LECTURER FACULTY PROMOTION TO THE RANK OF SENIOR LECTURER OR DISTINGUISHED SENIOR LECTURER: TIMELINE 2013-14

October 2013

If a department or program is considering a member of the Continuing Lecturer Faculty for promotion to the rank of Senior Lecturer or Distinguished Senior Lecturer, the chair or program director will please notify the Associate Dean for Lecturer Faculty, Mónica Russel y Rodríguez, by October 14, 2013 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 25, 2013, 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, randomly selected from class lists, will also be asked to comment in confidence on the candidate’s teaching.

December 2013

Department chairs or program directors, having already requested from a candidate a list of student references, 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. The candidate’s case for promotion describing his or her time in rank and his or her teaching statement (not longer than five pages combined, double spaced).
2. A curriculum vitae.
3. Syllabi that the candidate has had significant contribution in authoring. One for each differently numbered courses for the last six years (or time in rank).
4. 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, for the last six years (or time in rank).
5. Grade distribution reports for all courses taught at NU (available through BI-SES).
6. Letter from department
7. Any additional peer teaching observations.
The department is responsible for verifying that the dossier is complete and obtain any missing material from the candidate.

January 2014

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. 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 2014

The department or program should upload through the lecturer-promotion file server by February 3, 2014:

The dossier should include the materials outlined above (numbers 1-7 including Fall 2013 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.

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]_case for promotion
- [Surname]_teaching statement
- [Surname]_cv
- [Surname]_syllabi
- [Surname]_CTECS
- [Surname]_grade distribution report
- [Surname]_dept_ltr
- [Surname]_peer observations
- etc.
PROCEDURE

Ad hoc lecturer promotion committee

The Dean appoints a confidential ad hoc lecturer promotion and reappointment 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 this ad hoc 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.

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 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 forward 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.