



**College of
Technology**
**Electronics
Department**
Campus Box 8380
Pocatello, Idaho
83209-8380

Letter of Application: Name

Rank Requested: Level IV Master Instructor

Current Rank: Level III Senior Instructor – **attained:** August 18, 20XX

Date of Hire as a Full Time Instructor: August 14, 20XX

History of Ranks Held at ISU:

- Initial Hire - Level I Instructor: 8/14/20XX
- Level II Advanced Instructor : 8/14/20XX
- Level III Senior Instructor: 8/18/20XX

I am fully qualified to be promoted to the rank of Master Instructor at this time. I currently hold a Standard Occupational Specialist Certificate for course XXXX and I have completed 27 credit hours of HRTD classes since I began teaching, 15 since receiving the Standard Certificate. I have taught 27 courses in program XXXX, writing the syllabi, schedules, and lesson plans for each. I have created and taught on-line Moodle courses, teaching local High School Students courses for dual credit with ISU. I have created videos for use in course XXXX and developed many handouts for use in other classes.

I am currently the program coordinator for the XXXX Program. I have overseen the change of the program from a three-instructor to a two-instructor program under budgetary and enrollment pressures. This was done by combining some classes shifting the teaching burden to sister programs, thereby keeping our vitality in the job market intact. As the industry has changed, I have instigated a move to teaching more XXXX classes by updating the current laboratory experiences (projects) and created a new XXX Practice lab. I have increased our equipment as budget and enrollment allowed and planned for further equipment purchases to support the XXX portion of the program.

I serve the University through committee participation and through my recruiting efforts in local High Schools as well as in outlying communities such as Arco, Mackay, Salmon, and Bancroft. The academic community has benefitted from my professional skills as I have for programs across campus. I serve the community at large by teaching night classes through Workforce Training. My industry affiliations include having served on the National Advisory Board for XXXX, and I am a nationally certified XXXX Instructor.

Sincerely,

Name