

**Department of Pediatrics Policy for  
Instructors and Senior Instructors & Promotion to Transition to Associate Professor  
(Revised December 2019)**

- I. All new faculty appointed in the Instructor/Senior Instructor track with *less than 5 years (5 years at 1.0 FTE, or the equivalent if working less than 1.0 FTE at any time)* prior experience in a field comparable to the work they will be performing in the Department of Pediatrics will be hired as Instructors.
  
- II. New faculty in the Instructor/Senior Instructor track with work experience of *\*5 years or longer (5 years at 1.0 FTE, or the equivalent if working less than 1.0 FTE at any time)* in a field comparable to the work they will be performing in the Department of Pediatrics (i.e. prior work must be of the general nature that will be performed in the current position) may be eligible to be hired at the Senior Instructor rank. \*Previous years of experience must be at the Instructor level within an academic institution. This determination will be made by the Section Head in collaboration with Tracy-Price Johnson, MA, Departmental Instructor/Senior Instructor Liaison ([Tracy.Price-Johnson@ucdenver.edu](mailto:Tracy.Price-Johnson@ucdenver.edu)). Nancy Krebs, MD, Associate Vice Chair Academic Affairs and Mark Abzug, MD, Vice Chair Academic Affairs, will be consulted on an as needed basis to further discuss appropriateness.
  - A. The designation as Instructor or Senior Instructor does not depend on the faculty member's degree (e.g. the M.D. degree does not automatically entitle a faculty member to be a Senior Instructor)
  - B. For a new faculty member to qualify for immediate appointment to Senior Instructor, prior work experience must be current (i.e. in the period immediately preceding hiring by the Department).
  - C. Internships, residencies, fellowships and/or postdoctoral work do not count as years of work experience for immediate appointment to Senior Instructor.
  
- III. Advancement from Instructor to Senior Instructor:
  - A. A total of *5 years or longer (5 years at 1.0 FTE, or the equivalent if working less than 1.0 FTE at any time)* experience as an Instructor in the Department of Pediatrics with evaluations at least at the "meeting expectations" level as indicated on their Annual Review make an Instructor eligible for advancement to Senior Instructor.
  - B. Individuals are nominated for advancement by their Section Head, or they may self-nominate.
  - C. The candidate's Section Head or Supervisor will send an email nominating the faculty member for promotion to Senior Instructor. A current copy of their CV along with the email is sent to Tracy Price-Johnson and Rhonda Buckner is copied. Nominator must be able to attest whether or not candidate's performance "Meets or Exceeds Expectations" during tenure as Instructor. This must be included in the nomination email. A candidate can also self-nominate.
  - D. The Academic Affairs office will complete an hours calculation to confirm the faculty member has met the 5 years at 1.0FTE requirement. If a candidate self-nominates, the candidate must include verification from the Section Head or Supervisor that the candidate "Meets or Exceeds Expectations." *Consistent with standard practice by*

*the University of Colorado Payroll and Benefits Office, paid leaves of absence will be counted towards time served as Instructor and unpaid leaves of absence will not be counted towards time served as Instructor*

- E. Tracy Price-Johnson will provide approval to the faculty member, the nominator and Rhonda Buckner.
  - F. If disputes or ambiguities arise, each case will be individually reviewed by the Vice Chairs for Academic Affairs and Tracy-Price Johnson, MA.
  - G. If previous annual reviews for Instructors have not contained the current Annual Reviews phrasing (“below expectations”, “meeting expectations”, “exceeding expectations” and “outstanding”), a judgment will be made by the Section Head in collaboration with Vice Chairs for Academic Affairs, and Tracy Price-Johnson, MA, regarding the appropriateness for advancement at the 5-year mark.
  - H. Tracy will send the candidate a “promotion to Senior Instructor letter.” The nominator will also receive a copy.
  - I. All future evaluations for Instructors and Senior Instructors will use the standardized Annual Review format used by the Department for all faculty.
- IV. Current Senior Instructors will be required to be evaluated at least at the “meeting expectations” level as indicated on their Annual Review.
- V. Senior Instructors will be eligible for designation as Senior Instructors with Distinction if they have served as a Senior Instructor for *at least 5 years or longer (5 years at 1.0 FTE, or the equivalent if working less than 1.0 FTE at any time)*. Nominations for the Senior Instructor with Distinction designation will be made by the faculty member’s Section Head. This recognition is based on faculty members having distinguished themselves by going above and beyond in any of the following categories:
- A. Teaching and Mentoring
    - Examples
      - Exceptional long-term teaching and/or mentoring
      - Teaching awards
      - Consistently outstanding teaching evaluations
  - B. Clinical Service: Department or Community Service; Program Development
    - Examples
      - Exceptional clinical performance
      - Design or leadership of new clinical programs
      - Enhanced clinical service resulting from innovations in care delivery
      - Outstanding community service
  - C. Publications and/or Research
    - Examples
      - Peer reviewed journal articles/book chapters
      - Initiation of, or participation in research projects

- Patient educational materials

D. National or international recognition as a leader in their chosen field

Examples

- Holding office
- Speaking at National or International conferences
- Leadership in national/international cooperative efforts such as development of guidelines or standards of care
- Policy development

*Examples given with each category above are examples only and are not meant to be definitive criteria. These accomplishments may occur outside the job description of the individual and must be supported by an evaluation of “exceeding expectations” or “outstanding” on the faculty member’s Annual Reviews.*

- VI. A peer council of Instructor/Senior Instructors will evaluate candidates for the Senior Instructor with Distinction Award by reviewing a nomination letter submitted by the Section Head. The nomination letter will specify the area(s) in which the Senior Instructor has gone above and beyond expectations, and the letter will also confirm that the Annual Review evaluation(s) of that faculty member supports his/her “*exceeding expectations*” or “*outstanding*” performance.
- A. Senior Instructors given the Distinction recognition will be acknowledged at an annual ceremony with a special certificate
- B. The peer council will choose the most exemplary candidate nominated for Senior Instructor with Distinction each year for a special award, the Barbara A. Quarantillo Senior Instructor with Distinction Award. The awardee will also be announced and recognized at the aforementioned annual ceremony and awarded a plaque.
- C. Senior Instructors with Distinction may be nominated in subsequent years for the BAQ Award
- VII. Senior Instructors will be acknowledged for every five years of service with a certificate noting their years of service.
- VIII. Instructors and Senior Instructors who are interested in joining the Promotions track and converting their appointments to Assistant Professor should first consider the SOM criteria for promotion from Assistant Professor to Associate Professor. It is those criteria that must be satisfied within 7 years of becoming an Assistant Professor. If you have questions regarding making the transition to the Academic (Tenure) track, please contact Rhonda Buckner, [PedsAcademicAffairs@childrenscolorado.org](mailto:PedsAcademicAffairs@childrenscolorado.org). A decision to transition from Instructor or Sr. Instructor to Assistant Professor should be based on what best fits the career goals of the individual and the job expectations of the Section and the Department.

Individuals who are appointed as Instructors with the intent to enter the Promotions track should generally plan on transitioning to the Assistant Professor within 1-2 years after being appointed as an Instructor. Once again, the timing of the transition should be based on what best fits the career goals of the individual and the job expectations of the Section and the Department.

Procedure for moving from Instructor/Senior Instructor status into the Promotions track:

1. Section Head, after meeting with faculty member, sends faculty CV to Rhonda Buckner (Academic Affairs Coordinator). The Section Head must also provide a brief description of the job duties of the candidate with this request.
2. Academic Affairs will forward the CV and job description to Vice Chairs of Academic Affairs (Nancy Krebs, MD and Mark Abzug, MD) for review and a potential meeting with the faculty member.
3. After review of CV, Vice Chair will provide feedback to Section Head and the Academic Affairs Coordinator.
4. If approved, Academic Affairs will process necessary paperwork including an FRF and offer letter. Completion of paperwork will trigger a rank change in FIMS.

**Changes effective June 1, 2014:**

- *If a new hire has been an INSTRUCTOR in an academic institution in a previous position doing work comparable to the work they will be performing in the Department of Pediatrics, their previous work experience will be counted toward the FIVE year eligibility requirement for promotion to Senior Instructor.*
- *Those candidates who self-nominate for promotion from Instructor to Senior Instructor must provide a letter from their Supervisor or the section of their annual review which certifies they are Meeting Expectations in their current position.*
- *Senior Instructors with Distinction may be nominated in subsequent years for the BAQ Award. Sr. Instructors nominated but not chosen for an SID Award in a previous year may be nominated again in subsequent years.*

\*The Senior Instructor position is defined by the School of Medicine. It does not automatically confer additional job security or entitle the individual to a higher salary. Each Senior Instructor is required to perform at least at the “meeting expectations” level as evaluated on their Annual Review.

\*\*The Senior Instructor with Distinction Award is an honor bestowed by the Department of Pediatrics only; it is not conferred or recognized by the University of Colorado as a separate academic title.