

**Lecturer Promotion Policies & Procedures**  
**College of Engineering and Physical Sciences**  
**May 28, 2021**

**I. 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 13.5.1.1 et seq. of the Collective Bargaining Agreement with UNHLU-AAUP (hereafter, CBA). The College of Engineering and Physical Sciences (CEPS) Criteria for Promotion of Lecturer Faculty is appended to this document (Appendix A).

**II. Timeline**

- a. A Lecturer faculty member intending to be considered for promotion to the rank of Senior Lecturer or Principal Lecturer during an academic year shall notify the Department Chair and the Dean in writing no later than **September 15** of that year.
- b. The Lecturer faculty member being considered for promotion must submit the complete dossier (see section IV. c.) to the Department Chair on or before **October 15**.
  - i. The Lecturer faculty member is responsible for the assembly and submission of their own materials to support consideration of promotion to Senior and Principal Lecturer (CBA section 13.3).
  - ii. If it is outside the control of the candidate to obtain certain documents in a timely manner, there will be no penalty on the candidate for submitting late materials.
- c. The Department Chair must notify the Lecturer faculty member of the constitution of the Promotion Committee on or before **October 15**.
- d. In accordance with the CBA, the following timeline will be observed:
  - i. The Promotion Committee will submit its recommendation to the Department Chair by **February 1** of the year in which the case is heard (CBA section 13.5.4.2).
  - ii. The Department Chair will forward the Committee recommendation and their own recommendation to the Dean by **February 15** (CBA section 13.5.4.3).
  - iii. The Dean will inform the candidate and the Provost of their decision on the case by **March 15** (CBA section 13.5.4.4).

**III. Promotion Committee Membership**

- a. The committee shall have a minimum of three members (CBA sections 13.5.1.1 & 13.5.1.2).
- b. For consideration of promotion from Lecturer to Senior Lecturer, there shall be a minimum of one lecturer faculty of higher rank than the candidate and one

tenure-track faculty at the rank of Associate or Full Professor on the Promotion Committee. The Department Chair may serve on the Committee (CBA section 13.5.1.1).

- c. For consideration of promotion from Senior Lecturer to Principal Lecturer, at least one Lecturer faculty representative on the promotion committee must be at the rank of Principal Lecturer. At least one tenure-track faculty member on the committee must be at the Full Professor rank. The Department Chair may serve on the Committee (CBA section 13.5.1.2).
- d. The Department Chair shall consult with the candidate for promotion about the potential committee members prior to the constitution of the Promotion Committee. The size and membership of the committee is determined by the Chair, and the candidate is notified of the committee size and members on or before **October 15**. If the candidate believes that the committee membership may not provide a fair and unbiased recommendation, the candidate may appeal to the Dean before November 1, who will either confirm the membership as proposed by the Chair or direct the Chair to modify the membership by November 15.
- e. If the Lecturer faculty members at the necessary rank are unavailable within the department for constitution of the Promotion Committee, the Dean will select a Lecturer faculty representative of appropriate rank from within the College.
- f. If the department does not have an Associate or Full Professor, one will be selected by the Dean from a department within the College.

#### **IV. Responsibilities of the Candidate**

- a. A Lecturer intending to be considered for promotion to the rank of Senior Lecturer or Principal Lecturer during the upcoming academic year shall notify the Department Chair by September 15.
- b. The Lecturer may submit a list of up to five (5) names of individuals from within the University and/or outside the University, including contact information, from whom letters of evaluation may be solicited. This list is not required. The list shall be submitted to the Department Chair on or before **October 15**.
- c. The Lecturer shall submit the following materials for review in electronic form to the Department Chair by **October 15**.
  - i. A curriculum vita (CV), which includes a detailed record of activities.
  - ii. A narrative (2000 word max.) that describes the candidate's teaching philosophy, instructional activities, and personal assessment of their effectiveness. Innovations or special methods used in teaching, including refinements in course content or changes to course offerings to meet evolving programmatic needs, should be included. Samples of student work products that document innovative teaching practices, creative uses of technology, and measurement of learning outcomes may be appended.
  - iii. A narrative (2000 word max.) that describes the candidate's service and professional activities, along with their personal assessment of

effectiveness. Participation on department, college and university committees and the impact of this service should be described. Activities in support of the university's land-grant, sea-grant, space-grant or other public service missions can be described. Other departmental responsibilities assumed by the Lecturer faculty member should be included. The description and documentation of any elective professional activities that would reflect well on the university, but outside the Lecturer faculty member's assigned workload, should be provided.

**V. Responsibilities of the Promotion Committee**

- a. The Promotion Committee shall be responsible for soliciting letters of evaluation. The request of these letters should be written in a neutral fashion, describing the requested promotion and the time period of the candidate's service at UNH. Letters that contain examples of acceptable wording of these requests are appended to this document (Appendices B & C). The solicitation letter will be made available to the Lecturer candidate.
- b. If a list of potential evaluators is submitted by the Lecturer candidate, the Promotion Committee will be responsible for soliciting letters of evaluation from at least half of the individuals.
- c. Only solicited letters of evaluation will be included in the review.
  - i. Each evaluative letter used by the Promotion Committee must clearly indicate authorship and be used in its entirety.
  - ii. Solicited evaluation letters that are submitted through the Lecturer candidate will not be accepted.
  - iii. All letters of evaluation are to be kept confidential to the extent that the law allows.
- d. The Promotion Committee shall request the following documents from the department:
  - i. Copies of the Lecturer candidate's annual review letters for the most recent five years (CBA section 13.4) and rebuttal letters, if any (CBA section 13.4.3).
  - ii. Evaluations by students, including numerical summaries for all courses taught in the most recent five years, if available.
  - iii. Copies of the Department Chair, Program Coordinator, or their designee's classroom observation assessments for the most recent five years (CBA section 13.4.4.1.1).
  - iv. Copies of peer classroom observation assessments, if available, for the most recent five years (CBA section 13.4.4.1.2).
- e. The chair of the Promotion Committee shall notify all tenure-track, lecturer, and research faculty in the candidate's department that letters of evaluation regarding the candidate's promotion can be submitted to the chair of the Promotion Committee. The request for these letters should be sent prior to November 1, with a December 1 deadline for submission. Electronic submission

of these letters is acceptable, in which case authenticity of the letter must be confirmed by the sender's e-mail address.

- f. The chair of the Promotion Committee may solicit letters from Graduate Teaching Assistants or UNH staff members who have worked with the Lecturer candidate. The candidate may be consulted with respect to the identity of the Teaching Assistants or staff members familiar with the candidate's teaching and service performance.
- g. The Promotion Committee shall vote whether to recommend promotion. A written recommendation will be submitted to the Department Chair by **February 1**. In the Promotion Committee's letter to the Department Chair, the Committee will summarize its evaluation process, provide a rationale for its recommendation, and record the number of votes for or against promotion. All committee members will sign the recommendation letter.

#### **VI. Responsibilities of the Department Chair**

- a. The results of the vote of the Promotion Committee will be communicated to the Lecturer candidate on the next working day by the Department Chair prior to the recommendation being sent to the Dean. If the recommendation is negative, the candidate may submit a written request to the Department Chair to withdraw from the process without prejudice for future promotion consideration.
- b. The Lecturer candidate may request a summary of the confidential materials within one working day of receiving notification from the Department Chair. The summary will be prepared by a member of the faculty acceptable to both the Dean and the candidate.
  - i. The summary must include the names of the individuals whose evaluative materials are in the file, but the summary shall not attribute evaluative statements by name. If a summary is requested, it will be shared with the Lecturer candidate no later than February 7.
  - ii. Candidates for promotion are entitled to submit a rebuttal to any of the evaluative material communicated in the summary, no later than February 12. If information in the evaluative letters can be demonstrated as inaccurate or untrue, that information will be removed from the file and not considered in the Promotion Committee's subsequent deliberations.
  - iii. The Committee will consider the revised dossier and determine whether a revised recommendation is warranted.
- c. The Department Chair, having taken an independent and objective evaluation, will forward the Committee recommendation and their own recommendation, including the case file that includes all materials provided by the candidate and the department and all evaluative letters received by the Promotion Committee, to the Dean by **February 15** (CBA section 13.5.4.3).

#### **VII. Responsibilities of the Dean**

- a. Promotion will be granted by the Dean of the College based on the recommendation of the Promotion Committee and Department Chair, and the judgment of the Dean.
- b. After making a decision on the Lecturer candidate's promotion, the Dean shall:
  - i. Write a letter summarizing the assessment.
  - ii. Notify the Lecturer, Department Chair and Provost in writing of the final decision by **March 15** (CBA section 13.5.4.4).

**VIII. Grievance Process**

Any Lecturer promotion candidate has the right to file a grievance (in accordance with CBA Article 14) if they "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).

**IX. Savings Clause**

- a. If any part of this policy document is held to be contrary to the 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 Engineering and Physical Sciences understand that these policies and procedures may be modified employing the process described in CBA section 13.5.1. The authority for final approval of CEPS' criteria and processes rest with the Dean.

## Appendix A

### Criteria for Promotion of Lecturer Faculty College of Engineering and Physical Sciences

#### General Criteria

Professional performance is the overarching criterion that will be used to determine promotion recommendations. Since all Lecturer Faculty assignments are unique, evaluations and promotions must be based on the range of duties associated with each individual's appointment. The College of Engineering and Physical Sciences does not consider years in rank as a sufficient criterion for promotion. The college views experience as a template through which professional progress is demonstrated.

The Lecturer faculty member may initiate the process for promotion to Senior Lecturer in the fifth or subsequent years of continuous or cumulative employment (CBA section 13.5.2). It is expected that during this time frame, Lecturers will demonstrate effectiveness in instructional venues and engagement in service activities.

Senior Lecturer faculty may initiate the process for promotion to Principal Lecturer in the fifth or subsequent years of continuous or cumulative employment at the Senior Lecturer rank (CBA section 13.5.2). Since Principal Lecturer is the highest designation of professional accomplishment, continued and substantial growth of a Senior Lecturer will be required to meet the higher expectations required for promotion to Principal Lecturer.

Lecturers at all levels are expected to invest time and effort in continual improvement. Efforts to enhance instructional capabilities and performance, as well as to extend and expand disciplinary expertise, are expected of those seeking promotion in the College. The Lecturer Faculty member seeking promotion is expected to document in writing efforts and training to improve their skills and professional competence.

Along with instructional assignments, an assessment of a Lecturer Faculty member's service contributions must be based on the range of duties associated with each individual's appointment. Greater engagement, responsibility and/or leadership in service activities are expected to emerge over time.

Assignments of Lecturer Faculty responsibilities will vary, even within departments. While more heavily weighting instructional performance, judgments of promotion should be based on the quality and the entirety of the candidate's work. By the time a promotion case is presented for review, expectations should be clear among the candidate, the Department Chair and the Dean as to how the elements of the case will be weighted.

Initial appointment at the rank of Senior or Principal Lecturer can be proposed for Lecturers who possess substantial previous experience in instructional activities. Evidence that instructional effectiveness are commensurate with the higher rank would be expected. In addition, initial appointment at the rank of Principal Lecturer would occur only if the anticipated quality, impact, and/or range of professional activities would exceed that of a Senior Lecturer.

### **Criteria for Promotion to Senior Lecturer**

For promotion to Senior Lecturer, the primary criterion will be demonstrated effectiveness in teaching and in the facilitation of student learning. Activities and evaluations should support the assessment of effectiveness. A combination of achievement and growth should be demonstrated in all areas of assigned responsibility, including service, and the potential for a higher level of leadership should be emerging. The trajectory of performance should be positive, and a commitment to continual improvement should be clear.

Teaching is a multi-faceted activity and can be discipline specific; therefore, teaching effectiveness and student impact may be demonstrated through multiple and various forms. This evidence should illustrate a strong commitment to student learning and efforts at continual improvement. A mastery of the subject matter is expected, and efforts to deepen and/or expand the breadth of disciplinary expertise are also expected.

Service is required of all Lecturer Faculty, consistent with the workload expectations specified in the individual Lecturer's appointment. A developing presence in service activities, demonstrated through proactive engagement and/or emerging leadership, will be expected for promotion consideration.

### **Criteria for Promotion to Principal Lecturer**

Promotion to Principal Lecturer is merited on a level of performance substantially above that of Senior Lecturer. Candidates for promotion to Principal Lecturer will be considered under the same criteria as for promotion to Senior Lecturer, but the candidates will be expected to meet appropriately higher expectations in terms of the quality, impact, and/or range of professional activities. The recognition of the Lecturer Faculty member as providing unique and high value would be consistent with the status of Principal Lecturer.

Promotion to Principal Lecturer must be supported by activities and evaluations that demonstrate consistent and continued effectiveness in teaching. A successful candidate for promotion to Principal Lecturer will have demonstrated sustained teaching effectiveness as viewed through the same metrics used for promotion to Senior Lecturer. Evidence of continual improvement should be documented.

The Principal Lecturer should also be demonstrating leadership in the instructional roles assigned by the Department Chair. Beyond effectiveness in teaching, a criterion that builds a case for promotion to Principal Lecturer is noteworthy academic leadership, such as curriculum development and active mentorship regarding instructional activities. This academic leadership should have been exercised over a period of years that provides a sufficient basis for evaluating impact to date.

Likewise, service activities of candidates for promotion to Principal Lecturer are expected to be of a higher caliber and/or greater impact than that of Senior Lecturers. Principal Lecturers should be demonstrable leaders in service within their academic department. Being entrusted

with effectively managing the responsibilities of a broader range of College or University service assignments would also be consistent with promotion to Principal Lecturer.



## Appendix B

### Sample Letter: Teaching and Academic Advising (note: use of this letter as a template is not required)

Address

Dear \_\_\_\_\_

I am writing to ask your assistance in an important matter. The University of New Hampshire is currently considering the promotion of [insert candidate's name] to the rank of [insert appropriate rank] Lecturer.

During your education at UNH, [insert candidate's name] was an instructor in one or more of your courses. In order to give their candidacy the fullest consideration, we would appreciate your comments about [insert candidate's name] teaching ability, particularly the ability to present course material effectively and help you attain course objectives.

If you have graduated from UNH, we would also appreciate your comments on how [insert candidate's name] teaching helped in your professional preparation. Finally, if [insert candidate's name] has served as your academic advisor, please comment on their effectiveness in this capacity.

I hope that you will be able to assist us by sending a letter to me at the address listed below. We will need to receive your letter as soon as possible, but please respond before December 1.

Under normal circumstances, your evaluation will not be shared with the candidate. Your letter will be forwarded as part of the candidate's promotion materials for review by the Promotion Committee. If the candidate initiates a legal challenge, it is possible that your evaluation will be made available to the candidate and their attorney.

Your candid and detailed opinion is most important to us and to [insert candidate's name]. Thank you in advance for your consideration of this request.

Sincerely,

Chair, Promotion Committee

E-mail and Mailing Address

## Appendix C

### Sample Letter: Evaluation of Service (Note: use of this letter as a template is not required)

Address

Dear \_\_\_\_\_

[Insert candidate's name] is seeking promotion to the rank of [insert appropriate rank] Lecturer. In accordance with department and university policy, we are now evaluating their service. Because the candidate has listed you as someone who worked with them on a committee or project, I am writing to ask if you would send a letter addressing their work on the [insert committee name].

If you agree to write a letter, please address only the strengths and weaknesses of the candidate's involvement or leadership. We ask you not to comment on whether they deserve promotion.

Under normal circumstances, your evaluation will not be shared with the candidate. Your letter will be forwarded as part of the candidate's promotion materials for review by the Promotion Committee. If the candidate initiates a legal challenge, it is possible that your evaluation will be made available to the candidate and their attorney.

I hope that you will be able to assist us by sending a letter to me at the address listed below. We will need to receive your letter as soon as possible, but please respond before December 1. Thank you for your help in this important process.

Sincerely,

Chair, Promotion Committee

E-mail and Mailing Address