

**Lecturer Promotion Policies & Procedures**  
**College of Liberal Arts**  
**February 25, 2016**

## **I. INTRODUCTION**

- A. This document sets out the policies, procedures and evaluation criteria for promotion of lecturer faculty to the ranks of Senior and Principal Lecturer. These policies and procedures are adopted in accordance with section 13.4.3.1 et seq. of the Collective Bargaining Agreement (hereafter, CBA) with the University of New Hampshire Lecturers United (UNHLU).
- B. The primary responsibility of a lecturer faculty member is teaching and, therefore, the evaluation of teaching will dominate the promotion process. In assessing performance in this area, the college looks for a continuing record of pedagogical effectiveness. In addition, lecturer faculty will be evaluated on assigned professional and service activities (PSA). If a faculty member's assigned workload includes substantial administrative service (SAS) as defined in the CBA, that will also be included in the evaluation.
- C. Promotion to Senior or Principal Lecturer will recognize the lecturer's experience and trajectory of meeting or exceeding expectations overall in the performance of assigned duties as detailed in the lecturer's appointment letter and annual reviews.

## **II. ELIGIBILITY**

- A. While there is no minimum or maximum number of years of service for eligibility for promotion, it is typical that the process for promotion to Senior Lecturer be initiated in the seventh year of continuous or cumulative employment at the rank of Lecturer. It is typical that the process for promotion to Principal Lecturer be initiated in the sixth year of continuous or cumulative employment at the rank of Senior Lecturer (CBA section 13.4.2).
- B. Lecturers do not have to apply for promotion. Furthermore, lecturer faculty members have the right to apply for promotion at any time. There is no limit on the number of times a lecturer faculty member may be considered for promotion.
- C. There is no "up or out" policy for lecturer faculty (CBA section 13.4.6).
- D. FTE status is not a determining factor in promotion
- E. Once lecturers meet the criteria required for promotion, they may initiate the promotion review process.

## **III. PROMOTION SCHEDULE**

The lecturer faculty member and department chair or program coordinator should discuss promotion as part of the annual performance review in order to give the lecturer sufficient time to gather the required materials and assemble the dossier.

Promotion to Senior or Principal Lecturer will be granted by the College Dean, based on the recommendation of the promotion committee and the judgment of the Dean.

November 1	The lecturer notifies his or her chair or program director of the desire to be considered for promotion.
December 15	Lecturers wishing to be considered for promotion submit their dossiers to the departments.
February 1	The promotion committee will submit its recommendations with the recorded vote to the dean by February 1 of the year in which the case is heard.
March 15	The dean will inform the promotion candidates, their department chairs, and the provost of her/his decision by March 15.

#### **IV. PROMOTION COMMITTEE**

- A. An adequate evaluation of a promotion lecturer's qualifications and professional contributions requires the judgment of the lecturer's faculty colleagues at the department level.
- B. The Promotion Committee will be comprised of the Department Chair, Director or Program Coordinator, at least one Lecturer of higher rank, and at least one other tenure-track faculty member at the Associate or Full Professor rank in that department or program. Efforts shall be made to include committee members with similar disciplinary background. If the department has no Senior or Principal Lecturers, one will be selected by the Dean from a closely-related department (CBA section 13.4.1.1 and 13.4.1.2).
- C. A vote in favor or against promotion by simple majority and a letter summarizing the assessment and documentation of the vote will be added to the dossier. The letter must be signed by all members of the promotion committee.
- D. No member of the Promotion Committee may have a familial relationship with the candidate. In such cases where the requirements of CBA Articles 13.4.1.1 and 13.4.1.2 cannot be fulfilled, an appropriate alternate committee member shall be selected by the College Dean (CBA section 13.4.1.3).

#### **V. CRITERIA FOR PROMOTION**

Promotion will recognize the lecturer's experience and trajectory of meeting or exceeding expectations in the performance of assigned duties, as detailed in the lecturer's appointment letter and annual reviews. This can be demonstrated by an appropriate combination of standards in teaching and PSA and/or SAS.

##### **A. Teaching Criteria for Promotion:**

In order to be promoted, lecturers must, at a minimum, demonstrate a broad engagement with and success in several of the teaching activities listed in the CBA (12.4.1) and reproduced in the appendix. These examples are, however, not exhaustive. Because the teaching requirements and expectations of COLA's many departments are so diverse,

pedagogical effectiveness may be demonstrated in a variety of ways, including, but not limited to:

1. Meeting or exceeding expectations in student evaluations, which must be considered holistically (reading quantitative and qualitative evidence together).
2. Facilitation of student learning and engagement as noted in peer observations and chair observations.
3. Demonstration of in-depth knowledge of subject area(s)
4. Development and application of instructional methods and technologies that lead to enhanced instructional effectiveness.
5. Demonstration of in-depth knowledge of appropriate pedagogical approaches.

**B. Professional and Service Criteria for Promotion:**

In order to be promoted, lecturers must demonstrate active and consistent participation in fulfilling their assigned PSA and, where appropriate, SAS duties. Examples of these duties are listed in the CBA (12.4.2 and 12.4.3) and are reproduced in the appendix.

**VI. CANDIDATE'S RESPONSIBILITIES**

- A. A lecturer wishing to be considered for promotion to the rank of Senior Lecturer or Principal Lecturer during an upcoming academic year shall notify his or her chair or program director and submit all evaluation materials to the Promotion Committee by the date stipulated in Section III.
- B. The relevant time periods for evaluation materials are as follows:
  1. For promotion to Senior Lecturer, the review covers the period up to the end of the academic year immediately preceding the year of consideration.
  2. For promotion to Principal Lecturer, the review covers the period from the date of promotion to the rank of Senior Lecturer up to the end of the academic year immediately preceding the year of consideration.
  3. COLA recognizes that some evaluation material expected to be included in the candidate's dossier may not exist for time periods pre-dating the ratification of the CBA. The absence of such materials should be noted and explained but will not prejudice the candidate's case for promotion.
- C. Lecturers are responsible for the assembly and submission of their own materials for consideration of promotion to Senior and Principal Lecturer.
  1. Required contents of the dossier:
    - a. Curriculum vitae
    - b. Appointment letter(s)
    - c. A copy of course syllabi and/or link(s), indicating authorship, for each course taught, with an optional brief pedagogical introduction
    - d. FAR along with the "Self Assessment of Past Year and Plans for Upcoming Year/Additional Information"
    - e. Chair observations
    - f. Chair's Annual Reviews
    - g. Student Evaluations (including both quantitative and qualitative materials)
    - h. Dean's Annual Written Performance Reviews
    - i. Rebuttal letters (if any)

2. Optional contents of the dossier:

Additional optional material may only be introduced by the lecturer. Such material may supplement, reinforce, and provide texture to the required items in the dossier. The following list is intended only to provide examples of the range of possible evidence that may be provided across a range of disciplines. (See CBALU 12.4.1-12.4.3 for more examples)

- a. Statement of teaching philosophy
- b. Teaching Materials (further evidence of preparation)
  - a. Assignments, exams, and/or class activities
  - b. Samples of student work
  - c. Course descriptions (e.g. including different areas the course supports)
  - d. Summary of development of new courses
  - e. Course websites and videos promoting them
  - f. Samples of commentary on student work
- c. Peer observations
- d. Further evidence of ongoing development
  - a. Summary of course material revision and innovation
  - b. A description of participation in teaching workshops or pedagogical training such as FITSI
- e. Mentoring
  - a. Summary of supervision of undergraduate projects
  - b. A description of formal or informal mentoring
  - c. Evidence of advising student organizations
- f. Miscellaneous Professional Development
  - a. Evidence of lectures, panels, talks and presiding as a guest at other institutions, conferences, etc.,
  - b. Evidence of performances, shows, readings, recitals, poster sessions and other relevant endeavors
  - c. Evidence of previous awards, publications, appointments, etc.
  - d. Publications — including but not limited to scholarly, professional, and creative publications
  - e. Promotional materials for workshops the lecturer has organized
  - f. Additional work, shows, performances, etc., as they add value to the department
  - g. External letters/emails of recommendation or commendation from colleagues with whom the lecturer has served on committees and/or from individuals, organizations, etc., which document service.
- g. Further evidence of engagement and motivation of students
  - a. Correspondence with students
  - b. Thank you letters and emails
  - c. Letters/emails from student groups the lecturer has advised or mentored

**VII. RIGHT TO FILE A GRIEVANCE**

Any Lecturer has the right to file a grievance if he/she is not promoted and can prove that the processes were not properly followed or that the college's approved criteria were applied in an arbitrary or capricious manner (CBA section 13.4.5)

## APPENDIX REPRODUCED FROM UNHLU CBA

### 12.4.1 Teaching Activities.

- Creation of syllabi
- Preparation of course content and course deliverables
- Classroom and/or web-based instruction and testing
- Grading and related feedback, including midterm and final assessments
- Support of student learning
- Informal student advising
- Scheduling, announcing, and administering of weekly office hours
- Selection and acquisition of textbook / material
- Maintenance of course management systems
- Competence in classroom / AV equipment
- Creating and implementing accommodations for DSS students and student athletes
- Administering common and final exams
- Responding to student communications

### 12.4.2 Professional and Service Activities (PSA).

#### *a. Direct Support of Academic Programs and Students*

- Curricular/program development, revision and assessment
- Participation in program accreditation/reaccreditation processes and internal/external program reviews
- Direction of undergraduate theses, field studies, internships, experiential learning activities, and independent study projects
- Writing letters of recommendation for students
- Administration and assessment of placement exams
- Attending University events such as new student orientation, Wildcat days, open house, student extracurricular activities, graduation, honors convocation, and study abroad fairs
- Judging graduate and undergraduate research presentations or posters
- Musical accompaniment for faculty or student performances

#### *b. Staying Current in the Field*

- Participation in relevant professional training opportunities
- Maintenance of professional certifications, certificates, and credentials
- Attending and/or presenting at pedagogical forums, workshops, seminars, colloquia
- Attending and/or presenting at professional conferences
- Delivering guest lectures and invited seminars (internal and external)
- Attending professional workshops such as CETL, FITSI, etc.
- Service to professional associations/organizations
- Participation in University-sponsored trainings related to legal compliance or University policies.

#### *c. Support of Colleagues*

- Attending department and/or program meetings
- Attendance at events for students or alumni of the department and college
- Membership in departmental, college, and university committees such as:
  - search committees
  - admissions committees
  - scholarship awards committees
  - thesis committees
- Serving on the Lecturers Council, Faculty Senate, Executive Committee of UNHLU-AAUP, Negotiating Team, Department Union ombudsperson
- Assigned formal mentoring of new and fellow faculty and/or staff

#### 12.4.3 Substantial Administrative Service (SAS).

- Coordination, support and/or maintenance of facilities, including laboratories, studios, greenhouses, barns, etc.
- Faculty advising of a student organization
- Maintenance of program or departmental websites and social media sites
- Curricula coordination of course with sections taught by multiple instructors
- Coordinating conferences and special events
- Formal advising of undergraduate majors
- Academic program coordination
- Direction or coordination of a study abroad program