

SEHD Guide to IRC Faculty Promotion

I. Purpose and Scope

This guide supports Instructional, Research, Clinical, and Teaching Track (IRC) faculty in the School of Education & Human Development (SEHD) as they consider and pursue promotion. SEHD values the essential role IRC faculty play in teaching, service, community engagement, and professional practice, and this document provides clarity on:

- IRC categories in SEHD
- Eligibility and timelines for promotion
- The step-by-step SEHD promotion process
- Salary adjustments associated with promotion
- Dossier expectations (with full TPT checklist included)
- A faculty-facing FAQ

Note: SEHD's IRC categories originally included Instructional, Research, and Clinical faculty appointments; these have expanded to include Teaching Track faculty as well.

II. IRC Faculty Categories in SEHD

IRC faculty roles in SEHD include:

- Instructor Track
- Clinical Teaching Track (CTT)
- Teaching Professor Track (TPT)
- Research Faculty

Note: Lecturers are included in IRC definitions campuswide, but SEHD's promotion processes apply only to rostered IRC faculty.

The CU Denver IRC Task Force Report emphasizes that IRC faculty—Lecturers, Instructors, and CTT faculty—constitute a major portion of teaching and student credit hour production.

This guide focuses on the categories where SEHD faculty are eligible for promotion.

Promotion criteria for each category are available under SEHD Wiki → Faculty Resources.

III. Promotion Eligibility

IRC faculty may apply for promotion after at least three years in their current appointment.

IV. Promotion Pathways in SEHD

A. Instructor Track

- a. Instructor → Senior Instructor → Principal Instructor
- B. Clinical Teaching Track (CTT)
 - a. Assistant → Associate → Professor
- C. Teaching Professor Track (TPT)
 - a. Assistant → Associate → Professor
- D. Research Faculty
 - a. Assistant → Associate → Professor

Note: Research faculty belong under the IRC umbrella, though specific SEHD dossier structures have not yet been developed.

V. SEHD Promotion Process

- A. Notification Window
 - a. To begin the promotion process, faculty are encouraged to notify the Dean and the Associate Dean for Instructional & Inclusive Excellence in August for spring review
- B. Sequence of Events
 - a. Faculty candidate reviews promotion criteria
 - b. Faculty candidate notifies associate dean of intent to apply for promotion (August)
 - c. Dossier preparation (August-January)
 - d. Dossier review by IRC Promotion Review Committee
 - i. Committee review (4-6 weeks)
 - e. Dean's Review Committee (for CTT)
 - i. Committee review (4-6 weeks)
 - f. Dean's final recommendation (1 month)

Action	Time ¹
Faculty notifies AD	August
Dossier Preparation	August-January
Promotion Review Committee	Feb 1 – Mar 15
Dean's Review Committee	Mar 15 – May 1
Dean's Review	May 1 – June 1
Dossier Submission	June 1

VI. Salary Adjustments upon Promotion

CU Denver policy (CAP 1007) provides minimum base salary increments for IRC promotions. The below base salary increase amounts are based upon prior year data.

Effective in AY 2026–27, expected salary increase amounts are:

Instructor Track

- Instructor → Senior Instructor: \$4,601
- Senior Instructor → Principal Instructor: \$5,176

CTT/TPT

- Assistant → Associate: \$5,176
- Associate → Professor: \$5,752

Note: Schools/colleges may offer additional increases based on equity, merit, or compression.

VII. Dossier Guidance

Derived from the TPT dossier checklist (included in Appendix B).

Core Components

- Completed checklist
- Primary unit criteria
- Initial offer letter
- Prior promotion/personnel actions
- CV (Strategies for Success template, 12-pt)
- Overall summary (2-3 pages)
- Teaching, research, and service statements
- FCQ summaries

Evaluative Materials

- Primary unit analysis of teaching
- IRC Promotion Review Committee recommendation
- Dean's Review Committee recommendation
- Dean's recommendation

Supporting Materials

- Teaching, research, and service artifacts

Appendix A: Full IRC Promotion FAQ

Who are IRC faculty?

- SEHD faculty who are not eligible for tenure and have teaching as primary responsibility (greater than 50%) are referred to as IRC faculty. IRC faculty include Instructional, Research, Clinical, and Teaching Track faculty.

Where are promotion criteria located?

- SEHD Wiki → Faculty Resources → Promotion Criteria Documents

When am I eligible to apply for a promotion?

- After three or more years in your current IRC role. IRC faculty are encouraged to apply for promotion and should do so when they are ready.

How do I begin the promotion process?

- Notify the Dean and Associate Dean for Instructional and Inclusive Excellence in August to begin the process.

What happens after I notify the Dean and AD?

- With support from the AD, you will begin developing your dossier, submitting final versions of required materials by January 15. Once submitted, a series of dossier reviews is conducted throughout the spring semester.

What goes in my dossier?

- A completed dossier will consist of written statements (summary, teaching, service, research*), artifacts, and supplemental materials that demonstrate your fulfillment of the unit area criteria for the desired promotion. Full requirements for each IRC faculty category may be found on the SEHD Wiki. A dossier checklist can be found in Appendix B.

How does the committee review work?

- First, the IRC Promotion Committee conducts a review of the promotion dossier. Then, the Dean's Review Committee conducts a subsequent independent review of the promotion dossier. Both committees are charged with:
 - o Criterion-based review of the dossier
 - o Confidential vote on the dossier
 - o Written recommendation to the Dean

What does the Dean do?

- For IRC promotion, the Dean appoints a Dean's Review Committee. The work of this group follows the IRC Promotion Review Committee review.
- The Dean's final recommendation includes committee votes.

How much is the salary increase for promotion?

- Based on prior year promotion-based salary increases, IRC faculty can expect increases similar to the following:
 - Instructor → Senior Instructor: \$4,601
 - Senior Instructor → Principal Instructor: \$5,176
 - Assistant (CTT/TPT) → Associate: \$5,176
 - Associate (CTT/TPT) → Professor: \$5,752

Can I switch tracks through promotion?

- Moving from one IRC category to another (e.g., Instructor → Teaching Track) can occur only through applying for a posted position and involves a competitive search—not the promotion process. Thus, IRC faculty may not change their faculty category through the promotion process.

What if my promotion is denied?

SEHD encourages faculty to pursue promotion throughout their careers. IRC Faculty members are encouraged to elicit feedback from mentors, the Dean, associate deans, and/or their program leader if they are unsure of their readiness for promotion. If an application for promotion is unsuccessful, the faculty member will be eligible to reapply for promotion in the future.

Who can I contact?

- The Associate Dean for Instructional & Inclusive Excellence serves as a point of support for IRC faculty preparing for promotion.
 - LSC 711
 - 720-593-8575
 - antwan.jefferson@ucdenver.edu

Appendix B: IRC Faculty Dossier Checklist University of Colorado Denver

Dossier Checklist for (insert faculty category)
Appointment, Reappointment, and Promotion

Candidate's Name:

School/College: School of Education & Human Development

Action Requested:

- ☐ Appointment to _____
- ☐ Time/Effort Distribution

Completed Dossier Checklist

- ☐ [Primary Unit Criteria
- ☐ [Initial Offer Letter
- ☐ [Previous Promotion and Personnel Actions, If Any
- ☐ Candidate's Current Vita (*Use Strategies for Success Approved CV Template, 12-point font size.*)
- ☐ Candidate's Overall Summary Statement (Limited to two to three pages.)
- ☐ Candidate's Teaching Statement
- ☐ [FCQ Summaries – A summary document for all courses taught.
- ☐ [Candidate's Research Statement
- ☐ Candidate's Service Statement

Primary Unit Recommendation and Vote (IRC Promotion Committee/DRC Committee)

[] If vote is not unanimous, and explanation of negative votes is required and a minority report may be added (*If there is no minority report, please do not include an empty tabbed section.*)

- ☐ Primary Unit Analysis of Teaching
- ☐ Dean's Recommendation*
- ☐ Supporting Teaching Materials
- ☐ Supporting Research/Creative Scholarly Materials
- ☐ Supporting Service Materials

I have reviewed this candidate's dossier and affirm that it is complete and is consistent with University policy.

Dean's Signature

Date