

Guidelines for promotion to senior lecturer, 2009-2010 academic year

Departments may recommend for such promotions only those who are distinguished teachers and who make important contributions to their departments or to the college through service or co-curricular activities. A Lecturer must serve six years of full-time teaching (or the part-time equivalent of six years of full-time teaching) at Union College before being recommended for promotion. The Senior Lecturer rank is associated with demonstrated teaching excellence and commitment to departmental and college service. Department chairs nominate lecturers for promotion and submit supporting materials, including evidence of teaching and service excellence, to the Faculty Review Board, which can make a recommendation of promotion to the Dean of the Faculty.

PROCEDURES FOR PROMOTION TO SENIOR LECTURER

Faculty to be eligible for promotion to senior lecturer must normally have taught for the equivalent of six years full-time, in a capacity other than an adjunct professor, and must currently hold an appointment as lecturer.

Recommendations for promotion to senior lecturer shall originate with the Dean of the Faculty, the Dean of Academic Departments, the Chair of the Faculty Review Board, the Chair of the Department, or the faculty member himself or herself. The FRB itself may determine through its triennial review that consideration for promotion is appropriate. In submitting this recommendation, the factors that prompt the request should be listed. The Dean of the Faculty and the Chair of the FRB shall review annually the list of lecturers for the purpose of selecting candidates for promotion.

In reviewing a recommendation for promotion to senior lecturer, the College considers primarily teaching ability and service to the faculty member's department and to the College, including any co-curricular duties specified in the candidate's appointment letter.

If a candidate has been nominated for consideration and wishes to proceed, he/she should provide the Department Chair with a portfolio containing the following information:

- A current curriculum vitae
- Copies of any triennial reviews
- A teaching and service statement
- Any relevant materials to support teaching the candidate wishes to provide
- Any materials in support of service activities, including co-curricular activities

After reviewing the portfolio, the Chair and the tenure-track professors of the faculty member's department will send the portfolio and an accompanying recommendation to the FRB as to whether or not it should consider the candidate for promotion at this time. The FRB will then determine whether or not to recommend to the Dean of the Faculty that the candidate be promoted at this time. If the FRB chooses not to recommend the candidate to the Dean of the Faculty for promotion at this time, then the FRB will write a letter to the Dean of the Faculty with an explanation of the decision. The Dean of the Faculty or his/her designee will meet with the candidate to discuss the letter.

In the case of a decision by the FRB to recommend promotion that is not accepted by the Dean of the Faculty, the Dean of the Faculty will write a letter of explanation and meet to discuss the decision with the candidate.

1. In early October, the FRB Chair should send out an email to all faculty requesting nominations for promotion to senior lecturer. Nominations may come from the Dean of the Faculty, the Dean of Academic Departments, the Chair of the Faculty Review Board, the Chair of the Department, or the faculty member himself or herself.
2. By November 1st, the FRB Chair should make a list of all those nominated and confirm that each candidate wishes to proceed with the review. If a candidate agrees, the FRB chair should inform the department chair that she/he and the tenure-track professors of the faculty member's department should review the candidate's portfolio. If a decision is made by the department to recommend the candidate for promotion, the department chair should write a letter of recommendation to the FRB which is signed by all of the tenure-track members of the department, indicating whether they support or do not support the promotion.
3. The candidate should submit a portfolio of materials to the committee by the end of the fall term. The portfolio should include:
 - A current curriculum vitae
 - Copies of any triennial reviews
 - A teaching and service statement
 - Any relevant materials to support teaching the candidate wishes to provide
 - Any materials in support of service activities, including co-curricular activities
4. The Department Chair should provide information about the last three years of the candidate's teaching to the portfolio, the end of term numerical summaries of student course evaluations and sample student comments, which should be added to the portfolio. Reasonable access to the portfolio should be provided to all tenure-track members of the department in advance of the meeting to review the portfolio. After reviewing the portfolio, the Chair and the tenure-track members of the department will send the portfolio and an accompanying recommendation to the FRB as to whether or not it should consider the candidate for promotion at this time. Comments from colleagues should be summarized, with names removed.
5. The FRB will meet in the winter term to review the portfolio and make a recommendation either for promotion or for not proceeding further at this time.

Timing issues:

Promotion procedures that extend beyond the academic year occasionally occur. It is important for the current chair of the FRB to give a written account of the status of each pending promotion to the next chair of the FRB, and that the portfolio materials remain available for the new members of the FRB.

October 2009