

**Draft Language for
Criteria for Cases of Special Promotion
To be inserted immediately above section on
“Abrogation of Tenure or Termination of Current Appointment”
Approved by Handbook Committee, 5-0**

Under special circumstances, the Division Chair and Vice President for Academic Affairs may invite an Instructor to apply for promotion to the rank of Assistant Professor or an Adjunct faculty member to apply for promotion to a full-time position at the rank of Instructor or Assistant Professor. In such circumstances, the Procedures for Promotion described above still apply, though the contents of promotion dossiers and timeframes for application may differ from those defined in Section A.

Criteria for Promotion from Instructor to Assistant Professor

If invited by the Division Chair and Vice President for Academic Affairs, an Instructor with appropriate credentials may apply for promotion to the rank of Assistant Professor, regardless of how long that individual has served on the University faculty. An Instructor’s promotion dossier should, in the Supporting Evidence section, include all Annual Reports representing up to the previous five years of USAO employment. An Instructor who has held other academic employment (including graduate studies) within five years should include other materials from that timeframe, including research and creative productions, teaching materials from other institutions, evidence of academic service, and any other materials relevant to the case for promotion.

Criteria for Promotion from Adjunct Faculty to Instructor or Assistant Professor

If invited by the Division Chair and Vice President for Academic Affairs, an Adjunct faculty member with appropriate credentials may apply for promotion to full-time employment at the rank of Instructor or Assistant Professor. Administration may extend such an invitation regardless of how long the Adjunct has taught courses at USAO. Because Adjuncts do not submit Annual Reports, the Supporting Evidence section of the promotion dossier should include other relevant materials, including all USAO teaching evaluations from up to the previous five years, research and creative production, teaching materials from other institutions, evidence of academic service, and any other materials relevant to the case for promotion.