

**COLLEGE OF AGRICULTURE LIFE AND ENVIRONMENTAL SCIENCES (CALES) CRITERIA FOR
INSTRUCTORS, CAREER TRACK
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The title of *Instructor, Career Track* (Non-Tenure Eligible, NTE) is for faculty members whose primary contribution is to the instructional mission of CALES. *Instructors* are appointed within a CALES academic unit, have all of the privileges and responsibilities of faculty members in the unit, and are evaluated annually in a similar manner as other faculty members in the unit; policies for appointments are included in Chapter 3 of the *University Handbook for Appointed Personnel* (UHAP). *Instructors* shall have the rights, remedies, obligations, and duties of other Career-Track faculty (NTE) members, except as specifically stated below and/or are limited by either ABOR policy or by UHAP.

Instructor positions within CALES share some of the same responsibilities as *Professors of Practice, Career Track*, but differ in the following: *Instructors* are not assigned a 10% Service expectation; rather, *Instructor* positions at 1.0 FTE may be assigned a 10% FTE for instructional responsibilities outside of the classroom, e.g., attending regular meetings of the faculty, participation in Faculty Learning Communities, and/or other professional development opportunities. In addition, while *Professors of Practice* are often hired following a period during which they have established themselves by expertise and achievements in an academic discipline in CALES, *Instructors* may be early-career positions. Finally, a faculty member assigned to an *Instructor* position might be expected to fill a pressing, short-term need for a department, such as filling in for a faculty member on sabbatical or medical leave; these positions are not designed to be long-term instructors of core courses (such instructional appointments would more often be filled by *Professors of Practice*). *Instructors* are not expected to provide teacher training or mentoring to fellow faculty; rather, fellow teaching faculty would be expected to mentor *Instructors* who are at the early stages of a teaching career.

Qualifications for Appointment to Instructor, Career-Track

Instructors are appointed to CALES without additional rank distinction; that is, *Instructor* refers to both title and rank. The initial appointment will be for one year and, assuming satisfactory performance and continuing departmental need, can be renewed in successive years, in one-year increments. Initial appointment is contingent on completion of a graduate degree in the relevant area of study. *Instructors* will teach assigned courses in accordance with their contractual agreement and must demonstrate a high level of success in Instruction using metrics outlined in the following paragraph. These positions will utilize teaching strategies that promote a learner-centered instructional environment. *Instructors* will serve as voting members of the faculty in their units in accordance with UHAP guidance on voting rights for Career-Track faculty.

Instructors will consistently deliver courses with (1) rigorous and engaging pedagogical approaches; (2) observable and measurable student learning outcomes appropriate to their unit; and (3) demonstrable quality in the classroom, defined by (for example) teaching

evaluations at or above scores of comparison group means and/or positive peer reviews.

Instructors will participate in supervising GTAs/Preceptors assigned to their classes, including regular meetings with assigned assistants, detailed guidance on grading and other expectations, and a demonstrated ability to seek and implement suggested feedback.

Instructors may serve as members of Ph.D., M.S., or undergraduate research committees after receiving permission to do so by the Graduate College and/or the Honors College. Such permission is granted on a case-by-case basis, and is in part, dependent upon the level of graduate study attained by the *Instructor*.

Criteria for Annual Performance Review

Renewal of appointments/contracts will be based upon annual performance reviews by the CALES unit head with assistance of the respective annual performance review committee. The annual performance review should consider these *Instructor Guidelines* with review information provided in UA Vitae. Peer review of annual performance will be done by the unit's faculty review committee, with a minimum of three teaching-focused faculty (*Professors of Practice* or *Instructors*) included on the committee. Generally, the standard for renewal of *Instructor* includes successful and impactful teaching, evidenced by peer review observations of classroom teaching, student feedback, and other departmental guidelines, while maintaining the standards of excellence described in the appointment/promotion criteria above.

At the initiation of the annual review process, each *Instructor* must complete a packet that reflects their accomplishments in instruction and related measures and accomplishments. The unit head will provide annual reviews to the faculty that include a letter of evaluation and a statement of progress toward renewal of the contract.