Structure and Format for Promotion to the
Rank of Senior Lecturer

**Time in Rank:** In order to be considered for promotion to the rank of senior lecturer, an individual must accumulate a minimum of six years of experience at the rank of lecturer.

**Teaching and Administrative Effectiveness:** In order to be considered for promotion to the rank of senior lecturer, a lecturer must demonstrate a record of excellent teaching and/or administrative effectiveness over the six-year period in review. With regard to teaching, an overall teaching effectiveness score of 4.5 or higher is required for the previous three years.

With regard to effective administration, a lecturer should provide documentation to support the successful attainment of program goals and objectives on a yearly basis (for the previous three years). For the purpose of this review, participant numbers (on a yearly basis) and the expansion of programs and services to the students and campus community should be documented.

**Collegiality and Service:** In order to be considered for promotion to the rank of senior lecturer, a lecturer must demonstrate collegiality with other members of the department. Collegiality, for the purpose of this review, consists of positive and effective relationships with other members of the department and university community. Letters of support from colleagues in the department and from around campus are encouraged.

Activities that promote the vision and mission of *(Department Name)* and the university are highly encouraged and should be
documented. In addition, a lecturer should exceed normal expectations in the area of service to students. Specifically, a record of consistent availability to students, positive interactions, and effective mentoring and supervising are all qualities that will be taken under consideration during the review process. Lecturers can and should provide documentation in the form of student letters, notes, cards, comments, and email messages. Further, peer evaluations and statements of support from professionals in the field are encouraged.

**Professional Development and Involvement:**

As part of the promotion process to senior lecturer, when professional development funds are available, a lecturer should pursue and document professional development activity in one of the following forms: Attendance at a state or national conference, continuing education, or appropriate certification. Depending on available funds, activity in this area may vary from year to year. The expectation, however, is that when funds are available, special faculty will pursue this area of their professional development.

**Documentation and Review:**

Lecturers are not required to pursue promotion. The (Department Name) evaluates lecturers on a yearly basis. Promotion to senior lecturer is considered a separate and independent process.

In order to be considered for promotion to the rank of senior lecturer, an individual must submit a letter of intent to the DPC and (Department Name) Chair on or about the first week of November during the sixth year of employment. An individual may apply for promotion at any point after six years in rank.
Supporting materials for final evaluation will follow the above-mentioned procedures and will take into account the previous three years of performance. Approval by the DPC, *(Department Name)* Chair, CPC, and college dean is required.