

College of Arts and Sciences Lecturer Promotion Policy
Approved by CCPD: Nov 9, 2018
Approved by University Lecturer Promotion Committee: September 25, 2019

Introduction

The lecturer promotion policy for the College of Arts and Sciences is set forth below. This policy conforms to requirements in Academic Senate Document 2018-03 University Promotion Policy for Lecturers. No policy or procedure presented below supersedes any duly established University policy.

The decision to seek promotion rests with the lecturer; however, departments will continue to perform annual reviews for all lecturers, consistent with current policy.

1. Criteria for promotion from Lecturer to Senior Lecturer

A. Length of service and frequency of review

For promotion to senior lecturer, a lecturer typically must have served a minimum of six cumulative years in that role, which do not need to be consecutive. During those years, a lecturer must have had annual reviews and at least one comprehensive review.

B. Teaching Excellence

To merit promotion to senior lecturer, the candidate must demonstrate excellence in teaching according to at least three measures of teaching effectiveness. Those measures must include the university Student Evaluation of Teaching and at least two reviews of teaching, and may include course artifacts (e.g. syllabi, assignments, student work), evidence of course development, evidence of course improvement based on assessment, or other appropriate materials. Peer reviews must be conducted during at least two separate semesters.

Criteria for evaluating quality in teaching should be the same for lecturers as those used for tenure track faculty in the department, and should align with College and University requirements.

C. Professional Development and Contributions to the Life of the University

A lecturer meriting promotion will have undertaken professional development activities and/or made professional contributions appropriate to their role. These activities need to demonstrate a pattern of sustained professional growth and engagement commensurate with the lecturer's years of service.

Professional development activities could include, but are not limited to, participating in teaching development initiatives such as attending faculty workshops, participating in LTC reading groups or the Teaching Fellows program, conducting Midterm Instructional Diagnoses in their courses, attending teaching conferences, or engaging in assessment initiatives.

Professional contributions appropriate to the role of lecturer could include, but are not limited to, attending department faculty meetings; contributing to the governance of the department, College, or university; making appropriate service contributions to the department; and appropriate engagement with the community or with professional organizations.

If a lecturer has responsibilities that extend beyond teaching and the above-listed professional development or professional contributions as part of their appointment, those expectations should be articulated in the letter of hire and/or reappointment letter and the candidate should be evaluated on those responsibilities.

Departments must set a clear threshold for accomplishment of professional development or contributions. Lecturers may not be negatively evaluated or penalized for failing to perform duties not specified in the letter of hire or reappointment letter. Evaluations may affirmatively recognize accomplishments related to professional development and professional contributions not specified in the letter of hire/reappointment. Departments are expected to provide appropriate and reasonable support for professional development and professional contributions.

2. Criteria for promotion from Senior Lecturer to Principal Lecturer

A. Length of service and frequency of review

For promotion to principal lecturer, a senior lecturer typically must have served a minimum of six years cumulative years in that role, which do not need to be consecutive. During those years, a senior lecturer must have had annual reviews and at least one comprehensive review.

B. Teaching Excellence

To merit promotion to principal lecturer, the candidate must demonstrate excellence in teaching using at least three measures of teaching effectiveness. Those measures must include the university Student Evaluation of Teaching and at least two peer reviews of teaching, and may include course artifacts (e.g. syllabi, assignments, student work), evidence of course development, evidence of course improvement based on assessment, or other appropriate materials. Peer reviews must be conducted during at least two separate semesters.

Criteria for evaluating quality in teaching should be the same for lecturers as those used for tenure track faculty in the department, and should align with College and University requirements.

A senior lecturer meriting promotion to principal lecturer will have demonstrated sustained excellence and achievement in teaching beyond the prior promotion.

C. Professional Development and Contributions to the Life of the University

A senior lecturer meriting promotion to principal lecturer will have undertaken professional development activities and/or made professional contributions beyond what was done for promotion to senior lecturer. These activities need to demonstrate a pattern of sustained professional growth and engagement commensurate with the lecturer's years of service.

Professional development activities could include, but are not limited to, participating in teaching development initiatives such as attending faculty workshops, participating in LTC reading groups or Teaching Fellows program, conducting Midterm Instructional Diagnoses in their courses, attending teaching conferences, or engaging in assessment initiatives.

Professional contributions appropriate to the role of lecturer could include, but are not limited to, attending department faculty meetings; contributing to the governance of the department, College, or university; making appropriate service contributions to the department; and appropriate engagement with the community or with professional organizations.

If a lecturer has responsibilities that extend beyond teaching and the above-listed professional development or professional contributions as part of their appointment, those expectations should be articulated in the letter of hire and/or reappointment letter and the candidate should be evaluated on those responsibilities.

Departments must set a clear threshold for accomplishment of professional development or contributions. Lecturers may not be negatively evaluated or penalized for failing to perform duties not specified in the letter of hire or reappointment letter. Evaluations may affirmatively recognize accomplishments related to professional development and professional contributions not specified in the letter of hire/reappointment. Departments are expected to provide appropriate and reasonable support for professional development and professional contributions.

3. Promotion review process

A. Process guidelines for the annual review of lecturers

Annual reviews of lecturers are conducted by the department chairperson or chair designee. These reviews must contain developmental feedback to the candidate, indicating areas of concern and suggestions for improvement, as related to specified criteria for promotion.

Annual reviews must be based on the semester reports on teaching, the Digital Measures annual report, and a brief statement (maximum 300 words) summarizing achievements of responsibilities as outlined in the letter or hire or most recent reappointment letter.

If non-teaching responsibilities are part of the candidate's appointment letter, the annual review will take into account those activities and contributions of the candidate for the year under review. This may include professional development and/or professional contributions.

Results from the annual review will be conveyed in writing to the lecturer. Upon receipt of the chairperson's letter, the lecturer may respond in writing within five business days of receiving the letter. Annual review letters are due in the dean's office no later than March 31 each year.

B. Process guidelines for the comprehensive review of lecturers

Candidates who wish to be considered for promotion must undergo a comprehensive review that commences at least one year prior to applying for each promotion. A comprehensive review includes an evaluation by the department chairperson, the department's Lecturer Promotion Committee (or other designated body) and the dean's office (dean or designated associate dean).

Comprehensive reviews must include the same materials in an annual review, plus

- peer evaluations of teaching from at least two semesters,
- a written report from the chairperson that identifies teaching strengths, weaknesses, and other relevant contextual factors derived from the student evaluations and comments,
- evidence of actions taken to improve educational outcomes based on assessment,
- a comprehensive reflection from the lecturer on the full set of teaching, professional development and/or professional contributions (maximum 1,000 words).

The department Lecture Promotion Committee will have access to the promotion materials , which will include all prior annual review letters and all the material to be used in assessing the lecturer's progress toward promotion.

The Lecturer Promotion Committee evaluates the candidate's materials and writes a letter assessing the candidate's achievement of their responsibilities as outlined in the letter of hire or reappointment. The department committee's letter must include a written assessment of the candidate's work and the outcome of a committee vote on whether the candidate is making appropriate progress toward promotion. Results of that vote must be reported in the committee letter. If the committee cannot come to agreement on aspects of this evaluation, the letter should articulate the topic(s) of disagreement and the differing perspectives supporting the different viewpoints. A copy of this letter must be shared with the candidate and the department chair. Upon receipt of the committee's letter, the department chairperson writes a comprehensive review letter representing the independent assessment of the chairperson. The dean's office will provide a copy of its written comprehensive review letter to the candidate and the department chairperson.

C. Process guidelines for final application for promotion of lecturers

A lecturer seeking promotion to senior lecturer typically will submit the final application for promotion during the sixth year of service or later. A lecturer seeking promotion to principal lecturer typically will submit the final application promotion during the twelfth year of service or later.

The final application for promotion to senior lecturer or principal lecturer will involve a review by the department Lecturer Promotion Committee, the department chairperson, and the dean. The candidate's application will be evaluated in light of responsibilities outlined in the letter of hire or reappointment as well as the College and department criteria for promotion.

The final application for promotion must include all materials from the annual and comprehensive reviews, plus

- a written report from the chairperson that identifies teaching strengths, weaknesses, and other relevant contextual factors derived from the student evaluations and comments,
- evidence of actions taken to improve educational outcomes based on assessment,
- a comprehensive reflection from the lecturer on the full set of teaching, professional development and/or professional contributions (1,000 words).

The candidate will submit the promotion materials to the department Lecturer Promotion Committee for review. The department Lecture Promotion Committee will have access to the promotion materials. The Lecturer Promotion Committee

will evaluate all materials associated with the promotion application and write its recommendation letter, which must include the outcome of the committee's vote.

The candidate and department chairperson will receive a copy of the committee's letter. The candidate may reply to the committee's recommendation within five business days. Following the department committee review, the department chairperson will evaluate all materials associated with the promotion application and write a recommendation. The candidate must receive a copy of this letter and may write a reply within five business days.

The department chairperson will submit to the Dean's Office the promotion materials and any other supplemental material associated with the application.

4. Timeline for submission and review of material by the College Lecturer Promotion Committee

A. General

Eligible faculty must declare their intention to seek a comprehensive review by April 30 of the academic year prior to their comprehensive review. Candidates for promotion must declare their intention to seek promotion by April 30 in the academic year prior to their promotion review.

If a lecturer is denied promotion, that person must wait at least three years before submitting materials for another review. If a candidate has two consecutive unsuccessful decisions, that person must wait six years between submissions for further efforts at that promotion.

B. Deadlines in year of promotion review

- August 16: Submission of materials to department committee
- September 14: Department committee gives evaluation letter to candidate
- September 21: Candidate may reply in writing to department committee
- September 25: Department chair gives evaluation letter to candidate
- October 2: Candidate may reply in writing to department chair
- October 3: Candidate materials due to College committee
- November 14: College committee sends recommendation letter to dean, copying candidate and department chair
- November 21: Candidate and/or department chair may reply in writing to College committee
- December 14: Dean sends provost recommendation letter, copying candidate and chair. The dean will also inform the College Lecturer Promotion Committee of her or his decision.

- December 21: Candidate and/or concerned parties (e.g., department chair, lecturer promotion committee) may reply in writing to dean
- First business day after January 1: Dean considers any additional evidence and sends final recommendation letter to Provost (copying department chair), along with the completed College Procedural Form, cumulative file, and responses of any candidate or concerned individuals to the provost. At this time the dean also informs the College Lecturer Promotion Committee and the department chair of her or his recommendation regarding the candidate's promotion. In turn, the department chair informs the department promotion committee of the dean's decision.

Changes to an applicant's timeline of eligibility must be agreed upon in writing by the faculty applicant, department chair, the dean, and the provost.

Future changes regarding the timeline of submission and review of promotional materials will be defined by the dean.

5. College Lecturer Promotion Committee

The College of Arts and Sciences Lecturer Promotion Committee is an elected body of seven faculty composed of four senior or principal lecturers and three tenured faculty members.

A. Composition

One senior or principal lecturer will come from the division of the natural sciences, one from the social sciences, one from the arts, and one from the humanities. Pursuant to the University policy, the dean may appoint two additional members.

One tenured faculty member will come from the natural sciences, one from the social sciences, and one from the arts and humanities.

Faculty members whose administrative appointments are at least 50 percent of their workload (including department chairs, assistant and associate deans, deans, and other full- or part-time administrators with administrative or supervisory authority over lecturers in the College) are not eligible to serve on the College Committee.

Members of the College Tenure and Promotion Committee are ineligible to serve on the College Lecturer Promotion Committee during their period of service on the College Tenure and Promotion Committee.

Senior lecturers may not serve on the Lecturer Promotion Committee while their materials are under review. Should senior lecturers seek promotion they must step away from their role on the committee for the remainder of their term.

B. Selection process

Membership of the College Lecturer Promotion Committee is by vote. Eligible tenured and tenure track faculty will vote for the tenured members and eligible lecturers in all levels will vote for the senior and principal lecturer members from their division and the at-large member. The Office of the Dean will run the election process.

In the event that a member of the committee cannot finish their term, the candidate with the next highest number of votes in that person's election will be extended an offer to serve. If no one is available through that method, the Dean may appoint a member to finish the term, or call for a special election for someone to complete the term.

C. Terms

The standard term of service on the College Lecturer Promotion Committee will be 3 years and faculty cannot serve more than two consecutive terms.

Initial elections to the committee will be staggered terms so that not everyone rotates off at the same time. That is, in the first election, three members will be elected to a 3-year term (2 NT, 1 TT), two members will be elected for a 2-year term (1 NT, 1 TT), and two members will be elected for a 1-year term (1 NT, 1 TT).

D. Lecturer Promotion Committee Chairperson

The Lecturer Promotion Committee will elect its chairperson from the membership and the role may be fulfilled by either a lecturer or a tenured faculty member. The election will typically take place in the first meeting of the year with the term of service being one year. The committee chair may serve more than one year, if re-elected.

E. Duties of the College Lecturer Promotion Committee

The duties of the College Lecturer Promotion Committee are to conduct thorough and fair evaluations of candidates' materials and make recommendations to the dean regarding the applications for promotion.

The committee's recommendations should record the result of the committee's vote and the rationale for that vote.

The committee is also charged with the review of department lecturer promotion policies and recommending approvals and revisions to the dean. Initial approval for department policies will be required by Spring 2019.

The committee will have an ongoing role in the review of department lecturer promotion policies as they are revised either by department initiative or at the request of the dean.

6. Departmental Lecturer Promotion Policies and Committees

A. Composition and duties of department-level lecturer promotion review committees

A department's Lecturer Promotion Committee (or designated committee) must be comprised of at least three faculty, including both tenured faculty and lecturers. Preference should be given for lecturers at level of Senior Lecturer or above to serve on such committees, subject to department availability.

For lecturers not housed in a department, the dean's office will work with their direct supervisor (who will serve the equivalent of department chairperson with respect to this policy) to assemble an appropriate committee to fulfill the department-level review committee's functions. The lecturer's direct supervisor should initiate the process of working with the dean's office to populate this committee.

The department's document will state how the department's Lecturer Promotion Committee and its chair are selected. Further, the department's document should state the department's process for voting and writing the recommendation letters.

B. Department Policy Expectations

Each department in the College must have an approved lecturer promotion policy that is in compliance with the College policy as determined by the College Lecturer Promotion Committee and the dean.

Departmental policies must include the following elements:

- articulate processes and criteria for evaluating teaching excellence,
- articulate criteria for evaluating professional contributions and professional development including relevant examples available to department lecturers,
- name, composition, and selection of the department body responsible for conducting lecturer reviews,
- articulate rights and responsibilities that accrue to senior and principal lecturers (including voting rights and rights of participation in department governance), and
- outline early implementation processes relative to lecturer promotion.

7. Other Considerations

A. Application of Policy to Existing CAS Lecturers

College of Arts and Sciences lecturers employed at the time of this policy's adoption can count prior years as a lecturer at the University of Dayton toward promotion to Senior or Principal Lecturer. College lecturers must meet the criteria for promotion and may provide evidence from their years of employment as a lecturer in the College.

For lecturers eligible to apply for promotion based on years of service at the time of adoption of the College policy and who plan to submit a promotion application in August 2019, a comprehensive review is not required, but any available annual reviews may be submitted as part of the promotion application. Lecturers who plan to submit a promotion application in August 2020 must complete a comprehensive review during the 2019-20 academic year (preferably Fall 2019) and may submit other available annual reviews. All other lecturers should follow the timeline outlined above for the annual reviews and the comprehensive review.

B. Hiring lecturers with advanced experience

The dean, in consultation with the respective department chairperson, has the authority to offer a lecturer candidate credit toward promotion based on relevant prior experience. Any credit awarded must be specified in the initial letter of hire. Lecturers will not normally be awarded more than 2 years of credit.

Candidates typically are not directly hired at level of senior or principal lecturer.

C. Rights that come to Lecturers upon promotion

- Pay increase, as set by the Provost
- Eligible to serve on College and department lecturer promotion committees
- Ability to serve on College committees appropriate to their role
- Rights as assigned by departments, which may include:
 - Multi-year appointments
 - Ability to serve on other department committees appropriate to their role
 - Additional support, as available, for professional development
 - Voting on curricular matters

All levels of lecturers are eligible to serve on AAC and CAPC.

D. Leaves of absence or other interruptions

Time devoted to leaves of absence or other interruptions may affect the total

period of evaluation and the timing of departmental reviews. The effects of such interruptions on the period of evaluation and timing of reviews must be agreed to in writing by the faculty member, chairperson, dean, and provost at the time that the interruption takes place or within six months of the initiation of the interruption.

E. Implementation prior to promotions to senior lecturer role

The College recognizes that prior to the implementation of this policy, there will be no senior or principal lecturers to conduct the work of the College Lecturer Promotion Committee. Therefore, for academic years 2018-19 and 2019-20, lecturers with at least 5 years of full-time service at UD may serve on the committee.

For academic years 2020-21 and 2021-22, lecturers with at least 5 years of full-time service at UD and who are not seeking promotion may serve on the committee. Should an insufficient number of eligible lecturers be available to serve on the committee, the dean has discretion to appoint committee members.

Beginning in 2022-23, the College anticipates that the committee will be staffed with senior and principal lecturers from the units.

8. Procedural Form

All departments in the College will utilize the approved College of Arts and Sciences Lecturer Promotion Procedural Form. All parties are required to complete the relevant sections of the procedural form as activity associated with promotion review takes place.

9. Lecturer Promotion Materials

The Dean's office will provide a binder or explain means of electronic submission to each lecturer in the first year of their appointment to the faculty. Individual lecturers are thereafter responsible for assembling the materials in consultation with the department chairperson.

Tab 1: Letter of Hire, College and Departmental Promotion Policies

Tab 2: CV and Comprehensive Reflection

Tab 3: Teaching Effectiveness

Tab 4: Professional Development/Contributions

Tab 5: Departmental Committee Evaluation

Tab 6: Annual Reviews and Final Department Chairperson Evaluation

Tab 7: Dean's Evaluation

Tab 8: Candidate's Responses

Tab 9: Procedural Form