

PROMOTION TO SENIOR LECTURER

Eligibility

- 1) A current multi-year appointment as a full-time, state-funded lecturer
- 2) Ten years of full-time service (or ten years of full-time equivalent service, the most recent two of which must have been full-time) as a Lecturer, Lecturer II, Assistant Professor, Associate Professor, Professor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Instructor, or in positions, excluding student employment, with duties and responsibilities substantially the same as those commonly performed by the holders of these titles

Evaluation Standards and Criteria

- 1) Meritorious performance in the area(s) of the individual's responsibility
- 2) Promise of continuing professional development and achievement

Review Process

- 1) Department head/chair notifies candidate of eligibility for consideration
- 2) Candidate assembles a portfolio of accomplishments in his or her area(s) of responsibility, including a personal statement, a current *curriculum vitae*, and all other materials that he or she believes will be essential to an adequate consideration of the case and submits to department head/chair
- 3) If candidate wishes to have letters of evaluation from scholars or professionals in other University departments or from outside the University, the candidate supplies a list of such evaluators to the department head or chair with the portfolio. The head or chair solicits evaluations from the individuals suggested by the candidate and may solicit evaluations from other scholars and professionals.
- 4) Department head/chair adds to the file any available evaluations of teaching effectiveness
- 5) Department personnel committee reviews file and forwards its vote and recommendation to the department head or chair, with a copy to the candidate
- 6) Department head or chair reviews file and forwards his or her vote and recommendation to the campus review committee (described below), with copy to the candidate

7) College review committee (3-5 full-time state-funded lecturers, elected by the full-time, state-funded lecturers in the respective schools and colleges) reviews file and forwards its vote and recommendation to the dean, with a copy to the candidate

8) Dean reviews file and forwards his or her vote and recommendation to the Provost, with a copy to the candidate

9) Provost reviews file and informs candidate and all previous levels of review of his or her decision

10) Timing of process: The candidate will be notified of his/her eligibility for consideration no later than sixty days after the start of the fall semester of the academic year preceding that in which the individual is expected to amass the required service. The candidate will submit his or her portfolio and all other required materials no later than the first day of the spring semester of the academic year in which he or she is notified of eligibility for consideration. The review process will be conducted during the spring semester of that academic year. The candidate will be notified of the Provost's decision no later than August 15 of the summer after the academic year in which the review takes place. The promotion, if approved, will be effective on the date on which the individual amasses the required service.