Lecturer Promotion Policy and Procedures  
College of Education and Human Sciences

This document provides the College of Education and Human Sciences (COEHS) and its Departments’ policies and procedures, and an implementation plan for Lecturer reviews. This document supports faculty governance and is based on Faculty Handbook Policies (FHB C190, B2.3.2) as well as relevant COEHS policies and procedures in particular the Policy on Excellence.

Policy Statement Excerpts C190, B2.3.2

A. Lecturer Appointments
There are three distinct appointments available for lecturers: Lecturer I, II, or III. The criteria for holding these lecturer appointments are described in detail in the FHB B.3.2. These appointments are for professionals with appropriate academic qualifications, who are demonstrably competent in the relevant areas of their disciplines. While not eligible for tenure, lecturers in each numerical class may hold the rank of Lecturer, Senior Lecturer, or Principal Lecturer.

B. Lecturer Ranks
Three distinct ranks are available for lecturer appointments: Lecturer, Senior Lecturer, and Principal Lecturer. The criteria for attaining promotions to these ranks are described in detail in the FHB C190.

1. Lecturer
Most newly hired lecturers are hired as either lecturer I, II, or III unless the department determines that they qualify as Senior or Principal Lecturer based on experience teaching at another college or university.

2. Senior Lecturer
   a. Lecturers with at least five years of continuous service to the University at 0.5 FTE or greater who have demonstrated professional excellence and shown a conscientious interest in improving their professional skills.
   b. Appointment at, or promotion to, the rank of Senior Lecturer represents a judgment on the part of the department, School or College, and University that the individual has made and will continue to make sound contributions in their professional areas. The appointment should be made only after careful investigation of the candidate's professional and leadership accomplishments and promise.

3. Principal Lecturer
   a. Senior Lecturers with at least 11 years of continuous service to the University at 0.5 or greater who have sustained consistently high standards in their professional contributions, consistently demonstrated their wider service to the
University community and its mission, and shown a conscientious interest in improving their professional skills.

b. Appointment at, or promotion to, the rank of Principal Lecturer represents a judgment on the part of the department, School or College, and University that the individual has attained and will continue to sustain an overall profile of professional excellence and engagement in the wider profession. The appointment should be made only after careful investigation of the candidate's professional and leadership accomplishments and promise.

**Procedures**

**Standard Year Three Review**

a. Year Three Reviews of Continuing Lecturers will be conducted in the lecturer's third year of service;

b. Lecturers will submit a dossier following the dossier guidelines for submission;

c. The Department Chair will form a departmental review panel consisting of six faculty members, including one principal or senior lecturer and five who are tenured, to evaluate the candidate's dossier. In the absence of a Senior or Principal lecturer in the Department, the Chair will appoint the sixth member;

d. The panelists will individually review the candidate's promotion package and write a letter of evaluation to the Department Chair voting yes or no to continue the appointment and providing information based on the evidence as to the rationale/justification for his or her vote. The panel member should use the criteria of excellent, effective, or ineffective when evaluating the candidate's performance;

e. The Department Chair will review the complete dossier as well as the department review panelists' letters of evaluation. The Chair will decide whether to continue the lecturer appointment and will write a letter, copied to the Dean. The Chair will meet with the candidate to discuss the letter and the decision.

**Promotion to Senior or Principal Lecturer**

a. Eligible continuing lecturers may apply for promotion to Senior Lecturer or Principal Lecturer according to Faculty Handbook Policy C190;

b. Lecturers will submit a Promotion package following the dossier guidelines for submission;

c. The Department Chair will form an advisory review panel consisting of six faculty members, including one principal or senior lecturer and five who are tenured to evaluate the candidate's Promotion Package;

d. The panelists will individually review the candidate's promotion package and write a letter of evaluation to the Department Chair voting yes or no for promotion and providing information based on the evidence as to the rationale/justification for his or her vote. The panel member should use the criteria of excellence, effective or ineffective when evaluating the candidate's performance;
e. The Department Chair will review the complete dossier as well as the department review panelists' letters of evaluation. The chair will decide whether to continue the lecturer and will write a letter, copied to the Dean, justifying that decision. The Chair will meet with the candidate to discuss the letter, the decision, and the justification.

The Dean will review the complete Promotion package including the Dept. Chair's letter as well as the department review panelists' letters of evaluation. The Dean will recommend whether to promote the candidate. Through the college RPT administrator, the Dean will forward the recommendation to the Provost for a final decision.
Timeline for Promotion in Rank for Lecturers: 2021-2022

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 12</td>
<td>A continuing lecturer, in consultation with his or her Department Chair, should determine by April 12, 2021, whether they will apply for promotion to Senior or Principal Lecturer in their next review cycle in the subsequent fall semester.</td>
</tr>
<tr>
<td>August 16</td>
<td>Department Chair notifies the COEHS Dean’s Office about applicants for lecture promotion.</td>
</tr>
<tr>
<td>September 1</td>
<td>Lecturer uploads materials into the RPT and submits dossier to Department Chair.</td>
</tr>
<tr>
<td>September 10</td>
<td>The Department Chair selects the panel members and appoints a committee chair.</td>
</tr>
<tr>
<td>October 18</td>
<td>The committee chair convenes the panel members to discuss the candidate’s dossier. The panel members individually write a letter due to the Department Chair by October 18.</td>
</tr>
<tr>
<td>November 15</td>
<td>Department Chair prepares his/her letter, meets with the candidate to discuss recommendation, and submits recommendation and the promotion package including panelists’ letters to the Dean. After uploading all recommendation letters, the Department closes the RPT for Dean level access.</td>
</tr>
<tr>
<td>December 20</td>
<td>Dean makes a recommendation and submits his/her letter to the college RPT administrator to upload it in the RPT. The college RPT administrator closes the RPT for Provost level access.</td>
</tr>
<tr>
<td>Late Spring</td>
<td>Provost makes a promotion decision and informs the candidate by late spring or June 2021.</td>
</tr>
</tbody>
</table>

**Note:** The Provost may announce other deadlines, so the Dean or the Dean's designee will adjust this calendar accordingly.
Dossier

Lecturers applying for Promotion to Senior or Principal Lecturer are to assemble a dossier consisting of:

- A current curriculum vita
- A statement articulating
  - what their responsibilities have been as a lecturer; and,
  - how they meet each of the criteria from Faculty Handbook C190
- For promotion to Senior Lecturer the criteria should reflect demonstrated professional excellence, show a conscientious interest in improving professional skills and a continuation to make sound contributions in their professional areas;
- For promotion to Principal Lecturer, the criteria should reflect that the individual has attained and will continue to sustain an overall profile of professional excellence and engagement in the wider profession.

- Teaching Materials, including but not limited to:
  - Summary of Teaching Activities;
  - Summary of Advising Activities;
  - Documentation of course development;
  - Cumulative Summary of Numeric Student Evaluations of Teaching;
  - Peer Evaluations of Teaching;
  - Exemplar Teaching Exhibits.

- Supplemental Materials, including but not limited to:
  - Additional Evidence of Professional Excellence;
  - Evidence of Improvement of Professional Skills;
  - Evidence of Service Accomplishments;
  - Evidence of Leadership Accomplishments;
  - Engagement in the wider profession

Note: The responsibilities of a lecturer are teaching (80%) and service (20%) of total workload unless otherwise specified. Flexibility in course re-assignment will be based on the needs of the department and determined by the Department Chair.