

**IDTP Statement of Rules and Procedures, Criteria, and Standards
for Initial Appointment, Periodic Evaluation, and Reappointment
(Including Reappointment with Promotion) of Lecturer Faculty
&
Statement of Rules Describing Procedures, Criteria, and Standards for
Initial Employment, Reemployment, & Periodic Evaluations of Associate Instructors
within the LEAP Program**

**Submitted October 25, 2010,
by Carolyn Bliss, LEAP Program Director**

**Approved by LEAP Director [November 4, 2010] and LEAP Policy Board [January 19, 2011]
Approved by Senior Associate V. P. for Academic Affairs [November 4, 2010]
Approved by the University Interdisciplinary Teaching Programs Faculty Appointments Advisory
Committee [November 3, 2010], to take effect [January 1, 2011].**

This document implements University Policy 6-310 and University Rule 6-310 (IDTP), and readers should refer to that Policy and Rule; also see Policy 6-302 (faculty appointments).

<http://www.regulations.utah.edu/academics/6-310.html> <http://www.regulations.utah.edu/Rules/academics/R6-310.html>

I. Mission of and background on the LEAP Program

The goal of the LEAP Program is to provide a successful start for students entering the University, such that they connect with teaching personnel, student support staff, and fellow students, become fully engaged with the campus, are retained beyond the first year, and successfully transition into their majors. Ongoing assessment data demonstrate that LEAP is meeting these goals, as measured by comparisons of LEAP against non-LEAP students on first year GPA, credit hours attempted and completed in the first year, retention into the subsequent year, and timely graduation. On all of these outcomes, LEAP students outperformed non-LEAP students in 1491 pairs entering the U between 1999 and 2006, and matched for demographics (age, gender, race or ethnicity, high school attended, and University cohort) and for admissions index. The LEAP experience is correlated with particularly marked beneficial outcomes for women and students of color. (See www.leap.utah.edu, Research and Assessment, for details.)

For most LEAP students, LEAP is a two-semester sequence of seminars, keeping students with the same instructor and classmates. These three-credit hour sequential seminars together fulfill two general education requirements (normally one in humanities and one in social sciences) as well as the University's bachelor's degree requirement in diversity. Each first-year course has a Peer Advisor who helps students adjust to and become involved with the campus and community; these are typically outstanding sophomore "alums" of the program who are paid a stipend each semester for their services, attend every meeting of their assigned LEAP section, and also function as a cohort to plan program-wide social and service activities. The LEAP Student Advisory Committee, as envisaged in this document, is constituted by a subset of Peer Advisors.

In addition to the core seminars, LEAP students may elect linked courses in writing (LEAP shares the expenses

of fourteen sections of Writing 2010), library research strategies (all LEAP students complete and may receive credit for Writing 1060 classes), major selection (linked courses in LEAP 1050 or UC 1050 are available), or service learning (various LEAP sections carry elective additional service learning credit through LEAP 1300 or are themselves designated as fully service learning courses).

LEAP typically enrolls one-quarter to one-third of any incoming freshman class and is roughly 47% male and 53% female in makeup. LEAP is especially proud that it enrolls approximately twice the percentage of students of color (25-26%) as is reflected in the campus-wide student body.

From its beginnings in 1994 with three course instructors, five sections, and approximately 100 students, LEAP has grown to enroll 1000 students (as of census day, 2010) in 13 versions taught by 13 different instructors. In addition to ten two-semester versions for entering students, there are three multi-year versions of LEAP reserved for underrepresented students seeking careers in the law or in medicine and health. LEAP options are as follows:

- Exploration LEAP for any major or for students undecided about their majors;
- Residence Halls LEAP for students living in the Residence Halls;
- Service LEAP for students wanting extensive service experience and six hours of service learning credit;
- International LEAP pairing American and Sino Pathways or Global Pathways students;
- Architecture LEAP for future architects (alone among LEAPs, this version is listed as two Architecture courses and does not carry the LEAP prefix, nor satisfy the diversity requirement);
- Business LEAP (in classes for honors and regular Business students) for business majors;
- College of Health LEAP for majors in that college;
- Education LEAP for future teachers;
- Engineering LEAP, required in four College of Engineering majors and recommended for all engineering majors;
- Fine Arts LEAP for majors in that college;
- Health Sciences LEAP, a four-year pipeline offering one course each fall and spring semester to underrepresented students going into health or medicine;
- Health Sciences LEAP for Transfer Students, a two-year version of the four-year Health Sciences LEAP for underrepresented transfer students seeking careers in health or medicine;
- Pre-Law LEAP, a three-year pipeline offering one course each fall and spring semester to underrepresented students, including women, seeking careers in the law.

Future plans call for the resurrection of a temporarily suspended two-year version of the program for underrepresented students in engineering, including women, and the implementation in the fall of 2011 of a Veterans LEAP for ex-servicemen and servicewomen and entering students interested in the issues confronting veterans.

(Note: Background information in Part I of this Statement may be updated from time to time, without returning the Statement for formal approval of the UITP Committee.)

II. Overview of categories of teaching personnel

LEAP teaching personnel include Associate Instructors (a non-faculty category), Lecturer faculty (eventually of

all ranks) with appointments in LEAP, and some faculty whose formal faculty appointments are in other units of the University (and who teach both in LEAP and other units). Appointment to a faculty Lecturer position makes applicable a range of University regulations, including the provisions of the Faculty code providing for rights and responsibilities. See Policy 6-316. See also Policy 6-300-Sec. 4 (auxiliary faculty generally); and Policy 6-311-Sec. 5 (advance notice of termination for long-term auxiliary faculty).

III. Procedures for appointment, review, and promotion of teaching personnel

A. Overview

LEAP course instructors are ordinarily hired as Associate Instructors, although candidates with exceptional qualifications and experience might be hired at the initial rank of Assistant Professor (Lecturer) or even Associate Professor (Lecturer). Completion of the Ph.D. or other terminal degree in an appropriate discipline, and at least one academic year's teaching experience, which may be acquired as a Teaching Assistant, are ordinarily required if the course instructor is hired by and reports to Undergraduate Studies. Exceptions may be made appropriate to particular circumstances.

All LEAP course instructors are reviewed informally annually, and candidates for Lectureship promotions will undergo a more extensive review at the time they apply for promotion. A more extensive review will also occur for all course instructors at least every five years, whether or not the individual is applying for promotion. Ordinarily, three years' experience teaching at least one LEAP course each fall and spring semester will be required before a candidate may apply for promotion from Associate Instructor to Assistant Professor (Lecturer), five years' subsequent service before application for promotion to Associate Professor (Lecturer), and an additional five years' service before application for promotion to Professor (Lecturer). However, this timeline may be abridged if the candidate's qualifications appear to warrant such action. Nor is promotion automatic after a certain period of service; rather promotions are based on satisfaction of the appropriate criteria and standards. (See the explanation of criteria for advancement below in Sections IV and V.)

The process of review, reappointment, and reappointment with promotion of Lecturers is delineated below, in sections III, C-F.

B. Program Advisory Committee membership and functions

The LEAP Program Advisory Committee is the LEAP Policy Board, a nine to eleven-member body, chaired by the Senior Associate Vice President for Academic Affairs in a non-voting capacity. Initial appointments are made for one, two, or three years, so the membership shifts every year. Appointments after the Board is initially constituted will be made for three years. The Senior Associate Vice President for Academic Affairs makes appointments to the LEAP Policy Board.

The Board fulfills two principal roles:

1. It provides recommendations regarding individual candidates put forward for appointment to or promotion within the Lectureship ranks;
2. It advises the LEAP Program on policy matters such as program expansion; courses and special interest or pre-professional versions of the program offered; co-curricular LEAP options; partnerships with other

campus departments, colleges, or programs; and further policy questions as they arise. It has no control over budget.

The majority of LEAP Policy Board members shall be tenured or tenure-track faculty, with a view toward representation of the partnerships in which LEAP is engaged and Board member familiarity with the program and its priorities and values. LEAP is to a large extent based on a partnership model, with partnerships already established with a number of colleges of the University, the Writing Program, University Libraries, University College Advising offices, Undergraduate Council, general education committees, student affairs offices, and the Bennion Center. Many of these partnerships reflect LEAP's commitment to diversity, both in our curricula and in our student body, which as noted above typically enrolls roughly twice the percentage of students of color as obtains in the campus-wide student body. Clearly the extent of LEAP partnerships and the likelihood that these will expand further will not allow all partnering entities to be represented on the LEAP Policy Board at any one time, and off-campus service agencies with which we also partner would of course not be part of the process described herein. However, the fact that LEAP Policy Board appointments are for only three years will allow all campus-based partnering entities to be represented eventually. At least one LEAP faculty member with a Lectureship rank and one Associate Instructor in LEAP serve as non-voting members of the Board, and the Director of the LEAP Program may be invited to appear before the Board to present LEAP policies or proposals and/or candidates for Lectureship rank or advancement. A majority among voting members suffices to approve Board decisions.

C. Process for appointments, reappointments, and reappointments with promotion

1. For non-faculty instructional personnel

Candidates for initial appointment as Associate Instructors for the LEAP Program will submit to the Program Director an application letter, a current CV, copies of student evaluations from courses taught, and two letters of recommendation from persons familiar with their teaching. Since LEAP emphasizes teaching and program contributions, the candidate's skill, activity, and innovation in these areas will be more important in securing a position than will other professional activity, such as publication.

Candidates are interviewed at one of the periodic LEAP meetings for teaching personnel, so that input from the entire cadre of course instructors may be sought. Final decisions regarding hiring are made by the Program Director and Associate Director, in consultation with the Senior Associate Vice President for Academic Affairs. Associate Instructors will normally teach no more than two LEAP sections per semester in their first, probationary year.

2. For Lecturers

Candidate files for appointment to or promotion within Lectureship ranks are initially evaluated by the LEAP Student Advisory Committee, constituted by five members of the Peer Advisor cohort (see above, Part I, for a description of the Peer Advisor role) and chaired by the Senior Peer Advisor in a voting capacity. SAC members are chosen each year from the Peer Advisor cohort by the Supervisor of Peer Advisors (a senior LEAP course instructor) in consultation with the LEAP Program Director. SAC members serve a single year, since the makeup of the Peer Advisor cohort changes almost completely each year. The LEAP SAC recommends appointment or reappointment (normally with promotion) of candidates according to normal University procedures and forwards its recommendation with the candidate's file to the LEAP Policy Board (see above,

section III.B).

Having examined the candidate's file (whose contents are detailed below in section III.F), and receiving if requested the input of the LEAP Program Director, the LEAP Policy Board prepares a recommendation regarding the candidate's application, which is forwarded to the LEAP Program Director. When workload and other circumstances make it appropriate, the Board may form a subcommittee of its members to assist in reviewing candidate files and preparing proposed recommendations to be subsequently considered for adoption by the full Board.

The Director reviews the recommendation and independently prepares a recommendation of his/her own. If the Director's recommendation differs from that of either the LEAP Policy Board or the SAC, s/he will need to state specifically the reasons for such difference.

All three recommendations (those of the SAC, the LEAP Policy Board, and the Director) are then forwarded to the Senior Associate Vice President for Academic Affairs who appends his/her recommendation to the package and forwards it to the University Interdisciplinary Teaching Programs Faculty Appointments Advisory Committee (UITP Committee). The UITP Committee prepares its own recommendation, which is forwarded along with the other recommendations to the cognizant Senior Vice President, University President, Academic Senate, and the Board of Trustees, in accord with the steps for external review of Lectureship candidates set forth in University Rule 6-310 and Policy 6-302.

In the case that the applicant for promotion is the Program Director, the LEAP Policy Board's recommendation is forwarded directly to the Senior Associate Vice President for Academic Affairs, who will prepare his or her independent recommendation regarding the Program Director. This recommendation along with those of the SAC and the LEAP Policy Board are then forwarded to the UITP Committee and on to the further approval levels listed in the paragraph above.

In the case that the candidate is a non-voting member of the LEAP Policy Board, that member shall not participate in the Board's deliberations.

D. Annual reviews for all course instructors in LEAP

All LEAP teaching personnel -- Associate Instructors and Lecturers -- are reviewed informally annually. In the case of Associate Instructors and any Lecturers on annual appointments rather than multi-year appointments, this review determines eligibility for reappointment. For both Associate Instructors and Lecturers, the annual review may at the discretion of the administration also produce recommendations for salary increases if funds for such are available.

To initiate this informal annual review process, the Associate Instructor or Lecturer will submit in May of each year a letter to the LEAP Program Director outlining activity and accomplishments within the LEAP Program, the University, and the wider community during the past academic year. This letter will be accompanied by copies of LEAP course syllabi and student evaluations from the past academic year as well as documentation relevant to other criteria, as noted below in Section IV, and input from the candidate's past Peer Advisors, students, and Library Instructional Personnel.

Review of this material will be conducted by the Program Director and Associate Director, in consultation with

the Senior Associate Vice President for Academic Affairs, who will together determine whether or not reappointment and/or salary increases are warranted.

E. Formal reviews for Lecturers in LEAP

As noted above in section III.D, Lecturers are reviewed informally on an annual basis in conjunction with the offering of salary for the coming year. Such review requires that a letter outlining accomplishments and activities over the last academic year be sent to the Program Director, accompanied by a current CV, copies of syllabi of courses taught that year, and student evaluations from the past year, as well as documentation relevant to other criteria, as noted below in Section IV, and input from the candidate's past Peer Advisors, students, and Library Instructional Personnel, all this material to be reviewed and a decision reached by the Program Director and Associate Director in consultation with the Senior Associate Vice President for Academic Affairs.

Formal review will be coordinated with the process of considering candidates for reappointment after a multi-year contract has expired (if such should be offered) , when candidates have applied for promotion within the Lectureship ranks, or at least once every five years in the case of Lecturers who are not seeking promotion. It will require that candidates submit a file constituted by the material detailed below in section III.F, which will be examined in order by the LEAP SAC, the LEAP Policy Board, the LEAP Program Director, and the Senior Associate Vice President for Academic Affairs, as described in section III.C.2 above. The recommendations of these persons and bodies will subsequently be forwarded to the UITP Committee and on to the cognizant Senior Vice President, University President, Academic Senate, and Board of Trustees with the UITP Committee's recommendation.

F. Contents of the file of a candidate for formal review, Lectureship appointment, or promotion within Lectureship ranks

The LEAP course instructor undergoing formal review either at the five-year mark or in conjunction with application for Lectureship or promotion within Lectureship ranks must submit the following to initiate this process:

- An application letter reviewing program activities and accomplishments since joining the LEAP Program or since initial appointment to a Lectureship rank, and outlining plans for future contributions to the program;
- A current CV;
- Copies of syllabi of all courses taught in LEAP;
- Copies of all student evaluations from courses taught within LEAP for the past five academic years;
- Evaluative letters or other similar evidence of teaching effectiveness and contributions to the LEAP Program as, for example, from students, supervisors, peer advisors, or community or campus partners. As per requirements of the office of the Senior Vice President, at least two such letters (preferably from academics outside LEAP or outside the University of Utah) must be included with files submitted for the VP's approval of an initial appointment to Lecturer or a promotion.
- Evidence of having met other criteria as set forth in Sections IV and V, below.

It shall be the responsibility of the LEAP teaching personnel who are members of LEAP Policy Board to see that candidate files are collected and complete.

IV. General criteria for appointment, reappointment, and promotion of LEAP Lecturers and Associate Instructors

Instructors of LEAP courses, in whatever category, are expected to advance program goals and to establish a record of significant accomplishment in supporting the LEAP mission (see above, Section I). Such accomplishment is measured by tracking their performance using the following metrics, applicable to both Associate Instructors and Lecturers:

- A. Design and implementation of course syllabi that fulfill program aims and University expectations for courses meeting General Education requirements, such syllabi to be collaboratively generated by the LEAP teaching personnel and evaluated by general education committees, the Center for Teaching and Learning Excellence, and the Undergraduate Council;
- B. Implementation of the AAC&U Liberal Education for America's Promise Essential Learning Objectives as adopted by the Board of Regents and promoted by the Northwest Commission on Colleges and Universities, development of assignments reflecting realization of these Essential Learning Objectives, and eventual display of responses to these assignments in e-portfolios;
- C. Effective teaching performance, as measured through standard University course evaluations, as compared with the evaluations of course instructors teaching other 1000 and 2000 level courses of comparable size in LEAP and throughout the University;
- D. Reflections on teaching effectiveness emerging from exit interviews with Peer Advisors who have served under the course instructor and exit interviews with students in the instructor's LEAP courses (Peer Advisors are students who have excelled in the LEAP Program and who are hired the next year to assist incoming LEAP students in successfully navigating their freshman years; see above, Section I);
- E. Recommendations regarding re-appointment and/or rank advancement generated by a subgroup of the Peer Advisor cohort (5 members) functioning as a Student Advisory Committee;
- F. Reflections on teaching effectiveness emerging from interviews with the Library Instructional Personnel with whom LEAP course instructors work in integrating Writing 1060 into the LEAP seminar curricula.
- G. Comments on the quality of teaching and on satisfaction with the course and the entire LEAP experience as reflected on the Educational Benchmarking Inc. First Year Initiative survey, an instrument LEAP uses in addition to standard University course evaluations to measure student perceptions of and satisfaction with their LEAP experience.
- H. Awards for teaching and/or service given by the University, community, professional or academic societies, non-profit organizations, etc.;
- I. Innovations in pedagogy, curriculum, class activities, teamwork, or assessment of student learning.
- J. Contributions made to the LEAP program and efforts toward its ongoing development, improvement, and impact, as reflected in the following ways:

1. Sustained accessibility to students as manifested in advising, counseling, writing of recommendations, working outside of class with students or Peer Advisors, and other interactions;
2. LEAP curriculum development, including proposal and/or implementation of new partnerships with colleges and programs;
3. Establishing, maintaining, expanding, or promoting collaboration between LEAP and other colleges, departments, or programs;
4. Publishing and/or giving conference presentations relevant to or reflecting the LEAP Program, its curricula, and its mission;
5. Designing or conducting program assessment and the reporting of assessment results in various venues;
6. Serving in an administrative capacity within LEAP, as Director, Associate Director, Peer Advisor Supervisor, supervisor of a particular LEAP track, or in other ad hoc or standing offices;
7. Other service to the program, including attendance at periodic faculty meetings, representing LEAP in various venues, student recruitment and program marketing efforts, and planning of and/or participation in LEAP special events;
8. Establishing, maintaining, expanding, or promoting LEAP's outreach beyond the campus;
9. Service to the wider University and the non-University community, through, for example, committee membership or the establishment, maintenance, or expansion of community service partnerships.

As noted above, these criteria for success in the LEAP Program are applicable both to Associate Instructors and to Lecturers at all ranks. However, for reappointment as an Associate Instructor, more emphasis will be given to excellence in teaching than to other contributions to the program, and no evaluation by the SAC will be required. See below, Section V, for the specific standards applicable to appointment of LEAP course instructors at the Associate Instructor or various Lectureship levels.

Evidence that candidates have met these standards should emerge from and is detailed in the description of the contents of the candidate's file. See Section III.F above.

V. Standards for each level of advancement as a LEAP course instructor

A. Standards qualifying candidates for appointment and reappointment as LEAP Associate Instructors are described above in Section III.A and III.C.1. To review, they are:

1. That the candidate must hold the Ph.D. or appropriate professional terminal degree; and
2. Must have at least one year's teaching experience, which might have been acquired as a Teaching Assistant, with good teaching evaluations.

B. Standards

1. Overview: ordinary timing of promotions

Three years' service in LEAP, teaching at least one LEAP section per fall and spring semester, will ordinarily be required before an Associate Instructor in LEAP may apply for Lectureship at the rank of Assistant Professor

(Lecturer). However, candidates demonstrating exceptional qualifications and previous experience may initially be appointed to a Lectureship rank in the LEAP Program, without having to serve first as Associate Instructors. This might, for example, be the case for a candidate who came to University without a faculty appointment, but who held such an appointment at a previous institution of higher learning.

After attainment of the rank of Assistant Professor (Lecturer), another five years of teaching at least one LEAP section per fall and spring semester must ordinarily elapse before application for promotion to Associate Professor (Lecturer), and another five years of teaching in LEAP beyond this before application for award of the rank of Professor (Lecturer). Again, this timeline may be abridged in exceptional cases, and such advancement is certainly not automatic upon completion of the requisite years of service. Advancement standards, detailed below, may be summarized as sustained and superior service to the LEAP Program and its students. At each level, the candidate's activities will be evaluated in terms of their significance, innovation, and impact as well as their potential for contribution to Program development. Lectureship appointments in LEAP instituted under Rule and Policy 6-310 will be considered to be initial appointments within LEAP and will not depend on or refer to any rank or appointment already held at the University of Utah or elsewhere.

(Note: Some of what follows has been adopted or adapted, with permission, from the analogous Honors College Statement on Lectureship and promotion standards.)

2. To be considered for appointment to the rank of Assistant Professor (Lecturer) in LEAP:

The candidate must show evidence that s/he has fulfilled the following criteria as described above in Section IV, either in the LEAP Program or in an analogous teaching situation at the University of Utah or at another institution of higher learning:

a..Criteria A through G, having to do with teaching effectiveness: The academic record of successful teaching of Associate Instructors or other applicants who apply for the rank of Assistant Professor (Lecturer) should demonstrate effectiveness and the potential for future excellence. The rank of Assistant Professor (Lecturer) will be awarded to candidates who are consistently prepared and effective in their teaching, clearly articulating teaching objectives, using effective methods of conveying information and skills, and providing timely and meaningful feedback and assessment of student learning.

b.Criterion J: 1 and 7, having to do with contributions to program development: Counseling, mentoring, and advising of LEAP students will also be considered requisite for attainment of the rank of Assistant Professor (Lecturer), as will other service to the LEAP Program, including attendance at faculty meetings, and planning of and/or participation in LEAP special events.

3. To be considered for appointment to the rank of Associate Professor (Lecturer) in LEAP:

The candidate must show evidence that s/he has fulfilled the following criteria as described above in Section IV, either in the LEAP Program or in an analogous teaching situation at the University of Utah or at another institution of higher learning:

a..Criteria A through G, having to do with teaching: The successful candidate will demonstrate creativity and innovation in developing and delivering new pedagogies. Standards include performing teaching responsibilities with consistency, imagination, and resourcefulness, employing effective

methods of teaching, and receiving consistently good teaching evaluations. Receipt of University, community, disciplinary, or other awards for teaching or service (Criterion H) and innovative contributions to LEAP curricula (Criterion I.) shall not be considered requisite for award of the rank of Associate Professor (Lecturer), but would certainly be seen as strengthening a candidate's application.

b. Criterion J: 1, 3, 7, 8, and 9, having to do with contributions to program development: In addition to regularly interacting with students in advising and mentoring roles, the successful applicant for the rank of Associate Professor (Lecturer) will have established, maintained, or expanded collaboration between LEAP and other colleges, departments or programs, either on or beyond the campus; served the University or wider community in a significant fashion; and given sustained service to the Program in the form of representing LEAP in various venues, overseeing special LEAP events, or participating in LEAP student recruitment or marketing efforts.

4. To be considered for appointment to the rank of Professor (Lecturer) in LEAP:

The candidate must show evidence that s/he has fulfilled the following criteria as described above in Section IV, either in the LEAP Program or in an analogous teaching situation at the University of Utah or at another institution of higher learning:

a. Criteria A through I, having to do with excellence and innovation in teaching: The candidate must demonstrate sustained excellence in teaching as evidenced in student evaluations and SAC reports. Excellent teaching is stimulating, informed, timely, and scholarly, employing innovative or effective methodologies. In addition, the successful candidate for the rank of Professor (Lecturer) in LEAP will generally have received recognition in the form of teaching or service awards from the University, community, disciplinary bodies, or other organizations (Criterion H), and will have designed or helped to design new LEAP curricula, classroom pedagogies, teamwork strategies, or techniques for assessment of student learning (Criterion I).

b. Within criterion J, having to do with contributions to program development: The candidate should show evidence of accomplishment of sub-criteria 1-4, and 7-9. That is, the candidate must not only interact regularly with LEAP students in a mentoring and advising capacity, but also establish, develop, or sustain LEAP partnerships with other colleges, departments, or programs on campus; promote the LEAP Program through relevant presentations, publications, or by generating or revising internal working plans and documents; attend and assist in planning and carrying out special LEAP events; promote LEAP's outreach beyond campus; and serve the wider University through committee memberships or community service partnerships. Working on LEAP program assessment (sub-criterion 5) and/or serving in an administrative capacity within the program (sub-criterion 6) shall not be considered requisite for appointment to this rank, but if fulfilled, would strengthen the candidate's application.

