

Lecturer Promotion Policies & Procedures
College of Engineering and Physical Sciences
February 29, 2016

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 13.4.3.1 et seq. of The Collective Bargaining Agreement with UNHLU (hereafter, CBA). The CEPS Criteria for Promotion of Lecturer Faculty is appended to this document (Appendix A).

II. Schedule

- 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 no later than September 15.
- b. The Lecturer Faculty member being considered for promotion must submit the complete dossier (See section IV.b) to the Department Chair on or before October 15.
- c. The Department Chair must notify the Lecturer Faculty member of the constitution of the promotion committee on or before October 15.
- d. In accord with the CBA, the following time line will be observed:
 - i. The Promotion Committee will submit its recommendation to the Dean by February 1 of the year in which the case is heard. (CBA Section 13.4.4.1)
 - ii. The Dean will inform the candidate and the Provost of his/her decision on the case by March 15. (CBA 13.4.4.2)

III. Promotion Committee Membership

- a. The committee shall have either three or five members.
- b. The Department Chair shall be a member of the committee.
- c. The Department Chair shall consult with the candidate for promotion about the potential committee members prior to the constitution of the committee. The size and membership of the committee is determined by the Chair, and the candidate is notified of the committee size and membership on or before October 15. If the candidate believes that the committee membership is unfair, the candidate may appeal to the Dean before November 1, who will either confirm the membership as proposed by the Chair or require the Chair to modify the membership by November 15.
- d. The Lecturer Faculty CBA specifies that there shall be minimum of one lecturer faculty and one tenure-track faculty on the committee in addition to the Department Chair. If in the judgment of the Department Chair a larger committee is desired, the addition of one

Lecturer faculty member to the committee must be matched with one tenure-track faculty member.

- e. For consideration of a promotion from Lecturer to Senior Lecturer, the Lecturer Faculty representative(s) on the promotion committee must be either Senior Lecturers or Principal Lecturers from the same department as the Lecturer being considered for promotion. The tenure track faculty members on the committee must be at either the Associate or Full Professor rank in the same department. If the department has no Senior or Principal Lecturers, one will be selected by the Dean from a closely-related department. If the department does not have an Associate or Full Professor, one will be selected by the Dean from a closely-related department.
- f. For consideration of a promotion from Senior Lecturer to Principal Lecturer, the Lecturer Faculty representative(s) on the promotion committee must be a Principal Lecturer. The tenure track faculty members on the committee must be at the Full Professor rank. If candidates for service on the committee are not available in the same department as the Lecturer being considered for promotion, representatives will be selected by the Dean from a closely-related department.
- g. If Lecturer Faculty members at the necessary rank are unavailable within the college for constitution of the review committee, the Dean would select a Lecturer Faculty representative of lesser rank from within the college.

IV. Candidate's Responsibilities

- a. A lecturer intending to be considered for promotion to the rank of senior lecturer or principal lecturer during an upcoming academic year shall notify the Department Chair by September 15.
- b. The lecturer shall submit the following evaluation materials in electronic form to the Promotion Committee by October 15.
 - i. A CV, which includes a record of activities.
 - ii. Copies of Annual review letters for the most recent five years (CBA section 13.3) and rebuttal letters, if any (CBA 13.3.4).
 - iii. Evaluations by Students - Numerical Summaries for all courses taught in the most recent five years.
 - iv. Evaluations by Students – copies of all written comments submitted for all courses taught in the most recent five years.
 - v. A narrative (2000 word maximum) that describes the candidate's teaching philosophy, instructional activities, and personal assessment of his/her 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.
 - vi. A narrative (2000 word maximum) that describes the candidate's professional and service activities, along with their personal assessment of his/her 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 faculty member should be included. The description and documentation of any elective professional activities that would reflect well on the university, but are outside the Lecturer Faculty member's assigned workload, should be provided.

- vii. Optional items, to be submitted at the preference of the candidate, are
 - a) Copies of Department Chair, Program Coordinator, or their designee's classroom observation assessments (CBA 13.3.1.2) for the most recent five years
 - b) Copies of peer classroom observation assessments (CBA 13.3.1.3.1) for the most recent five years
- viii. The lecturer promotional process for CEPS 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.

V. Promotion Committee's Responsibilities

- a) The promotion committee will be responsible for soliciting any letters of evaluation from individuals within the university community. If letters from individuals outside the UNH community are sought, the promotion committee will be responsible for soliciting the letters of evaluation. The request for these letters should be written in a neutral fashion, describe 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 and C). Upon request, the solicitation letter will be made available to the candidate.
- b) Each evaluative letter used by the committee must clearly indicate authorship and be used in its entirety.
- c) The Department Chair should notify all tenure-track, lecturer, and research faculty in the candidate's department that letters of evaluation regarding the promotion can be submitted to the Chair of the committee. The request for these letters should be sent prior to November 1, with a December 1 deadline for submission indicated. Electronic submission of these letters is acceptable, although the authenticity of the letter must be confirmed by the sender's email address.
- d) The candidate may submit to the Chair a list of up to five additional individuals (including contact information) from whom letters of evaluation will be solicited. These individuals should be capable of assessing the performance of the Lecturer Faculty in one or more aspects of the candidate's job responsibilities. The nature of the relationship between the Lecturer faculty and those on the candidate's list should be revealed to the Department Chair by the candidate. The list must be provided to the Chair prior to October 15. The request for these letters should be sent prior to November 1, with a December 1 as the deadline for submission to the Chair. Electronic submission of these letters is acceptable, although the authenticity of the letter must be confirmed by the sender's email address.

- e) The Department Chair may solicit letters from Graduate Teaching Assistants or UNH staff members who have worked with the Lecturer Faculty member. The candidate may be consulted with respect to the identity of the Teaching Assistants or staff members most familiar with the candidate's job performance.
- f) The promotion committee may, at its discretion, contact and solicit letters from current and/or former students not identified in section V.d. All contact related to the promotion process with current graduate or undergraduate students must be performed by the Department Chair. Under no circumstances should the candidate contact graduate or undergraduate students regarding the submission or the content of evaluation letters.
- g) If an unsolicited letter is received, the author must be contacted and asked whether the letter may be seen by the candidate. If the author agrees, the candidate is entitled to submit a written comment on the contents of the letter. If the author does not agree to a review of the letter by the candidate, the letter may not be included in the review.
- h) Solicited letters that are submitted through the candidate are not accepted.
- i) All letters of evaluation are to be kept confidential to the extent that the law allows.

V. Recommendation to the Dean

- a) The promotion committee shall vote whether to recommend promotion.
- b) The results of the vote will be communicated to the candidate 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.
- c) The candidate may request that a summary of the confidential materials be prepared by the Department Chair or by a member of the faculty acceptable to both the Dean and the candidate. The summary must include the names of all individuals whose evaluative materials are in the file, but the summary shall not attribute evaluative statements by name. Candidates are entitled to submit a rebuttal to any of the evaluative material communicated in the summary. 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 committee's subsequent deliberations. The committee will consider the revised dossier and determine whether a revised recommendation is warranted.
- d) 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 or against promotion. All committee members will sign the recommendation letter. Committee members in the minority position on the vote may include an addendum to the committee's recommendation, explaining their position.
- e) The recommendation letter, along with the case file that includes all material provided by the candidate and all evaluative letters received by the promotion committee, must be provided to the Dean by February 1.

VI. Dean's Responsibilities

- a) Promotion will be granted by the Dean of the college based on the recommendation of the promotion committee and the judgment of the Dean. (CBA 13.4.1.1)
- b) After making a decision on the candidate's promotion, the Dean shall:
 - i. Write a letter summarizing his/her assessment.
 - ii. Notify the lecturer, department chair and Provost in writing of the final decision.
- 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 prior to reconsideration.
- d) A negative decision by the Dean does not prejudice the candidate for future promotion consideration.
- e) 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 13.4.5).

VII. Savings Clause

- a) If any part of this policy document are 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 Engineering and Physical Sciences 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 CEPS' criteria and processes rests with the Dean.

Appendix A

Criteria for Promotion of Lecturer Faculty

College of Engineering and Physical Sciences

General Criteria for Promotion of Lecturer Faculty

Professional performance is the overarching criterion that will be used to determine promotional advancement. Since all Lecturer Faculty assignments are unique, evaluations and promotions must be based on the range of duties associated with each individual's appointment. In accordance with the contract, 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 progression is illustrated.

Promotion to Senior Lecturer in a seven-year time period is expected to be the norm for Lecturers who are demonstrating excellence and effectiveness in instructional venues and engaged in service activities. 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.

An investment of time and effort in continual improvement is expected of all faculty members. 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 directed toward continual improvement.

As 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.

Annual reports provide a venue for documentation of efforts invested in professional development, instructional success, and service activities. In addition to cataloging such activities, the annual report narrative should highlight specific activities that illustrate professional growth.

Lecturer Faculty are expected to pursue their professional agendas within the context of department and college objectives. Assignments of Lecturer Faculty responsibilities will vary, even within departments; therefore, an inflexible standard formula for weighting instructional and service contributions relative to each other would be alien to the spirit of promotional recommendations. 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 Lecturer Faculty who possess substantial previous experience in instructional activities. Evidence that instructional excellence and effectiveness are commensurate with the higher rank would be expected. In

addition, 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 excellence and effectiveness in teaching and in the facilitation of student learning. Activities and evaluations should support the assessment of excellence and effectiveness. A combination of achievement and growth should be demonstrated in all areas of assigned responsibility, including service, and the potential for 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 excellence and effectiveness in teaching. A successful candidate for promotion to Principal Lecturer will have demonstrated sustained teaching effectiveness and excellence as viewed through the same metrics used for promotion to Senior Lecturer. A commitment to continual improvement should be demonstrated.

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 and 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; 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. As you may know, decisions about promotion are among the most significant in the life of a university and its faculty.

During your education at UNH, **[insert candidate's name]** was an instructor in one or more of your courses. In order to give his/her candidacy the fullest consideration, we would appreciate your comments about the candidate's 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 his/her effectiveness in these capacities.

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 materials for review by the College Promotion Committee. If the candidate initiates a legal challenge, then it is possible that your evaluation will be made available to the candidate and this person's 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,

Appendix C

Sample Letter: Evaluation of Service; 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 his/her service. Because the candidate has listed you as someone who worked with him/her on a committee or project, I am writing to ask if you would send a letter addressing his/her work on the **{Insert name of Committee}**.

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 or not he/she deserves promotion. Under normal circumstances, your evaluation will not be shared with the candidate. Your letter will be forwarded as part of the candidate's materials for review by the college promotion committee. If the candidate initiates a legal challenge, then it is possible that your evaluation will be made available to the candidate and this person's 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,