

Guidelines for Applications for Senior Teaching Appointments

The Senior Teaching Appointment offers departments a formal means to recognize non-tenure track faculty who have demonstrated excellence in teaching and have shown a long-term commitment to their department and the University. The Senior Teaching Appointment recognizes the experience and insight of these individuals and acknowledges their potential for making valuable contributions to faculty discussions within the department.

The procedures and minimum requirements for a Senior Teaching Appointment are stated in Section E.11 of the Academic Faculty and Administrative Professional Manual. Departments and colleges may set additional criteria beyond these minimum requirements. These additional criteria may be based on the annual evaluations or progress reviews for teaching faculty.

An applicant for a Senior Teaching Appointment should submit a professional curriculum vita, a list of all courses taught during the previous ten semesters of employment, and a letter of application that addresses accomplishments, teaching philosophy, and goals for the future. In general, the standard P&T form is not the appropriate format for STA applications.

An application for a Senior Teaching Appointment should include evidence that demonstrates a history of teaching effectiveness. Evidence of teaching effectiveness may include, but is not limited to, some of the following. An applicant is not expected to address a majority of these categories. When available, annual evaluations/progress reviews will often provide sufficient information (the applicant should check this with the department head/chair).

- Annual evaluations or progress reviews
- Course syllabi, assignments, and other course materials
- Examples of course improvements or improvements in teaching techniques
- Development of new courses or new teaching techniques
- Integration of service learning
- Signed written comments from students
- Peer evaluations of teaching
- Student course surveys
- Participation in professional development activities related to teaching Participation in education research

An application for a Senior Teaching Appointment may include other evidence of value to the department, college, and/or university. Such additional evidence may include, but is not limited to, some of the following. An applicant is not expected to address a majority of these categories.

- Honors and awards
- Contributions to advising or mentoring of students
- Participation in departmental, college, or university activities
- Engagement or outreach activities
- Professional affiliations and activities