

**Lecturer Faculty
Promotion Policies & Procedures
College of Liberal Arts**

May 2021

1. INTRODUCTION

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 13.5 et seq. of the Collective Bargaining Agreement (hereafter, CBA) with the University of New Hampshire Lecturers United-AAUP (UNHLU).

- 1.1 Promotion to Senior or Principal Lecturer will recognize the Lecturer Faculty member's experience and trajectory of meeting or exceeding expectations overall in the performance of assigned duties.
- 1.2 The primary responsibility of a Lecturer Faculty member, as outlined in the CBA, is a combination of Teaching and Service. (CBA 12.6)
 - 1.2.1 According to the CBA, Teaching activities are "those activities directly related to the administration of a course. Examples include: preparation, selection, and delivery of course materials; feedback and assessments; and support of student needs and accommodations associated with the course." (CBA 12.6.1)
 - 1.2.2 Service is "comprised of standard professional activities and any additional activities assigned or approved by the Chair with approval of the Dean and completed in support of students, colleagues, the department, College, University, and the professions and disciplines; public service, outreach, and engagement; accreditation activities; and professional development." (CBA 12.6.1) Service activities "include but are not limited to attendance at department or College meetings, letters of recommendation, support of student recruitment, curricular planning, or election to Faculty Senate." (CBA 12.6.2 footnote #4)
- 1.3 As such, the evaluation of teaching will be the foremost consideration in the promotion process. In assessing teaching, the college looks for a continuing record of pedagogical effectiveness. Furthermore, Service will be evaluated based on "assessment of the quality of execution of the assigned duties including information in the FAR." (CBA 13.4.4.2)

2. ELIGIBILITY

- 2.1 Unless otherwise negotiated at the time of hiring and stated in the official letter of hire, Lecturer Faculty may initiate the process of promotion to Senior Lecturer in the fifth or subsequent year of continuous or cumulative employment at the rank of Lecturer at UNH. Senior Lecturer Faculty may initiate the process for promotion to Principal Lecturer in the fifth or subsequent year of continuous or cumulative employment at the rank of Senior Lecturer. (CBA 13.5.2)
- 2.2 Once Lecturer Faculty meet the criteria required for promotion, they may initiate the promotion review process.
- 2.3 Lecturer Faculty do not have to apply for promotion. There is no limit on the number of times a Lecturer Faculty member may be considered for promotion. There is no "up or out" policy (CBA 13.5.8); if denied promotion, the Lecturer Faculty continues in their position.
- 2.4 If not promoted, Lecturer Faculty may reapply for promotion at any time. A subsequent application for promotion requires a new or updated dossier and recommendation letters. Subsequent applications for promotion will be reviewed as new cases. (CBA 13.5.8)
- 2.5 FTE status is not a determining factor in promotion.

3. PROMOTION PROCESS TIMELINE

Promotion to Senior or Principal Lecturer will be granted by the College Dean, based on the recommendations of the promotion committee and the Department Chair (or Program Coordinator or their designee), and the judgment of the Dean. The following dates shall be observed:

- NOVEMBER 1** The Lecturer Faculty member notifies Department Chair (or Program Coordinator) of the desire to be considered for promotion.
- DECEMBER 1** Department Chair notifies Dean of committee members.
- DECEMBER 15** Lecturer Faculty seeking to be considered for promotion submit their dossiers to their departments.
- FEBRUARY 1** The promotion committee will submit its recommendation in a letter, with the recorded numerical vote to the Department Chair.
- FEBRUARY 15** The Department Chair (or Program Coordinator or their designee), having taken an independent and objective evaluation, will forward the promotion committee recommendation letter and vote, as well as their own recommendation letter, to the Dean. (See 4.2 below)
- MARCH 15** The Dean, having taken an independent and objective evaluation, will inform the promotion candidate, their Department Chair, and the Provost of their decision.

4. PROMOTION COMMITTEE

An evaluation of a promotion of the Lecturer Faculty member's qualifications and professional contributions requires the judgment of the Lecturer Faculty member's faculty colleagues at the department level.

- 4.1 The Promotion Committee will be comprised of no fewer than three members: at least one Lecturer Faculty of higher rank and at least one faculty member at the Associate or Full Professor rank in that department or program. Lecturer Faculty seeking promotion to Senior Lecturer will have at least one Associate or Full Professor rank in that department or program; candidates for promotion to Principal Lecturer require one faculty member on the committee at Full Professor rank. Department Chairs (or Program Coordinators) may serve on committees. Efforts shall be made to include committee members with similar disciplinary background. If the department has no Senior or Principal Lecturers, or if no suitable other faculty in the department are available, committee members will be selected by the Dean from a related department. (CBA 13.5.1.1; 13.5.1.2)
- 4.2 A numerical vote will be taken and recorded in favor or against promotion by simple majority. A recommendation letter summarizing the assessment and documentation of the vote will be added to the dossier to be sent to the Dean. The letter must be signed by all members of the promotion committee. If the chair is not on the committee, that chair will write a recommendation letter for or against promotion and forward that letter, along with the committee's letter, to the Dean. (CBA 13.5.4.3)
- 4.3 No member of the Promotion Committee may have a relationship with the candidate that might constitute a conflict of interest. In such cases where the requirements of CBA Articles 13.5.1.1 and

13.5.1.2 cannot be fulfilled, an appropriate alternate committee member shall be selected by the College Dean. (CBA 13.5.1.3)

5. CRITERIA FOR PROMOTION

Promotion will recognize the Lecturer Faculty member's experience and trajectory of meeting or exceeding expectations in the performance of Teaching and Service assigned duties, as well as supplemental information in the promotion dossier.

5.1 Teaching Criteria for Promotion

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

- a. Demonstration of in-depth knowledge of subject area(s).
- b. Development and application of instructional methods and technologies that lead to enhanced instructional effectiveness.
- c. Demonstration of in-depth knowledge of appropriate pedagogical approaches.
- d. Facilitation of student learning and engagement as noted in peer observations and chair observations.
- e. Engagement in professional organizations, curriculum building, attendance or performance at conferences.
- f. Meeting or exceeding expectations in student evaluations. Assessment of student evaluations must be in keeping with department norms (i.e. consistently applied to all faculty members within the department.) Both quantitative and qualitative evaluations must be considered.

In examining TEVs (both numerical scores and written comments), the Department Chair, review committee members, and the Dean should employ a thoughtful, contextual approach that is sensitive to nuances, including implicit bias, and also takes account of the varied pedagogical factors in play (e.g. course level, class size, Discovery/non-Discovery, content complexity, and rigor.) The above practices are in accordance with University-Level Guidance: Evaluation and Promotion Processes and Criteria for Lecturer Faculty (2016) available on the Provost's website.

5.2 Service Criteria for Promotion:

Lecturer Faculty must demonstrate active and consistent participation in fulfilling their assigned Service duties. Examples of these duties are listed in the CBA 12.6.2 and briefly in this document, section 1.1.2 above.

6. CANDIDATE'S RESPONSIBILITIES

- 6.1 Lecturer Faculty wishing to be considered for promotion to the rank of Senior Lecturer or Principal Lecturer during an upcoming academic year shall notify their Department Chair or Program Coordinator and submit all evaluation materials to the Promotion Committee by the date stipulated in section 3.
- 6.2 The relevant time periods for evaluation materials are as follows:
 - 6.2.1 For promotion to Senior Lecturer, the review covers the period up to the end of the academic year immediately preceding the year of consideration.
 - 6.2.2 For promotion to Principal Lecturer, the review covers the period from the date of promotion or appointment to the rank of Senior Lecturer up to the end of the academic

year immediately preceding the year of consideration.

6.2.3 COLA recognizes that some evaluation material in the dossier may predate the ratification of the CBA and/or there may be slight differences in wording (i.e., “PSA” and “SAS” are now “Teaching and Service”). These exceptions will not prejudice the candidate’s case for promotion.

6.3 Lecturer Faculty are responsible for the assembly and submission of their own materials for consideration of promotion to Senior and Principal Lecturer.

6.3.1 *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 observation(s).
- f. Chair’s Annual Review(s).
- g. Student Evaluations (including both quantitative and qualitative material).
- h. Dean’s Annual Written Performance Review(s).
- i. Rebuttal letters (if any).

6.3.2 *Optional contents of the dossier:*

Additional optional material may only be added by the Lecturer Faculty. Such material may supplement, reinforce, and provide texture to the required items in the dossier.

- a. Candidate cover letter, giving shape to the contents of the dossier.
- b. Table of contents, suggesting an organization as most dossiers will be in an online file share system, and ensuring no folders are missing or not shared.
- c. Statement of teaching philosophy.
- d. Testimonies from students.
- e. Observation from Lecturer Faculty peer(s).
- f. Evidence of applying professional development to pedagogy, including lessons and reflections.
- g. Awards, distinctions, honors.
- h. Digital materials related to Teaching and/or Service. For example, slide decks of teaching material, highlight reel of student or faculty performances, blogs or social media material in support of the Lecturer Faculty member’s position at UNH.

6.4 *Best Practices for Dossier Using a File Share Program (Box)*

6.4.1 The Lecturer Faculty is able to upload their own materials.

- a. Provide PDFs of all contents of the dossier.
- b. List the year first in the title of all chronological documents (teaching evaluations, syllabi, etc.). This will sort files by year (e.g., 2017 Fall; 2018 Spring; 2018 Summer; 2018 Fall; 2019 J-term).

6.4.2 The Lecturer Faculty may choose to upload a cover letter and table of contents.

6.4.3 The Lecturer Faculty will share/inform the chair that the digital materials are completed and ready for review by December 15th. (See this document section 3 above)

6.4.4 The chair will designate a coordinator to distribute the digital dossier to the committee members well in advance of the committee's February 1st deadline.

7. RIGHT TO FILE A GRIEVANCE

Any Lecturer Faculty has the right to file a grievance if they are 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 13.5.7)