

- Creating travel study, international study, or other innovative means of course delivery;
- Participating in teaching workshops, planning meetings, and curriculum-development sessions;
- Using technology in innovative ways that enhance the Department's pedagogical goals;
- Serving as a teaching mentor to other faculty within the institution;
- Community engagement that is consistent with the candidate's teaching, service, and/or research interests;
- Fulfilling service leadership roles within the Department;
- Playing a significant role in campus programs or initiatives.

### **B) Application Process**

Instructors who wish to be considered for the rank of Senior Instructor should first discuss their desire with the Department Chair. They will then work with the Chair to create a dossier, which will be reviewed by the Communication Department's TTF and other Senior Instructors, who will evaluate the case made for excellence. At least a two-thirds vote is required at the Departmental level to send the dossier to the Dean's Office. If approved at the Departmental level, the Department Chair will forward the recommendation and vote to the Dean, who will notify the candidate of approval or non-approval of the appointment. The case for promotion will be made in the spring semester, with any approved promotions taking effect the following fall.

Dossiers must include these elements, in this order:

- A cover letter written by the Department Chair;
- A summary letter written by the candidate;
- A *vita* that utilizes the specified CU Denver format;
- A statement of teaching philosophy;
- A statement of leadership, administrative, service, or research and creative work contributions;
- FCQs from the past five years (quantitative and qualitative);
- Peer evaluations of teaching;
- Syllabi and sample assignments;
- At least two letters of recommendation from the Department's TTF and/or senior instructors;
- Other documents that bolster the case for excellence (sample student work, teaching awards, etc.) are also welcomed but not required.

## **XIV. HIRING PROCEDURES FOR THE CLINICAL TEACHING TRACK & CRITERIA FOR PROMOTION WITHIN THE CLINICAL TEACHING TRACK**

The criteria for the appointment of faculty to the Clinical Teaching Track (hereafter referred to as *CTT*) are given in The Laws and Policies of the Regents of the University of Colorado, the CU Denver Campus, and CLAS policies. All Department of Communication hiring procedures for *CTT* faculty follow the protocols established in these documents.

The CLAS CTT policy states that “The specific expectations and criteria for evaluation of teaching, service and scholarly activity will be determined by primary units in CLAS and must be approved by the Dean and the Provost. Teaching must be the primary area of appointment with at least 51% effort in this area. Additionally, CTT faculty members should be engaged in at least 10% time/effort in the other areas—research/creative/scholarly activities; and 10% leadership and service. Primary units can request deviations from this typical appointment, but such requests require approval by the Dean. Also, any changes in initial appointment (80/10/10) to the time/effort in the service, research/creative/scholarly activities, or teaching areas would require approval by the Dean.”

In addition, the campus administrative policy “Clinical Teaching Track Faculty Appointments” states “CTT positions are not primarily administrative appointments; any administrative assignment for a CTT faculty member may be included within the leadership/service category or may require a separate contract and a part-time CTT appointment” (Section B, 1. B). Regardless of how the Department and the individual CTT faculty allocate such percentages of labor, all CTT faculty are expected to demonstrate continued professional growth in their fields.

### **Promotion to the Rank of Associate Professor CTT**

According to the CLAS CTT policy, “promotion or appointment to Associate Professor CTT marks a significant point in the development of a faculty member’s professional career. The individual must demonstrate excellence in teaching as well as significant contributions in the other areas.”

The following guidelines identify the general parameters that guide the Department of Communication’s evaluations of CTT faculty in teaching, service, and scholarly activity. These summary comments align with the more detailed evaluative criteria included in the Department’s Bylaws; CT faculty are therefore encouraged to study that document carefully.

In short, for promotion to the rank of Associate Professor CTT, the faculty member must demonstrate:

- Excellence in teaching;
- Meritorious contributions in the other areas of effort; and
- Continuing professional development in the area of scholarly and teaching activity.

### **Criteria for Teaching**

The Department measures teaching excellence through multiple methods, including but not limited to FCQ scores, regular peer observations, unsolicited and solicited student letters, teaching portfolios, and participation in teaching-enrichment activities. The Department expects that all courses include multiple forms of learning materials, multiple and rigorous modes of grading, and teaching methods consistent with widely accepted best pedagogical practices.

#### **A) Meritorious Teaching**

Teaching will be considered *meritorious* when the evaluation process demonstrates that the candidate has made a positive impact on the intellectual development of students in the context of formal course work. Evidence that the candidate has a genuine commitment to teaching, has

respect for students, and is likely to continue such commitment and respect are requirements for the *meritorious* distinction. Contributions may also be expected in curriculum development, student advising, and/or individual instruction. The extent of teaching activities expected will depend on the percentage of effort allocated in this area of labor; in conjunction with this allocation of labor, each individual contract for CTT faculty will contain a specific list of requirements for the secondary and tertiary areas of effort.

Furthermore, *meritorious* teaching requires a commitment to sound, relevant, and up-to-date instructional practices and also includes: a) FCQ averages within .75 points of Departmental averages, as based upon the FCQ's "Instructor Rating"; b) demonstration of sensitivity to student concerns and needs; c) staying current with course content and making course revisions as needed to meet this expectation; d) remaining accessible to students through office hours; e) being responsive to student questions and inquiries through personal or electronic means of communication; and f) preparing a state-of-the-art syllabus for each class.

Depending on the specific CTT faculty's labor allocation, *meritorious* teaching may also include: a) independent study supervision; b) chairing of thesis committee(s); c) substantial course revision work; d) informal student advising; e) presenting guest lectures in other courses; and f) engaging in pedagogical development activities such as teaching-related presentations, workshops, and public appearances.

#### **B) Excellent Teaching**

Teaching will be considered *excellent* when the faculty member demonstrates in addition to the *meritorious* category, a combination of four or more of the following: a) continued updating and development of course material as consistent with evolving best pedagogical practices; b) FCQs that are generally at or above the Departmental average as based upon the FCQ's "Instructor Rating" (accommodation can be made for aspects such as implicit bias, online, and large-lecture teaching); c) demonstrating a commitment to professional development by attending conferences and workshops; d) unsolicited student feedback; e) receiving teaching grants and/or awards; f) development of new instructional programs; and g) innovative enhancement of the Department's pedagogical practices.

#### **Criteria for Service and Leadership**

Service activities involve service to the Department, the College, the University, the profession, and multiple communities. The Department encourages CTT faculty to be diverse in their service activities.

#### **A) Meritorious Service and Leadership**

Service and leadership will be considered meritorious when the instructor performs the duties assigned in a competent and timely manner while, when possible, contributing to programmatic development in conjunction with those duties.

#### **B) Excellent Service and Leadership**

Service and Leadership will be considered excellent when the CTT candidate meets the exceeding criteria plus a) won a service award or b) has contributed to service on an institutional or disciplinary level beyond the department in alignment with the institution's mission.

### **Criteria for Scholarly Activity**

CTT faculty must commit between 10% and 20% of their professional effort to the development of their academic credentials. Such scholarly activity should result in convention presentations, published works in high-quality and peer-reviewed journals, books or book chapters, or other means of intellectual production and dispersal in accordance with widespread norms of professionalism.

CTT's scholarly production will be evaluated according to the Department's annual evaluation criteria, with those criteria adjusted proportionately according to the research allocation of the candidate's contract.

### **Promotion to the Rank of Full Professor CTT**

Faculty at this rank must have a minimum of five years at the rank of Associate Professor CTT. The criteria for promotion to the rank of Full Professor CTT are based on achievements well beyond that required for promotion to Associate Professor. Successful candidates will demonstrate excellent contributions in the primary area of effort and meritorious contributions to the other two areas. Work and accomplishments already reviewed and considered for promotion to Associate Professor CTT, although included in the dossier, will be given less weight in the review process in comparison to work done since promotion to the rank of Associate Professor. The record since the last promotion must show substantial, significant, and continued growth, development, and accomplishment in the primary area of effort and continued meritorious activity, bordering on excellence, in the other two areas. The process for seeking promotion to Full Professor CTT follows the same procedures as those employed for tenure-track and tenured faculty, as described in institutional policies.

## **XV. CRITERIA FOR PROMOTION, TENURE, AND POST-TENURE REVIEW OF TTF**

All Departmental criteria and policies for tenure, promotion, and post-tenure review are governed by the procedures and standards set forth by the Board of Regents of the University of Colorado and are outlined in the University of Colorado's Administration Policy Statement (APS) #1022, which also identifies the rights, responsibilities, and privileges of a candidate for reappointment, tenure, and/or promotion (<https://www.cu.edu/ope/policy/aps-1022-standards-processes-and-procedures-comprehensive-review-tenure-and-promotion> ).

### **1. Criteria for Tenure and Promotion to Associate Professor**

In accordance with Regent Policy, the Department requires that candidates for tenure and promotion to the rank of Associate Professor "demonstrate meritorious performance in each of the three areas of teaching, research/creative work, and leadership and service. . . . In addition, candidates must demonstrate excellence in either teaching or research/creative work." See Regent Policy 5M: <https://www.cu.edu/regents/Policies/Policy5M.htm>.