

Promotion Guidelines for Instructional Academic Staff Department of Integrative Biology

updated 11/28/2018

These guidelines follow campus & [college promotional guidelines](#) within a biology context. Individuals vary on the progress they make within a position. Employees typically spend at least five years within a job category before being eligible for promotion. Exceptional performance reviews may be used for consideration in the promotional process. Employees should consult with their supervisor regarding their specific progress and performance within their position.

Assistant Faculty Associate:

- Assists in developing techniques and/or model programs for carrying out instructional goals in zoology/general biology courses.
- May help identify ways in which new techniques could be of assistance.
- May instruct students either in formal classroom/laboratory settings or in non-credit supplements to the formal course instruction as needed.
- Takes part in training teaching assistants in discussion and lab material of the course.
- Master's degree in disciplinary area and in-depth knowledge and experience or advanced training in the field is required for this position.

Associate Faculty Associate:

- Identifies instructional goals to be met, designs curriculum and/or techniques for accomplishing these goals and may train other staff in use of these techniques.
- Supervises teaching assistants and others carrying out these techniques, instructs students as needed, may train faculty and other instructional staff (teaching assistants) in use of instructional techniques and programs.
- Takes a leadership role for advocating TA professional development by nominating and supporting nominations of teaching assistants.
- Builds strong collaborations and works with faculty to develop new methods of advancing instruction in the field of biology.
 - This item does not apply to the Associate Faculty Associate managing Zoology 102, Animal Biology Lab, because there is no faculty associated with that course. However, the associate faculty associate is expected to develop new methods of advancing instruction in the field of biology by themselves or in collaboration with others such as peers, TAs, PAs and other individuals on campus who can provide expertise while gaining experience (such as Delta interns).
- May assist in development of grant proposals for funding of model instruction programs or programs that help advance students' understanding of the course material.
- Contributes to presentations and may make presentations to faculty and to staff members throughout the system and elsewhere on instructional programs and

techniques. Participates in workshops and other professional development activities. Through these activities the employee will prove that they have a strong interest in advancing their career in the field.

Faculty Associate:

- Designs curriculum and/or techniques for instruction in the field of zoology and biology.
- Suggests new ways of instruction in courses in the field of zoology and general biology.
- Supervises teaching assistants and others carrying out these techniques, instructs students as needed, trains faculty and other instructional staff (teaching assistants) in use of instructional techniques and programs.
- May develop grant proposals for instructional development; may serve as principal or co-principal investigator in grants to develop new teaching methods in the field of zoology and general biology.
- Presents evaluations of teaching methods and techniques to those in the institution and elsewhere.
- Is recognized by peers, nationally, for work in higher education in the field of Biological Sciences. National recognition can be earned through giving presentations at meetings and conferences and participating in workshops.
- May administer budget and personnel for instructional grants and programs.
- Authors/co-authors peer reviewed papers for publication in the field of instruction of zoology and general biology.

Distinguished Faculty Associate:

- A Distinguished professional performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of a professional at this level is commonly recognized by his or her peers and through a reputation which extends beyond his or her work unit. A Distinguished professional is expected to develop new approaches, methods or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, a professional can be expected to guide or train other professionals or to oversee their work.
- The Distinguished prefix is granted only after review by the Distinguished Prefix Review Committee (DPRC) composed of academic staff. (See [Distinguished Prefix Review Committee Policies and Procedures](#).)