

Promotion of Paul College Lecturer Faculty

In general Lecturer promotion policy is defined by the Collective Bargaining Agreement (CBA) entered into by the University of New Hampshire Lecturer's Union (UNH LU-AAUP) and the University System of New Hampshire (USNH) Board of Trustees effective July 1, 2014 through June 30, 2017. This document is intended to add clarity to these policies as they apply to the Peter T. Paul College of Business and Economics; it is explicitly not intended to alter or replace any policy set forth in the CBA. In cases of conflicting policy, the CBA will be used to resolve the policy.

I. Eligibility for Promotion

- A. This policy will take effect at the start of the 2016-17 academic year.
- B. In order to apply for promotion to Senior or Principal Lecturer, a lecturer faculty member must be qualified with respect to AACSB following the criteria detailed in Paul College's Faculty Qualifications Policy.
- C. While 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. In cases of exceptional performance, Lecturer faculty may come up for promotion earlier than these typical time frames. Prior service as an effective full-time Lecturer at other AACSB accredited schools, or work as a manager in positions related to the areas of teaching, may be counted towards these typical times in rank before promotion at the discretion of the department chair and Dean.
- D. There is no requirement that a Lecturer come up for promotion, no limit after which a Lecturer faculty member can no longer come up for promotion, and no limit on the number of times a Lecturer faculty member can be considered for promotion.

II. Criteria for Promotion

A. *Promotion from Lecturer to Senior Lecturer*

Due to the senior nature of this rank, positive recommendations should be made only for those individuals who have demonstrated distinctive value to the College and who demonstrate the capability and commitment for further development and contributions. A consistent record of competent teaching does not by itself warrant promotion to Senior Lecturer.

A Senior Lecturer will have a track-record of successful teaching experience, will have shown evidence of a strong commitment to professional development, and a demonstrated record of helping the department strengthen its educational program(s).

Successful teaching experience can be documented through a variety of means. These would normally include quantitative and qualitative student evaluations, classroom evaluations of

teaching performance by the Department Chair (or designee), and evaluation of syllabi by the Promotion Committee.

Commitment to professional development is normally evidenced through both the activities undertaken to maintain faculty qualifications in accordance with College policy, as well as by through activities designed to increase one's teaching repertoire (including but not limited to: major revision of courses, teaching a portfolio of different courses, serving as a resource for faculty peers, etc.).

B. Promotion from Senior Lecturer to Principal Lecturer

A Principal Lecturer shall have a background of exemplary teaching and other contributions to the College, marked by the perspective of maturity and experience.

Since the rank of Principal Lecturer is the highest rank, recommendations for promotion to this rank must be in keeping with that distinction. After successful service as a Senior Lecturer, an individual who has satisfied the following criteria may be put forward for promotion to the rank of Principal Lecturer:

1. Evidence of consistent excellence in teaching, as documented by student evaluations, supervisor/departmental evaluations, and evaluation of syllabi;
2. Evidence of continuous professional development as a teacher, which may include:
 - a. Attendance and/or presentations at professional or pedagogical conferences, workshops, or seminars;
 - b. Development of new courses and/or substantial revision of existing courses;
 - c. Development or incorporation of innovative course materials or instructional techniques;
 - d. Awards or other recognition for teaching;
 - e. Awards or other recognition for professional engagement or contributions to their professional field of expertise;
3. Evidence of outstanding service to the instructional mission of the College, such as:
 - a. Course and/or Program coordination;
 - b. Advising student independent study, honors projects or honors theses;
 - c. Significant roles in major student events or competitions;
 - d. Coordination of conferences or other activities designed to bring outside professionals into interaction with the College community.

III. Process for Evaluating Lecturer Faculty for Promotion

It is the responsibility of the Lecturer to initiate the promotion evaluation process as well as to assemble and submit the required material in the required format by the established deadlines.

An adequate evaluation of a promotion candidate's qualifications and professional contributions requires the judgment of both the candidate's faculty colleagues and responsible administrators. Typically, there are two levels of review: the department and the dean of the college.

A. Departmental Level Review and Recommendation

1. The Lecturer teaching faculty member and department head should discuss promotion as part of the annual performance review, well in advance of the suggested dates for submission of the application for promotion in order to give the candidate sufficient time to gather the required materials and assemble the dossier.
2. The candidate should notify his or her chair of the desire to be considered for promotion according to Section V. Promotion Review Calendar.
3. The department committee shall consist of the department chair, one lecturer faculty and one tenure track faculty with the latter two selected in accordance with sections 13.4.1.1, 13.4.1.2, and 13.4.1.3 of the UNHLU CBA.
4. The department committee will review the candidacy, a vote in favor or against promotion by majority vote, and add to the dossier a letter summarizing the assessment and documenting the vote. The letter must be signed by all members of the department committee. The vote of the committee is advisory to the Dean.
5. A candidate whose application for promotion is denied at the department level will be provided a written explanation of the grounds for the denial at the time of notification.
6. Candidates not recommended for promotion by their departments may appeal the decision to the Dean or the Dean's designee in writing within 10 days. If a candidate chooses not to appeal, the application is considered to be withdrawn and the promotion process ends.

B. College Level Review and Decision

1. The Dean may—at her/his sole discretion—delegate the review and recommendation regarding promotion of Lecturer faculty. The final promotion decision will remain with the Dean.
2. After making a decision on the promotion candidacy, the Dean shall:
 - Write a letter summarizing his/her assessment and add it to the dossier.
 - Notify the candidate, department chair and Provost in writing of the final decision.
3. If the Dean does not approve the promotion, the Lecturer has the right to follow the grievance process as stated in Article 14 of the UNHLU CBA.

IV. Contents of the Dossier

The candidate, in consultation with the department chair, will assemble a promotion dossier according to the guidelines listed below. This dossier must describe the responsibilities assigned to the Lecturer/Senior Lecturer and must include an appropriate subset of the following materials.

The dossier, excluding the candidate's curriculum vitae, annual reviews, and syllabi, should not exceed 15 pages. Items to be included by the candidate (Asterisks indicate required items):

1. A complete curriculum vitae* (Candidate)
2. Copies of annual reviews performed in accordance with UNHLU CBA 13.3*
3. Evidence of excellence in Teaching Activities as defined in UNHLU CBA 12.4.1
 - a. 3 – 5 page narrative discussing the following:
 - i. The types of courses they have taught;
 - ii. Their approach to teaching those courses (lecturers, cases, experiential, etc.) and why it is appropriate for the subject matter and section size;
 - iii. Any innovative things they have done with their course;
 - iv. Effectiveness as a teacher based on teaching evaluation data;
 - v. Teaching awards (if any);
 - vi. Other ways they support student learning and development;
 - vii. Any other department, college or university awards or recognition.
 - b. Table of responses from the official teaching evaluations for all classes taught during the five years prior to the date of the application for promotion. *
 - i. Course number and section number
 - ii. Course title
 - iii. Required or elective
 - iv. Enrollment
 - v. Percent Responding
 - vi. Hours worked outside of class (mean and mode)
 - vii. Expected grade
 - viii. Classes Missed
 - ix. Any special designation such as Writing Intensive or Inquiry Attribute
 - x. Average overall instructor effectiveness score
 - d. Table of final grade distributions from all classes taught during the five years prior to the date of the application for promotion. The final grade distributions will be provided by the Dean's office with a two week lead time.*
 - e. Most recent syllabi for each course taught*. Additional syllabi may be included if the candidate desires (e.g., to demonstrate how courses have evolved and improved).

- f. Other evidence of teaching excellence may be included, such as:
 - i. Narrative comments from student evaluations;
 - ii. Written assessments from peer classroom observations;
 - iii. A list of honors and awards for teaching, advising, or mentoring
 - iv. Evidence of course or curricular development;*
 - v. Evidence of pedagogical innovation;
 - vi. Summary supervision of undergraduate projects;
 - vii. A description of formal or informal mentoring;
 - viii. A description of participation in teaching workshops or pedagogical training.
5. Written assessments from classroom observations by the Chair or the Chair's designee.*
6. Evidence of excellence in Professional and Service Activities as defined in UNHLU CBA 12.4.2
 - a. Excellence in Direct Support of Academic Programs and Students as listed in 12.4.3.a*
 - b. Evidence of meeting Paul College Faculty Qualifications requirements which corresponds to UNHLU CBA 12.4.2.b "Staying Current in the Field"*
 - c. Excellence in Support of Colleagues as defined in UNHLU CBA 12.4.2.c*
 - d. Evidence of other contributions to the College's and university's missions and goals.
6. Documentation of any Substantial Administrative Service (SAS) as defined in UNHLU CBA 12.4.3. As SAS are not required of all lecturer faculty, this is not required for the dossier.

V. Promotion Review Calendar

The following is a calendar for the lecturer promotion review process. The dates for the start of department committee reviews and when their letters are due to the Dean may be adjusted earlier by the Dean at the start of each academic year and communicated to all faculty by September 30th. The March 15th deadline for the Dean's decision is set by UNHLU CBA and cannot be adjusted.

December 1	The candidate notifies his or her chair of the desire to be considered for promotion.
January 10	Eligible lecturer faculty wishing to be considered for promotion submit their dossiers to their departments.
February 1	Departments submit recommendations and dossiers to the Dean.
March 15	The Dean makes decisions and communicates them to the promotion Candidates, their department chairs, and the provost.