

Guidelines for Promotion to Senior Lecturer, 2017-18

These guidelines are governed first by the revised language of the Faculty Manual, Section II (approved by faculty in June 2016), reproduced verbatim below, and second by the determination of a workable timetable by the Faculty Review Board (FRB).

Faculty Manual Language Section II-II-A-5-c Senior Lecturer:

Promotion to the rank of Senior Lecturer requires demonstrated excellence in teaching, including co-curricular activities, and significant accomplishment in departmental and college service. The teaching and service criteria that are considered for promotion to the rank of Professor apply (see section II.I.A.4). A Lecturer must normally complete the equivalent of six years of full-time faculty appointments, not including adjunct and “overload” appointments, at Union College to be eligible for promotion, of which at least three years must be at the rank of lecturer (the promotion review can take place in the sixth year). In exceptional cases, a Lecturer may recommend himself or herself for promotion to the rank of Senior Lecturer with no minimum number of years of service, under the following conditions: 1) The candidate addresses in the teaching and service statement how achievements in each of these categories fulfill the promotion criteria relative to the normal requirement of a minimum of five years in the rank of Lecturer before standing for promotion review; 2) The Department report must similarly address fulfillment of the promotion standards relative to the normal requirement of a minimum of five years in the rank of Lecturer before standing for promotion review.

Faculty Manual Language Section II-II-C Procedures for Promotion to Senior Lecturer:

Nominations for promotion to senior lecturer shall originate with the Dean of the Faculty, the Dean of Academic Departments and Programs, 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.

The Dean of the Faculty and the Chair of the FRB shall meet annually to ensure that relevant department chairs and program directors are accurately informed of which lecturers are eligible for promotion review.

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, in accordance with the criteria for promotion: demonstrated teaching excellence and commitment to departmental and college service, as described in the definition of the rank of Senior Lecturer above (Section II.I.A.5c). 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.

Deadlines set by the FRB:

The FRB has chosen to establish a schedule of deadlines that facilitate completion of promotion reviews by the end of the academic year.

- **Nominations: End of Week 1 to the Chair of the FRB (Sept 13th 2017)**
- **Materials Compiled by Candidate: End of Week 3 to the Department Chair (Sept 27th 2017)**
- **Recommendation/Report: End of Week 8 (Nov 1st 2017) to the Department Course Evaluation Nexus Site (with notification to Karen Crosby (crosbyk@union.edu or x6530) when the portfolio is complete and ready for the FRB to review).**

Detailed Procedural Steps

1. At the beginning of August, the Dean of Academic Departments and Programs will send a list of Lecturers eligible for promotion to Senior Lecturer to each department chair. Nominations for promotion may come from the Dean of the Faculty, the Dean of Academic Departments and Programs, the Chair of the Faculty Review Board, the Chair of the Department, or the faculty member himself or herself. Nominations may be made by sending a brief email to the **Chair of the FRB. Nominations must be received by the end of Week 1 of the Fall Term.** The entire faculty will receive an e-mail with a link to the current deadlines and a review of the promotion criteria and process.
2. As nominations arrive, the chair of the FRB will confirm that each nominee wishes to proceed with a review. **The candidate should then compile the materials specified by the Faculty Manual (see above) and share the portfolio with the Department Chair by the end of Week 3 of the Fall term.**
3. The Department Chair should compile information about the last three years of the candidate's teaching, including the end-of-term numerical summaries of student course evaluations and sample student comments. Please use the table template posted on the Forms and Policies page for summarizing course evaluation data. This information should be added to the portfolio and shared with the tenure-track members of the Department for review, prior to a meeting among the tenure-track faculty to discuss the materials. The Department's evaluation should be summarized in a letter written to the FRB. The FRB would normally expect the recommendation letter to include about 2 single-spaced pages of text and to make explicit reference to the standards for promotion and to clearly state the recommendations of the chair and professors, including any significant diversity of opinion (without identifying names). The letter should be signed by all of the tenure-track members of the department (except those currently serving on the FRB) indicating whether they support (or do not support) the promotion. **The review should be completed by the end of Week 8 of the Fall term.**

4. All materials for the review (the candidate's portfolio, the course evaluation data, the department recommendation, and the signed letter) should be uploaded to the appropriate folder in the department's Nexus site for course evaluations. Please notify Karen Crosby (crosbyk@union.edu or x6530) when the portfolio is complete and ready for the FRB to review.

5. The FRB will review the portfolio and make a recommendation to the Dean of the Faculty for or against promotion at this time.

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