

PROMOTION CONSIDERATION CHECK-OFF LIST

Name _____

Check-off list to determine whether faculty member meets the minimum requirements for consideration for promotion:

1. The faculty member holds a full-time appointment in one of the following academic ranks (see TTU Policy 206 - Faculty Promotion, Section V.)
 _____ a. instructor _____ b. senior instructor _____ c. master instructor

2. For promotion to senior instructor, the faculty member
 - _____ Provides documented evidence of ability in teaching and/or research/scholarship/creative activity and/or service/outreach.;
 - _____ Provides documented evidence of high quality professional productivity which may lead to national recognition in the academic discipline, and/or consonant with the goals of the university and of the academic unit to which the faculty member belongs;
 - _____ Has a minimum of a Master's degree from an accredited institution in the instructional discipline or related area;
 - _____ has completed five full academic years at the rank of instructor at the end of the academic year during which the faculty member is applying for promotion to senior instructor;
 - _____ Shows evidence of good character, mature attitude, and professional integrity.

- For promotion to master instructor, the faculty member
 - _____ provides documented evidence of teaching excellence and superior contribution to student development or superior scholarly or creative activity will contribute to the positive record of the candidate for advancement to the rank of Master Instructor. Since there is no higher rank as an Instructor, promotion to Master Instructor is taken with great care and requires a level of achievement beyond that required for Senior Instructor. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the university and the larger academic community;
 - _____ provides documented evidence of sustained high quality professional productivity and national recognition in the academic discipline or sustained high quality professional productivity in the academic discipline that is consonant with the goals of the university and of the academic unit to which the faculty member belongs;
 - _____ holds a minimum of a Master's degree from an accredited institution in the instructional discipline or related area;
 - _____ has completed five full academic years at the rank of senior instructor at the end of the academic year during which the faculty member is applying for promotion to master instructor;
 - _____ shows evidence of evidence of good character, mature attitude, and professional integrity.

_____ The faculty member has indicated in writing that he/she wishes to be considered for promotion.

_____ Exceptions to the above minimum rank qualifications may be made by recommendation of the President. If this candidacy represents a request for promotion by exception, check this item.

Completed by _____

Position _____ Date _____