

9/6/2011

LECTURER FACULTY PROMOTION: TIMELINE 2011-12

October 2011

If a department or program is considering a member of the Continuing Lecturer Faculty for promotion at any rank, the chair or program director will please notify the Associate Dean for Lecturer Faculty, Mónica Russel y Rodríguez, by Wednesday, October 12, 2011 for preliminary evaluation.

Included in this preliminary evaluation are 1) indications of excellence in teaching; 2) a review of the position (that is to say, whether the job will likely continue to be funded and is still needed); and 3) an assessment of whether the candidate meets the criteria as stated in the Chairperson's Handbook (for example, usual time in rank; teaching/ administrative criteria; terminal degree)

Exceptions to the normal rules of eligibility (time in rank, degree requirements, etc...) should be addressed by the chair or program director in a brief paragraph.

Forwarding the names of potential Continuing Lecturer Faculty as candidates for promotion at this time in the early fall is not committing a department to a final recommendation.

The chair will communicate to the candidate the decision to move forward with the promotion process.

By Friday, October 21, the department or program will provide to the Dean's office a list of seven of the candidate's former students, their verified email addresses, and the courses that each student took with the candidate. The Dean may ask these students to comment in confidence on the teaching of the candidate. Other former students will also be asked to comment on the candidate's teaching. They will be randomly selected from grade lists.

Additionally, a department or program wishing to put forth a member of their faculty for promotion to the rank of professor of instruction should obtain at least two and no more than three confidential evaluations from external referees, who should be asked to assess the candidate's national reputation and standing among peers in the pedagogy of his or her field. Because these letters must be available to eligible voting members of the department prior to the vote on the candidate's proposed promotion in early January, the chair should contact potential external referees ten or twelve weeks before the vote, that is, no later than the end of October. By Friday, October 21st, therefore, the candidate should give the department the names of several potential external referees from whom letters may be solicited to assist a department in its deliberations, and the department should, on its own, have compiled a short list of possible referees in the case.

December 2011

Department chairs or program directors, having already requested from a candidate a list of student references (and in the case for promotion to professor of instruction a list of external referees and students), will then request that the candidate supply a complete dossier to the department or program in time for their review. This deadline is up to the discretion of the department or program, but it should not be set later than the end of the Fall Quarter.

Dossier: Required Materials For The Department- Or Program-Level Review

1. A curriculum vitae.
2. The candidate's statement presenting his or her case for the promotion (not longer than five pages, double spaced) describing his or her time in rank.
3. A quarter-by-quarter list of courses taught by the candidate in the last three years.
4. Syllabi that the candidate has had significant contribution in authoring. One for each differently numbered courses for the last three years.
5. Teaching evaluations: CTEC statistical summaries and summaries of comments ("NU CTEC Instructor Reports"; landscape format). Included are all CTECs, including any that might not have been published.
6. Any additional peer teaching observations.
7. In cases of promotion to the rank of professor of instruction, there should also be a statement outlining the candidate's pedagogical, scholarly, and/or creative work and how such work has influenced the candidate's teaching and contributed to the teaching mission of his or her department or program. In addition, the statement should present evidence that the candidate has achieved national recognition for his or her contributions to the improvement of pedagogy in his or her field. The statement, finally, should outline the candidate's future plans.

The department is responsible for verifying that the dossier is complete and obtain any missing material from the candidate.

January 2012

A department or program committee comprising all tenure-line faculty and those CLF members at a rank higher than the candidate's reviews the dossier, discusses the candidate's strengths and weaknesses, and votes by secret ballot. In the case of candidates for promotion to the rank of professor of instruction, the discussion of the candidate's strengths and weaknesses must take into account the testimony of external reviewers. Committee members who have close personal relationships with the candidate or who otherwise feel they cannot maintain proper professional distance should recuse themselves from the discussion and vote on that candidate. If fewer than three faculty members are eligible to serve on this committee, the Dean appoints additional members to form a surrogate committee.

As soon as a department or program reaches a decision to recommend promotion the department or program will notify the Associate Dean of Lecturer Faculty. Further, the department or program provides a complete dossier for each candidate for review by the Dean's ad hoc lecturer promotion committee, the Dean herself, and the Office of the Provost.

February 2012

The department or program should upload through the lecturer-promotion file server by **February 3, 2012** (please see Addendum I below):

The candidate's dossier as listed above (numbers 1-7 and including Fall, 2011 CTECs) and

The department or program must upload all materials to the lecturer promotion file server no later than Friday, February 3rd, 2012.

9/6/2011

The dossier should include the materials outlined above (including Fall 2011 CTECs), along with a letter from the department chair or program director recommending the promotion and providing a detailed account of the discussion and vote by eligible voting members of the department or program who were present at the meeting. The letter should name all eligible voting faculty and indicate who was present for the discussion and vote and who was absent (and the reason, if known). The vote totals should specify the number for and against promotion, and the number of abstentions. The chair and several members of the committee who were present for the discussion and vote should sign the letter.

In the case of promotion to the rank of professor of instruction, the department or program should also supply a list of at least four potential external referees who have not already written to the department or program about the candidate, and no more than two of whom have been recommended by the candidate, with verified addresses, phone numbers, and e-mail addresses. These external referees and others may be contacted by the Dean's Office.

Other relevant material demonstrating the candidate's skills and accomplishments as a teacher and advisor, including, e.g., letters, awards, reports by faculty members who may have visited the candidate's classroom or with whom the candidate may have co-taught, etc.

Published books, workbooks, and other materials that cannot be uploaded electronically to the file server should be delivered to the Dean's Office.

NAMING CONVENTION FOR ELECTRONIC FILES

- [Surname]_dept_ltr
 - [Surname]_cv
 - [Surname]_statement
 - [Surname]_syllabi
 - [Surname]_CTECs
- etc.

PROCEDURE

***Ad hoc* lecturer promotion committee**

The Dean appoints a confidential *ad hoc* lecturer promotion committee typically drawn from both the tenure-line faculty and members of the Continuing Lecturer Faculty at a rank higher than that of the candidates in question and seeks that committee's advice. A member of the *ad hoc* promotion committee belonging to the department or program of a candidate does not participate in the deliberations on that candidate. The committee reviews each candidate's dossier, assesses each candidate's strengths and weaknesses, votes by secret ballot on each, and forwards its recommendations, positive and negative, together with vote totals and background materials, to the Dean. The department or program is not informed of the committee's vote, and does not read its report or see the letters it has collected.

Professor of instruction: further consideration

By agreement of University and College administrations, if the program or department recommends a distinguished senior lecturer for promotion to the rank of professor of instruction, or recommends an outside appointment at that rank, the Dean forwards that candidate's materials

9/6/2011

to the College's promotion committee (the elected group that considers the promotion of tenure-line faculty to the rank of professor). The committee seeks, through the agency of the Dean's Office, confidential opinions about the candidate's national standing from colleagues at peer institutions and other experts. A member of the promotion committee belonging to the department of a candidate for promotion does not participate in the deliberations on that candidate. This committee discusses case and the recommendation from department, and makes its report to the Dean. The department is informed of the substance of the promotion committee's recommendation, and may comment as desired. The department does not read the letters collected by the ad hoc committee or the reports of the promotion committee, and is not informed of the votes of those committees. (As members of the CLF are promoted to the rank of professor of instruction, they may stand for election to the promotion committee for the specific purpose of reviewing candidates for promotion to this rank.)

Consideration by the Dean.

If the Dean has reservations about a recommended promotion, the chair of the department or the director of the program is notified, and the chair or director notifies the candidate. The Dean may ask the *ad hoc* promotion committee—or the tenure-line promotion committee in the case of a faculty member recommended for promotion to the rank of professor of instruction—to elaborate on the case and the reasoning behind a recommendation, or she may request additional information about any aspect of the candidate's record from his or her department or program. When the Dean decides against a recommended advancement, the promotion process ends in the College. The dossiers of candidates whom the Dean recommends for promotion are forwarded to the Provost, who has the authority to decide negatively about a promotion. The Dean writes to each candidate about the decision in his or her case, and sends a copy of that letter to the candidate's department chair or program director.

ADDENDUM I: time line for promotion to professor of instruction in 2012-2013

We will modify the time line for promotion to the rank of professor of instruction beginning in AY 2012-2013 in order to align it with the timetable for promotion of the rank of tenure-line full professor. The change means that departments or programs wishing to put forward a candidate for promotion to the rank of professor of instruction must solicit external letters during summer 2012, vote on the proposed promotion in October 2012, and submit the candidate's complete dossier to the Dean's Office in early November 2012.

9/6/2011

Addendum II

WCAS Advisor: time-line and work flow

This serves as an addendum to the normal processes and timeline for the promotion of WCAS advisors, indicating only when exceptions are made. All other processes and rules will follow the timeline and criteria that is posted yearly for Continuing Lecturer Faculty promotions.

1. Department Chair and Assoc. Dean of Undergraduate Academic Affairs communicate with each other regarding potential promotion candidates by early Fall quarter. The Assoc. Dean for Undergraduate Academic Affairs provides a preliminary evaluation to the Dean. Included in this preliminary evaluation are 1) indications of excellence in teaching; 2) a review of the position (that is to say, whether the job will likely continue to be funded and is still needed); and 3) an assessment of whether the candidate meets the criteria as stated in the chairperson's handbook (for example, usual time in rank; teaching/ administrative criteria; terminal degree)

Exceptions to the normal rules of eligibility will be addressed by the chair and the Assoc. Dean for Undergraduate Academic Affairs in a brief paragraph.

By Wednesday, October 12, 2011 the Assoc. Dean for Undergraduate Academic Affairs conveys to the Associate Dean for Lecturer faculty the preliminary evaluation of all WCAS advisors who will be considered for promotion, including any paragraphs for exceptions to eligibility.

The Assoc. Dean for Undergraduate Academic Affairs communicates to the Chair and to the candidate the decision to proceed.

By Friday, October 21, 2011 the Assoc. Dean for Undergraduate Academic Affairs provides to the Assoc. Dean of Lecturer the list of 10 students (five each from advising and from classroom instruction) who may be called upon to provide letters of support and a list of all advisees with their emails for further random sampling. This larger list should include of all advisees and their emails, sorted by year of graduation.

2. The candidate provides to the Assoc. Dean for Undergraduate Academic Affairs a dossier (minus Fall teaching evaluations) by Thursday, December 1, 2011. The Assoc. Dean for Undergraduate Academic Affairs provides copies for departmental and WCAS Office of Undergraduate Studies and Advising (OUSA) review.

3. The outcome of the reviews and votes in the department/program and OUSA will be conveyed to the Assoc. Dean for Undergraduate Academic Affairs who will then weigh whether to recommend promotion. She will convey this to the Associate Dean of Lecturer faculty by Friday, January 27, 2012.

4. Advisor's dossier, departmental and OUSA letters along with the Assoc. Dean for Undergraduate Academic Affairs letter with detailed vote and discussion, Fall teaching evaluations, and all other relevant materials are posted to the shared department/Dean's server by Friday, February 3, 2012 from the OUSA department assistant for review by the *ad hoc* lecturer promotion committee, Dean, and Provost as detailed above following the usual procedures for lecturer promotion.