Promotion Guidelines (Non-Tenured Teaching Track): College of Aeronautics

Reviewed and approved by the College faculty September 6, 2018

These guidelines may be reviewed and revised by the College of Aeronautics as needed and shall be reviewed at least every 5 years.

Overview

The College of Aeronautics faculty is comprised of highly qualified individuals from both academia and the aviation profession who work in harmony to execute the College’s primary educational function of preparing students for the inherent challenges associated with all facets of the aviation profession through effective teaching. Concomitant with these functions is promotion, which is earned by faculty members’ demonstration of overall excellence in teaching effectiveness, which includes teaching, advising, scholarly activities, professional development, and service. Faculty appointed as teaching professors are expected to have appropriate knowledge and experience in their field. They also are expected to develop their pedagogical expertise as they apply their knowledge and experiences to traditional classroom and/or online instruction, student mentoring and advising, and curriculum and professional development. Faculty who are hired and appointed to a teaching track are expected to remain active in their field.

Assistant Professor of Instruction

Faculty members considering promotion from Instructor to Assistant Professor of Instruction must meet the minimum qualifications for Assistant Professor of Instruction, and must have documented record of experience in each of the required areas that builds on their accomplishments at their last promotion in rank. Required areas of accomplishment are:

- Teaching excellence and advising
- Scholarly activities
- Professional development in education
- Professional development in their field
- Service

Minimum Qualifications

- A terminal degree in the discipline
- A minimum of 18 graduate semester hours of aviation-based course work or alternative qualifications in domain-specific industry experience in the area being taught
- Licenses/ratings or industry-based credentials appropriate to the courses being taught
- At least 3 years in the rank of Instructor or similar years experience in industry related to their field. This time may be waived once the faculty member has completed a doctoral degree.

Samples of Experience

Teaching Excellence and Advising

- Classroom observations conducted by peers, academic unit head, and/or Dean/Associate Dean
- Student evaluations
- Academic advisor for undergraduate students
- Eligible for membership on Graduate Faculty at master’s level
- Alternative qualifications based on domain-specific industry experience
Scholarly Activities

- Pedagogical activities such as curriculum development or course revision
- Demonstrated alignment among course content (curriculum) with outcome based student learning outcomes (SLOs) and assessment methods to document SLOs
- Alternative qualifications based on industry experience in their field.

Professional Development as an Educator

- Evidence of improvement in teaching skills and/or teaching materials
- Apply research-based best practices to improve instruction
- Participate in action research/teacher mentorship program
- Alternative qualifications based on domain-specific industry experience

Professional Development in the Discipline

- Discipline-specific professional development such as advanced qualifications or certifications
- Scholarly achievement related to
  - pedagogical research activities such as examining the effect different instructional strategies or resources have on achievement
  - attending conferences related to education or their field
  - presenting papers, participating on panels, or conducting workshops at education-related or conferences related to their field
  - domain-specific industry experience

Service

- Some service to the College, University, or discipline
- Active membership in professional organizations

Associate Professor of Instruction

Faculty members considering promotion from Assistant Professor of Instruction to Associate Professor of Instruction must meet the minimum qualifications for Associate Professor of Instruction, and must have documented record of experience in each of the required areas that builds on their accomplishments at their last promotion in rank. Required areas of accomplishment are:

- Teaching excellence and advising
- Scholarly activities
- Professional development in education
- Professional development in their field
- Service

Minimum Qualifications

- A minimum of 5 years in rank as Assistant Professor of Instruction or equivalent
- A doctoral degree related to their field

Samples of Experience

Teaching Excellence and Advising

- Recipient of recognition related to teaching or advising
- Industry recognition related to teaching activities
• Member of Graduate Faculty at doctoral level
• Member of thesis or dissertation committees

Scholarly Activities
• Creative instructional endeavors/scholarly activities such as
  — publishing education-related material
  — authoring domain-specific material

Professional Development as An Educator
• Pedagogical-specific professional development such as completing activities designed to
  improve teaching, participating in inservice programs, or taking enrichment courses

Professional Development in the Discipline
• Discipline-specific professional development such as completing industry or graduate-
  level courses related to the discipline
• Acquisition of additional academic qualifications, licenses/ratings, or credentials

Service
• Continued active membership in professional organizations
• Continued service to the College, University, or discipline with respect to improving
  teaching and training practices

Professor of Instruction
Faculty members considering promotion from Associate Professor of Instruction to Professor of
Instruction must meet the minimum qualifications for Professor of Instruction, and must have
documented record of experience in each of the required areas that builds on their
accomplishments at their last promotion in rank. Required areas of accomplishment:
• Teaching excellence and advising
• Scholarly activities
• Professional development in education
• Professional development in their field
• Service

Minimum Qualifications
• A minimum of 5 years in rank as Associate Professor of Instruction or equivalent
• A doctoral degree related to their field

Samples of Experience
Teaching Excellence and Advising
• Recipient of teaching-related recognition at the national level
• Major advisor to students’ thesis/dissertation committees
• Recognition from former students (undergraduate or graduate) whose professional and/or
  personal success is attributed directly to candidate

Scholarly Activities
• Improve domain-specific education at a national level such as helping to develop
  standards, accreditation or certification criteria,
• Develop education material such as textbook, book chapters, or similar material
• Develop new courses, curricula, or academic programs
Professional Development as An Educator
• Pedagogical-specific professional development such as completing graduate-level courses related to teaching

Professional Development in the Discipline
• Nationally and/or internationally recognized expert within their field

Service
• Serve as a mentor to junior faculty
• Leadership in professional organizations
• National and/or international recognition for service
• Perform peer-based classroom observations of faculty instruction
• Demonstrated leadership within the academic unit, College, University