

**College of Nursing Promotion to Senior Instructor  
Statement of Procedures and**

for review at the college/school level where they must be clearly indicated in an extra section of the

Instructor and outlining the criteria for promotion to Senior Instructor. The letter should also include a list of the materials submitted to the Department Chair. The candidate should indicate whether or not he/she was assigned any advising duties.

**Curriculum Vitae.**

The candidate must supply a copy of her/his curriculum vitae usingii ( )T8 Td( )TjEMC w 2.432 0 T ey9Tc 0 Tw



#### **Section 4. Recommendations**

Recommendation reports signed by the Departmental Review Committee, Department Chair, College Review Committee, and the Dean are added at appropriate stages after the portfolio is submitted.

#### **Section 5. Promotion Criteria**

A copy of the Promotion to Senior Instructor criteria of the Department and/or College should be included.

#### **Supplementary Materials.**

Candidates must upload copies to Watermark Faculty Success (formerly Digital Measures) of all scholarly presentations, publications and documentation of exhibits, productions, and performances as well as other documents evidencing teaching, research/creative activities, and service during the years in rank or the probationary period.

Watermark Faculty Success (formerly Digital Measures) file sizes are limited to 100 MB per uploaded file. In the event that a candidate's supplementary materials exceed this file size, the candidate may make a request to the dean that a supplemental file is needed in the google drive.

#### **The Department Promotion Committee Responsibilities**

All members of the Department Promotion Committee are responsible for the strictest professionalism and confidentiality during and after the review process. Membership on a Promotion Committee to Senior Instructor includes: senior instructors, associate professors, and full professors.

#### **Committee Deliberation**

The Department Promotion Committee is expected to determine if the candidate for promotion to Senior Instructor exhibits: evidence of excellence in teaching and in student advising or equivalent academic activity, evidence of professional

teaching and student advising, professional development, and service.

In the case of split decisions, the Department Promotion Committee recommendation must clearly represent both the majority and minority viewpo

## Summary for Promotion to Senior