A. Introduction

1. This policy statement deals with hiring, reviews, reappointments, promotions, and other matters pertaining to full-time, full-year Instructors in the Department. It applies to part-time or part-year Instructors only when it refers explicitly to them. A "year" means a whole academic year of service, a fall together with the succeeding spring semester.

2. Decisions made by the Department under this policy are subject to approval by higher offices. The provisions and interpretations of this policy must be consistent with the policies of higher offices.

3. The Chair acts and speaks for the Department on personnel decisions. A decision herein said to be made by the Department is understood to be the responsibility and prerogative of the Chair, except as may be otherwise provided in the Department's policy statements and customs of governance. All decisions made under this policy by the Chair, or by the Executive Committee, are subject to policy direction and to review by the tenured faculty of the Department.

4. The Department reserves the right to interpret this policy statement, to decide policy in cases the statement does not cover, and in unusual circumstances to deviate from its provisions so long as the principles of equity and timely notice are still observed.

5. The Department intends to be a good employer and to provide a degree of job security through consistent procedures, reliable commitments expressed in written contracts, clear expectations, and assurance of timely notice. However, the following facts must be understood: Instructors are appointed for limited terms. The Department has no obligation to continue an Instructor's employment beyond the provisions of the current contract. The Department will decide how many Instructorships will exist and what the job descriptions will be. The reappointment of an Instructor will depend first of all on the availability of a position with an appropriate job description. Like other employees, Instructors are subject to dismissal for cause and to other disciplinary actions. Instructors will not normally be considered by the Department for promotion to professorial-rank positions.
6. An Instructor has Rank I when first hired and continues at Rank I until the appointment ends or promotion to Rank II occurs, but in no case for more than four years. If one is promoted to Rank II, it will be effective at the start of the fourth year. A person at Rank II continues at that rank until the appointment ends or promotion to Rank III occurs, but in no case for more than a total of seven years combined in Ranks I and II. If one is promoted to Rank III, it will be effective at the start of the seventh year. Instructors at Ranks I and II are appointed for terms no longer than one year. Instructors at Rank III may have multi-year rolling contracts if allowed by University policy. The approval of the tenured faculty will be required for any exception to the provisions of this paragraph.

7. Promotion to Rank II means that the Department intends, assuming good job performance, to continue employing the person through the seventh year. Promotion to Rank III means that the Department intends, assuming good job performance, to continue employing the person, with no limit set. But it may happen that the number of Instructorships on the Department's budget, or the number with a particular job description, will decline, so that those intentions cannot be carried out. If so, then the Instructors at each rank will have priority over those of lower rank. If it is necessary to decide the order of priority among the Instructors at Rank I or Rank II, the Executive Committee will do so. If it is necessary to decide the order of priority among the Instructors at Rank III, the tenure-track faculty will make the decision after receiving the recommendation of the Executive Committee.

8. If an Instructor so requests, the Department may, at its discretion, approve a change to part-time employment, leave without pay, or another type of leave for a specified period of time, subject to the requisite approval by higher University offices. Then, upon returning to full-time employment, the Instructor will resume his or her former status, title, and rank under this policy statement. However, if an Instructor ceases full-time service in the absence of such approvals, any further employment and the conditions thereof will be at the discretion of the Department, and even if full-time employment resumes, one may lose the former status, title, and rank. In any event, no period of service other than full years of full-time work shall count toward "years of service" in the sense of this policy statement.

B. Qualifications and Job Descriptions

1. In choosing an Instructor to hire, the Department will consider formal training in mathematics, evidence of the ability to teach effectively, the extent of teaching experience provided serious professional evaluations of teaching performance are in evidence, and other relevant credentials and experience. The formal training must include a Master's degree and a minimum of 18 graduate semester hours' credit in mathematics.

2. A job description will be associated with each Instructor position and will accompany the contract. Usually, the primary duty of an Instructor is highly competent classroom
teaching. One is expected to follow Department policies, and to support its instructional mission in other ways as the opportunities arise.

3. The Department will assign a teaching range to each Instructor, indicating the courses which the Department feels assured are within the person's competence to teach. One must be highly competent in the subject matter of those courses and in the teaching thereof. The Department will determine the range initially on the basis of formal training, but may change it in the light of teaching performance. One's range must include, at a minimum, a majority of the regularly offered Department courses numbered below 2000. An Instructor must have taught, during each of at least two semesters or summer terms, a course numbered 1431 or higher, in order to be promoted to Rank III.

4. Instructors are expected to participate, along with the professorial-rank faculty, in meetings and in votes that deal with curricular questions on courses numbered below 3000.

C. Reappointments and Promotions: General Provisions

1. The Department will decide whether or not to reappoint or promote an Instructor on the basis of his or her academic credentials, performance as a teacher, mastery of subject matter, service to the Department, adherence to Departmental policies, and overall value to the Department's instructional program. The Department intends to uphold high standards for promotion and to promote only those candidates who are highly competent at all their duties. All decisions will have a competitive component, and will be made with a view to achieving in the long run a roster of Instructors at Rank III who are optimally qualified to carry out their share of the Department's teaching mission.

2. All reappointment and promotion decisions will be affected by the number of positions that will be available in the next academic year, and in the long run, as determined by the Department. The Department intends not to allow the number of Instructors at Rank III to exceed the number of Instructorships which, by conservative projections, will in fact be needed for the long run. Accordingly, a limit is set: There will be no more than twenty-two Instructors at Ranks III for any given year.

3. There shall be a standing committee of the Department faculty called the Committee for Instructors (CFI). The CFI must conduct a review of an Instructor whenever it is mandated by Section D, and at other times when requested to do so by the Chair or by the Executive Committee. In its report on a review, the CFI is expected to make a recommendation as to the action that should be taken. It shall be within the province of the CFI to provide advice, information, and assistance to the Instructors; and also to recommend to the Department measures to provide opportunities for Instructors' professional development.

4. The Associate Chair for Instruction will chair the CFI. The Chair of the Department, with
the advice of the Executive Committee, will appoint the other members for one-year terms. The number of members may vary, but during each academic year must be at least the maximum of 6 and 2x, where x is the number of reviews being conducted. The membership will include at least one Instructor of Rank III.

5. All decisions to be made by a set of faculty require a meeting, called with ample notice, and a paper ballot provided to all of them who are in residence. In what follows, the voting faculty are the tenured faculty and the Instructors of Rank III. Votes cast do not include abstentions.

D. Reappointments and Promotions: Timetable and Procedure

1. In the case of a Rank I Instructor in the first year, the Chair will decide whether to allow the appointment to end with the first year or to offer reappointment for the second year. Written notice of the decision will be given by mid-February.

2. In the case of a Rank I Instructor in the second year, the CFI will conduct a partial review between early fall and mid-October. After receiving a report from the CFI, the Chair will decide whether to allow the appointment to end with the second year or to offer reappointment for the third year. Written notice of the decision will be given by mid-November.

3. For a Rank I Instructor in the second year for whom the decision of paragraph D.2 is favorable, the CFI will complete a full review by early spring. After receiving the report of the CFI and the recommendation of the Chair, the Executive Committee will decide whether to allow the appointment to end with the third year or to offer reappointment for the fourth year. Written notice of the decision will be given by mid-May. If this decision is favorable, then the Instructor is a candidate for promotion to Rank II.

4. For a Rank I Instructor in the third year who has become a candidate for promotion to Rank II, the CFI will conduct a full review, to begin in early fall and to be completed by early spring. After receiving the CFI report, the Executive Committee will make a recommendation. After receiving the CFI report and the Executive Committee's recommendation, the voting faculty will meet and consider whether to allow the appointment to end with the fourth year or to promote to Rank II. For promotion to be granted, two-thirds of the votes cast by the tenure-track faculty, as well as two-thirds of all votes cast, must be favorable.

5. For a Rank II Instructor in the sixth year, the CFI will conduct a full review in the fall semester. Early in the spring semester of the sixth year, after receiving the report of the CFI, the Executive Committee will make a recommendation. After receiving the CFI report and the Executive Committee's recommendation, the voting faculty will consider whether to allow the appointment to end with the seventh year or to promote to Rank III
effective at the beginning of the seventh year. The matter will be decided as stated in the next paragraph.

6. There will be one ballot by the tenure-track faculty and Instructors of Rank III on the candidates for promotion to Rank III in a given semester. Promotion will be granted if two-thirds of the votes cast by the tenure-track faculty as well as two-thirds of all the votes cast are favorable, unless the limitation of paragraph C.2 would thereby be exceeded. In that case, if \( n \) is the number of promotions that can be granted, then promotion will be granted only to the \( n \) candidates who receive the most favorable votes. Ties will be broken by the Executive Committee.

7. For an Instructor of Rank II or higher, if two consecutive annual evaluations state that the job performance is deficient, then the Chair may call for a full review by the CFI, to be considered by the Executive Committee and then by the voting faculty. The Instructor's employment may then be terminated, provided the Instructor is given 12 months' notice. Such a negative decision will require both a majority of the votes cast by the tenure-track faculty and a majority of all votes cast.

E. Reviews by the Committee For Instructors (CFI)

1. The Department will maintain a personnel file on each Instructor, open for the Instructor's inspection. This file must include the person's resume, annual reports, annual evaluations by the Chair, student evaluation data, information on courses taught, and the grade distributions (ABCDFW) in those courses. It may also include pertinent materials submitted by the Instructor. The Chair shall assure that the file is accurate and current whenever a review begins, and make it available to the CFI.

2. A review of an Instructor conducted by the CFI must result in a written record. A partial review must include, but need not be limited to, an interview by one or more members of the CFI with the Instructor, student evaluations, and reports by at least three members of the CFI on their observations of the Instructor's teaching. A full review must also include an analysis of at least one course taught by the Instructor. Such an analysis may include, but need not be limited to, the following: The Instructor's design of the course, an account of assignments and grading criteria, syllabus and other material made available to students on paper or electronically, information on the rate of student class attendance, and a copy of the final exam and at least one other test.
## Timetable in Brief

<table>
<thead>
<tr>
<th>Year</th>
<th>Rank</th>
<th>Procedure</th>
<th>Notification</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>Chair decides on reappointment for 2nd year.</td>
<td>Feb. 15</td>
</tr>
<tr>
<td>2</td>
<td>I</td>
<td>CFI partial review in fall. Chair decides on reappointment for 3rd year.</td>
<td>Nov. 15</td>
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<tr>
<td></td>
<td></td>
<td>If Yes, CFI completes full review by early spring, Exec. Com. decides on reappointment for 4th year.</td>
<td>May 15</td>
</tr>
<tr>
<td>3</td>
<td>I</td>
<td>If reappointment has been given for 4th year, CFI full review, completed by early spring. Faculty vote decides on promotion to Rank II. If no, the appointment ends at end of 4th year.</td>
<td>May 15</td>
</tr>
<tr>
<td>6</td>
<td>II</td>
<td>CFI full review in fall, completed by early spring. Faculty vote decides on promotion to Rank III. If No, the appointment ends at end of 7th year.</td>
<td>May 15</td>
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