemination of student work.

- g. Participation in individualized instruction such as overseeing independent studies, supervising student projects, or writing detailed and specific letters of recommendation for students.
 - h. Publications related to educational and/or scholarly activities.
 - i. Active participation in local, national, or international professional organizations.
 - j. Teaching awards.
2. A record of pedagogical development demonstrating a strong commitment to a continuous process of improving and enhancing one's teaching and learning methods, strategies, and approaches. Evidence of such a record can include, but is not limited to:
- a. Innovation and adaptation of teaching methods.
 - b. Application of best practices learned from professional development workshops, conferences, or courses focused on pedagogical techniques.
 - c. Linking learning outcomes to course design.
 - d. Self-assessment of teaching practices, which identifies areas for improvement, sets goals for professional development, and evaluates progress in achieving those goals.
 - e. Analysis of student performance data, which assesses the impact of instructional strategies on student learning outcomes.
 - f. Portfolios that showcase the faculty member's teaching philosophy, lesson plans, assessments, and evidence of student learning.
 - g. Dissemination of pedagogical or classroom materials, such as publications related to educational and/or scholarly activities, presentations at conferences, etc.
3. A record of leadership and service that has consistently met or exceeded expectations, and which demonstrates leadership in improving instruction at CU Denver.
4. An overall record since being appointed as Senior Instructor that, taken as a whole, is excellent.

PUC.INST.3 – Amendments

These primary unit criteria may be amended by a two-thirds written vote of all tenured and tenure-track faculty members followed by approval by the Dean of CLAS followed by approval of the Provost. Faculty members on sabbatical or on leave will not be counted unless they opt to cast a vote. The vote cannot be taken until one week after debate has ended on the proposed amendments.