

Lecturer Promotion Policies and Procedures
College of Life Sciences and Agriculture
March 1, 2016

I. INTRODUCTION

- A. This document sets out the policies, procedures, criteria and standards for evaluation of promotion of lecturer faculty to the ranks of Senior Lecturer 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) of the USNH Board of Trustees, University of New Hampshire (UNH) and the University of New Hampshire Lecturers United - AAUP (UNHLU). The CBA uses the term *department* to refer to academic units and the term *chairs* to refer to leaders of those units. For the purposes of these and related COLSA policies and procedures, the CBA usage of these terms is understood to include the Thompson School of Applied Science as corresponding to department and its director as corresponding to chair. When not quoting the CBA, this document uses the term *unit leader* to refer to the chair or director.
- B. The primary responsibility of a lecturer faculty member is teaching and, therefore, the evaluation of the candidate's teaching accomplishments will dominate the promotion process. In assessing teaching, the college looks for a continuing record of accomplishment and innovation. Ongoing innovation, revision of courses, and excellence in pedagogy are important aspects of teaching to ensure that students receive a high quality education. In addition, lecturer faculty will be evaluated on assigned professional and service activities (PSA) and on substantial administrative service (SAS) if relevant, as defined in the CBA.
- C. For the purposes of this document and consistent with section 2.11 of the CBA, "Dean" shall refer to the Dean or his/her designee including, but not limited to, an Associate Dean.

II. ELIGIBILITY

- A. In accord with the CBA, "(W)hile 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). COLSA encourages lecturers to confer with their unit leader regarding the appropriate timing for applying for promotion.
- B. Reappointments or appointments following promotion to Senior Lecturer will normally be three to five-year appointments. Reappointments or appointments following promotion to Principal Lecturer will normally be five-year appointments" (CBA section 11.4.1).
- C. In accord with CBA section 13.4.6, there is no requirement that a lecturer be considered for promotion. In addition, there is no limit after which a lecturer faculty member can no longer be considered for promotion and no limit on the number of times a lecturer faculty member can be considered for promotion.

III. CRITERIA AND STANDARDS

- A. Professional performance is the overarching criterion that will be used to determine promotion to advanced ranks. Effectiveness in all facets of one's job is expected of all

COLSA faculty. For promotion above the rank of Lecturer, COLSA expects excellence in teaching and service. Evaluations and promotions will be based on the individual lecturer's assigned workload.

B. Criteria and Standards for Promotion to Senior Lecturer

1. The primary criterion for promotion to Senior Lecturer will be to meet standards of excellence in teaching and in facilitating student learning. Activities and evaluations should support excellence and demonstrate growth and expectations for continued excellence. Teaching excellence may be demonstrated through unit leader and/or peer evaluations, student evaluations (CBA section 13.3), sample teaching materials, samples of student products, innovative instructional methods, creative uses of technology, and/or measurement of learning outcomes.
2. Demonstrated excellence in Professional and Service Activities (PSA) and, if assigned, Substantial Administrative Service (SAS) will be evaluated consistent with the workload expectations specified in the individual lecturer's contract.
 - a. Excellence in PSA is demonstrated by an appropriate combination of accomplishments such as: notable contributions that advance the collective quality of the academic unit's instructional program; active and productive participation in assigned committees, workgroups and organizations, on and off-campus; leadership roles in assigned committees, workgroups and organizations, on and off-campus.
 - b. Excellence in SAS is demonstrated by an appropriate combination of notable accomplishments such as: sustained and successful assigned undergraduate student advising; effective management and leadership as coordinator of an undergraduate program, etc.
3. Excellence in elective uncompensated professional activities is demonstrated by notable contributions to on- and off-campus programs and organizations outside of the candidate's assigned work that reflect well on the university.

C. Criteria and Standards for Promotion to Principal Lecturer

1. For promotion to Principal Lecturer, the candidate must document consistent and continued excellence in teaching, PSA and, if assigned, SAS activities. The candidate for promotion to Principal Lecturer will also demonstrate leadership and uncommon achievement in the roles assigned by the unit leader.
2. In addition to demonstrating teaching excellence through the same metrics expected for Senior Lecturers, excellence in teaching at the Principal Lecturer level be demonstrated through a suite of achievements such as teaching awards or other significant recognition of instructional excellence within the department, college, university, or professional organizations as well as ongoing growth as an excellent teacher. Candidates for promotion to Principal Lecturer should be demonstrated leaders in pedagogy within their academic unit and disciplinary area
3. A candidate for promotion to Principal Lecturer will be considered under the same criteria as for promotion to Senior Lecturer, but the scope, range, and impact of PSA and SAS, if applicable, should be greater.
 - a. A criterion that builds a case for promotion to Principal Lecturer is noteworthy academic leadership, especially in curriculum development, planning, and oversight. This academic leadership should have been exercised over a period of years that provides a strong basis for judging impact.
 - b. Evidence of continued professional development is expected and required. A broad range of institutional service responsibilities and positive outcomes

is also expected. Among other achievements, effective mentorship of junior faculty within the department, college, university or professional organizations may be considered as an indicator of excellence in service at the Principal Lecturer level.

- c. Evidence of excellence in formal student advising, program coordination, facilities management and other assigned SAS work should have been exercised over a period of years that provides a strong basis for judging impact.
4. Excellence in elective uncompensated professional activities is demonstrated by notable contributions to on- and off-campus programs and organizations outside of the candidate's assigned work that reflect well on the university.

IV. SCHEDULE

- A. An individual intending to be considered for promotion to the rank of Senior Lecturer or Principal Lecturer during an upcoming academic year shall notify the unit leader no later than the preceding April 1.
- B. In collaboration with the candidate, the unit leader will appoint a member of the unit's faculty to advise the lecturer on the preparation of the promotion dossier no later than April 30.
- C. Subject to the committee membership requirements stipulated in the CBA, the promotion committee will be elected by the end of the academic year preceding the academic year in which the candidate will be considered.
- D. The candidate shall submit their evaluation materials to the Promotion Committee by October 1 of the academic year in which they wish to be considered.
- E. The following decision time line will be observed (CBA Section 13.4.4):
 1. The Promotion Committee will submit its written recommendation to the Dean by February 1 of the year in which the case is heard.
 2. By February 1 of the year in which the case is heard, the unit leader will inform the candidate in writing of whether the promotion committee recommendation is positive or negative, and that the materials and recommendation have been sent to the Dean.
 3. The Dean will inform the candidate and the Provost of his/her decision on the case by March 15. The notification will be in the form of a signed letter.
 4. The salary increase associated with any promotion will become effective at the beginning of the following fall semester.

V. DEPARTMENT LECTURER PROMOTION COMMITTEE MEMBERSHIP

- A. The committee shall have five members.
 1. The unit leader shall be a member of the committee.
 2. In addition to the unit leader, there shall be a minimum of one lecturer faculty and one tenure-track faculty on the committee, subject to the committee composition requirements stipulated in the CBA.
 - a. A committee for promotion to Senior Lecturer shall have "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)

- b. A committee for promotion to the rank of Principal Lecturer shall have “at least one Principal Lecturer, and at least one other tenure track faculty member at the 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 Principal Lecturers, one will be selected by the Dean from a closely-related department.” (CBA Section 13.4.1.2)
 - c. Subject to the minimum representation requirements specified in the CBA and the college’s requirement that the unit leader be part of the committee, committee members shall be elected from among the unit’s lecturer faculty, tenured faculty and clinical faculty of associate or higher rank.
- B. With the exception of the unit leader, the members of the lecturer promotion committee shall be elected by the unit’s faculty in accordance with the unit's bylaws or policies.

VI. CANDIDATE’S RESPONSIBILITIES

- A. An individual intending to be considered for promotion to the rank of Senior Lecturer or Principal Lecturer during an upcoming academic year shall notify the unit leader by the date stipulated in Section IV and shall submit their evaluation materials to the Promotion Committee by the date stipulated in Section IV.
- B. The relevant time periods for evaluation materials are as follows:
 - 1. For promotion to Senior Lecturer, the relevant time period included in the evaluation materials will be from the date of initial appointment to the end of the academic year immediately preceding the academic year in which the promotion materials will be considered.
 - 2. For promotion to Principal Lecturer, the relevant time period included in the evaluation materials will be from the date of promotion to the rank of Senior Lecturer to the end of the academic year immediately preceding the academic year in which the promotion materials will be considered.
 - 3. The lecturer promotional process for COLSA 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 will not prejudice the candidate’s case for promotion.
 - 4. The candidate may submit significant corrections and updates to the status of material already in the dossier until December 1. Submission should be to the unit leader, who will update the dossier as appropriate.
- C. The evaluation materials provided by the lecturer shall include:
 - 1. Curriculum Vitae
 - 2. Description of teaching activities
 - a. Statement of the candidate’s teaching philosophy, professional goals and opinion of his/her effectiveness in the assigned teaching responsibilities. This 1-2 page self-evaluation may be supported by additional documentation.
 - b. Candidate's main fields of teaching interest and competence.
 - c. A table showing courses taught and when the faculty member taught them.
 - d. A table showing results of student evaluations of courses taught.
 - e. Innovations or special methods used in teaching, including refinements in course content or changes to course offerings to meet evolving programmatic needs. Included in this section are response(s) to positive and

negative critiques contained in the student course evaluations, unit leader observations and peer observations.

3. Description of assigned professional and service activities (PSA)
 - a. The candidate's own opinion of the effectiveness of his/her assigned professional service. This 1-2 page self-evaluation may be supported by additional documentation.
 - b. Activities in support of the university's land-grant, sea-grant, space-grant or other public service missions.
 - c. A description of assigned program development work.
 - d. Departmental committees on which the candidate has served. List the committee name, the years served, and indicate whether the candidate chaired any of the committees. If the purpose and accomplishments of these committees are not obvious, briefly describe them.
 - e. University, school, college or other committees on which the candidate has served, indicating the extent of service and the role of the candidate on the committees.
 - f. The candidate's assigned activities in support of scholarly and professional organizations.
 - g. Other PSA responsibilities assigned to the faculty member.
4. Description of assigned substantial administrative service (SAS), if applicable.
 - a. The candidate's own opinion of the effectiveness of his/her assigned substantial administrative service. This 1-2 page self-evaluation may be supported by additional documentation.
 - b. A table of assigned formal academic advising of undergraduate majors showing number by year and program (if applicable).
 - c. Assigned responsibilities as coordinator of an academic program.
 - d. Description of other assigned SAS activities.
5. Copies of reviews and assessments as specified in CBA section 13.3
 - a. Copies of regular annual reviews conducted by the unit leader and rebuttal letters, if any.
 - b. Copies of unit leader's classroom observation assessments.
 - c. Copies of peer classroom observation assessments.
6. Supporting materials (appendices)
 - a. Supporting teaching materials shall include the most recent syllabi used for all courses taught. Additional supporting teaching material may include student comments from formal class evaluations and materials created specifically for classes as appropriate. Samples of student work products or documentation of innovative teaching practices, creative uses of technology, and measurement of learning outcomes may be included.
 - b. Supporting PSA and SAS materials may include information about student advising, number of recommendation letters written for students, off-campus PSA/SAS activities, and other materials which the candidate deems appropriate.
7. The candidate will provide a list of names that could potentially be contacted for their evaluation of the candidate in the areas of teaching and service. The relationship of each individual to the candidate should be included (e.g., student, teaching assistant, collaborator, knows candidate's work but no direct involvement, etc.). The candidate will also inform the committee about any

individuals who might have a conflict of interest or possible prejudice that might preclude an objective evaluation.

- D. The candidate may provide documentation of uncompensated value-added activities outside of her/his assigned work that reflect well on the university.

VII. PROMOTION COMMITTEE'S RESPONSIBILITIES

- A. Solicit outside letters of evaluation. In addition to individuals recommended by the candidate, the Department committee will independently identify evaluators of the candidate in each area being documented.

1. To assist in evaluating the candidate's teaching performance and accomplishments, at least 20 letters will be sent to a random sample of current or former undergraduate and graduate students who were enrolled in the candidate's classes.
2. If the lecturer has been assigned graduate teaching assistants, the committee will solicit letters from a subset of these individuals. Graduate students who are likely to be subject to future evaluation by the lecturer (e.g., thesis committee, course enrollment) will not be solicited.
3. Letters from all faculty who have co-taught with the candidate will be solicited.
4. If the candidate has been assigned undergraduate advising as part of their SAS workload, at least 10 letters will be sent to a random sample of current and former advisees.
5. The committee will solicit letters from faculty who have served as undergraduate program coordinators for the curriculum group(s) to which the candidate belongs.
6. To assist in evaluating PSA, at least 5 letters will be sent to individuals, on and off campus, who are familiar with the candidate's activities.
7. The committee, at its discretion, may solicit letters from other faculty or staff at the university.
8. In general, these solicited letters are confidential, but under recent legal precedents, may be required to be disclosed in the course of certain legal proceedings. Those solicited must be apprised of this fact.

B. Evaluation

1. Teaching
 - a. The Committee shall evaluate the effectiveness of the candidate's teaching at the (a) undergraduate level and (b) graduate level, if appropriate, in the classroom, laboratory, studio, etc. The evaluative statement will describe the candidate's strengths and weaknesses, incorporating the opinions of others as represented in the unit leader's annual review, peer review, student letters as well as letters from other faculty and other relevant sources. Letters received from Section VII.A are submitted as an appendix.
 - b. The relationship between and importance of the candidate's teaching interests and expertise with the programs of the department, college/school and university should be described, as well as the expected future roles of the candidate in the context of the probable future programmatic direction of the unit.
 - c. The processes used to compile the documentation on teaching effectiveness will be explained.
2. Assigned PSA and SAS

- a. The committee shall evaluate the candidate's contributions to the unit, college and university through their assigned PSA activities, as well as SAS activities if assigned. Supporting letters from Section VII.A will be included as an appendix. If letters are included, briefly identify the writers' connections with the candidate.
 - b. The committee will not evaluate PSA and SAS activities not assigned to the candidate. For example, if the candidate is not responsible for student advising (SAS), the committee will not comment about that activity.
 3. The committee shall evaluate elective uncompensated professional activities if documentation of such is included by the candidate in her/his dossier
- C. Recommendation to the Dean
1. The promotion committee shall vote whether to recommend promotion. In the committee's letter to the Dean, the committee will summarize its evaluation process, provide a rationale for its recommendation and record the number of votes for and against promotion.
 2. All committee members will sign the recommendation letter. Committee members in the minority position on the vote may include a concise response to the committee's recommendation, explaining their position. This may be an individual or collective response. Such responses will be included as an addendum to the recommendation to the Dean.
 3. The letter and supporting materials shall be submitted to the Dean in accord with Section IV. The unit leader will inform the candidate in writing whether the promotion committee recommendation is positive or negative, and that the materials and recommendation have been sent to the Dean.

VIII. DEAN'S RESPONSIBILITIES

- A. Promotion may be granted by the Dean of the college based on the recommendation of the promotion committee and the judgment of the Dean (CBA Section 13.4.1.1). The Dean may request additional information from the unit leader, promotion committee, candidate and/or other relevant individuals.
- B. After making a decision on the candidate's promotion, the Dean shall:
 1. Write a letter summarizing his/her assessment and add it to the dossier.
 2. Notify the lecturer, unit leader and Provost in writing of the final decision in accord with Section IV.
- C. Candidates not recommended for promotion by the Dean may appeal that decision to the Dean and candidates may add a rebuttal letter to the dossier. Any lecturer faculty member has the right to file a grievance if he/she "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).

XI. SAVINGS CLAUSE

- A. If any part of this policy document is held to be contrary to law by a court of competent jurisdiction, the CBA, law, legislative action or administrative agency (including UNH and USNH) having authority over these policies and procedures, such parts will be deemed invalid, but all other parts of this policy document will continue to be valid.
- B. The faculty and administration of the College of Life Sciences and Agriculture understand that these policies and procedures may be modified employing the process described in CBA section 13.4.3.1. The authority for final approval of COLSA's criteria and processes rests with the Dean (CBA section 13.4.3.1).