Rank of Senior Lecturer

Rationale: The rank of Senior Lecturer is created to provide an opportunity for promotion for persons holding the rank of lecturer.

Terms of Appointment: At the beginning of the sixth year of appointment as a lecturer (i.e., appointment at other ranks does not count toward this requirement), a lecturer may apply for promotion to the rank of Senior Lecturer. The procedure for applying for promotion to senior lecturer shall be the same as for a tenure-track faculty member applying for promotion. All faculty are required to express their intent to apply for promotion, in writing, to their Dean, the Provost, and the President by the established timeline.

The lecturer will create a portfolio within the college's current online management system detailing his/her accomplishments in the standard areas of evaluation, with the exception that any scholarly activity, while not expected (please reference the attached Lecturer Track Rank Matrix), will be considered as additional evidence in the area of professional development. The portfolio will be considered, in turn, by the peer review committee, department chair, dean, provost, and president. As is the case for tenure-track promotions, the candidate may submit additional information at any step of the procedure and may appeal any negative recommendation to the Continuing Appointment Appeals Committee, a standing committee of the College Assembly, up to and including the provost level. The president's recommendation is final. A salary increase of $2000 to base will accompany promotion to Senior Lecturer.

Reappointment Process – Rank of Senior Lecturer:
A three-year contract may be given as long as merited by evaluations and while the need for the position continues. Once promoted to the rank of Senior Lecturer, a Senior Lecturer Faculty Information Summary Form will be completed, detailing accomplishments in the standard areas of evaluation, with the exception that any scholarly activity, while not expected, will be considered as evidence in the area of professional development. The summary form will be considered, in turn, by the department chair, dean, provost, and president. Evaluations will be done by expedited review. *

***Expedited Review Process:**

* Provost's Office notifies the Deans' Offices of Senior Lecturers up for review.
* Senior Lecturer will be reviewed on the 4 criteria for Lecturers:
    1. Mastery of Subject Matter
    2. Effectiveness in Teaching
    3. University Service
    4. Continuing Growth
    5. Scholarship (not required, but welcome)
* Senior Lecturer submits Senior Lecturer Faculty Information Summary Form, which will include a summary of their work for the last three years since their last appointment, to their Department Chair by February 15th.
* The Department Chair makes any comments and recommendations on the Senior Lecturer Faculty Information Summary Form and submits to the Dean by March 1st.
* The Dean makes any comments and recommendations on the Senior Lecturer Faculty Information Summary Form and submits to the Vice President for Academic Affairs by April 1st.
* The Vice President for Academic Affairs prepares a short memo and submits to the President by June 15th.

* Student Course Comments will also be reviewed by the Chair and Dean.
* Senior Lecturers may include any additional information they wish in their Summary Faculty Information Form, but no formal portfolio will need to be submitted. ***Note:*** *Additional materials may be requested by the Chair and/or Dean if needed.*
* If all criteria are sufficiently met, the Dean's Office will prepare a C2 for the next term per usual.

Senior Lecturer is a **non-tenure track position.** Nonetheless, Senior Lecturers will be the last to be eliminated of non-tenure track faculty in the event of a reduction in teaching force within their program. A Senior Lecturer wishing to obtain a tenure-track position will need to apply for such position if one becomes available to be considered through the open search process.

Lecturer Track Rank Matrix

Mastery of Subject Material	**Assistant Lecturer** *For reappointed within rank*	**Lecturer** *To be promoted to or for reappointment within rank*	**Senior Lecturer** *To be promoted to or for reappointment within rank*
Acceptable **	(Acceptable Discipline-Specific Credentials) *	(Acceptable Discipline-Specific Credentials) *	(Acceptable Discipline-Specific Credentials) *
Preferred **	(Preferred Discipline-Specific Credentials) *	(Preferred Discipline-Specific Credentials) *	(Preferred Discipline-Specific Credentials) *

Scholarship	**Assistant Lecturer** *For reappointed within the rank*	**Lecturer** *To be promoted to or for reappointment within rank*	**Senior Lecturer** *To be promoted to or for reappointment within rank*
This category is not required for the Lecturer track	Lecturers are welcome to participate, but are not required to	Lecturers are welcome to participate, but are not required to	Lecturers are welcome to participate, but are not required to

Effectiveness in Teaching	**Assistant Lecturer** *For reappointed within rank*	**Lecturer** *To be promoted to or reappointment within rank*	**Senior Lecturer** *To be promoted to or reappointment within rank*
Demonstrate improvements made in course structure, teaching strategies or methodologies based on course assessments, peer observation, student evaluation or feedback and/or peer feedback on online course review process with the OSCQR or evidence of 'closing the loop'	**Required**	**Required**	**Required**
Student Evaluations: must include all qualitative (free form questions and responses) and quantitative evaluations for all classes	**Required**	**Required**	**Required**
Statement of Teaching Reflection/Philosophy	**Required**	**Required**	**Required**
Demonstrate compliance with all course assessment requirements	**Required**	**Required**	**Required**
Demonstrate effectiveness in course development and/or program development	**Supplemental Addition**	**Supplemental Addition**	**Required**
Demonstrate applicable expertise in core discipline and/or evidence in teaching and other academic activities	**Supplemental Addition**	**Supplemental Addition**	**Supplemental Addition**
Classroom/Laboratory Observation: must have one observation report per academic year from one of the college designated teaching observers. Peer feedback/observation from colleague (can be outside of department)	**Supplemental Addition**	**Supplemental Addition**	**Supplemental Addition**
Peer mentoring	**Supplemental Addition**	**Supplemental Addition**	**Supplemental Addition**
Awards, Letters, Commendations	**Supplemental Addition**	**Supplemental Addition**	**Supplemental Addition**
Evidence of applied learning (Ex: faculty supervised project, capstone, presentations, exhibitions, simulations, student feedback, etc.)	**Supplemental Addition**	**Supplemental Addition**	**Supplemental Addition**

Effectiveness of University Service* **Examples of Acceptable Activities for University Service ******	**Assistant Lecturer** *For reappointment within rank*	**Lecturer** *To be promoted to or reappointed within rank*	**Senior Lecturer** *To be promoted to or reappointment within rank*
1. Governance work 2. Club advising 3. Student advising 4. Accreditation reports 5. Peer review 6. Search committees 7. Union Chapter Leadership 8. Community, Public and/or Professional Service 9. Program development 10. Recruitment Activities (ex: open house and admitted student days) 11. Public relations activities 12. Web site updates 13. IAB, FAR, FAM 14. Other – as approved by the department (Note – these would not be acceptable as required items: 1. Student independent study 2. Membership in professional organizations	Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)	Demonstrates active service at the program and/or department levels Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)	Demonstrates leadership in service at the program and/or department, school, university, and/or community levels Include a description of role and/or duties as it relates to university service (examples that can be included: letter from committee chair, artifacts of work on committee, attendance at meetings)

Continuing Growth **Examples of Acceptable Activities for Continuing Growth ******	**Assistant Lecturer** *For reappointment within rank*	**Lecturer** *To be promoted to or reappointed within rank*	**Senior Lecturer** *To be promoted to or reappointment within rank*
1. Take classes 2. Activities to obtain degree 3. Activities to obtain/maintain professional licensure 4. New technology training 5. Certifications 6. Professional society involvement 7. Attendance at conferences 8. Additional activities	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member	Provide summary of how portfolio in total, career goals, and other activities not outlined in portfolio, demonstrates continual professional growth as a faculty member

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***** All earned degrees must be from a **regionally accredited institution**. International degrees will be evaluated on a case-by-case basis.

****** All individual letters of initial appointment shall govern and supersede the acceptable/preferred credentials where the initial letter of appointment and the credential under Master of Subject Matter columns are in conflict. The Mastery of Subject Materials columns presents "acceptable" and "preferred" qualifications. Candidates may fit into one column or the other depending on the program and classes to which they were hired to teach and the industry which they represent.

******* In consultation with and approved by the school Dean, University service is required for individuals with a 4:4 load. In consultation with and approved by the school Dean, University service is supplemental, but not required for individuals with a 5:5 load.

******** An accompanying table is provided that contains activities that would be considered acceptable in the different evaluation criteria categories. This table does not contain a fully comprehensive list of activities. A faculty member may have another type of activity that would be considered acceptable. As faculty move through the ranks we would expect that the degree of activity and significance of activity increases.

******Table of Examples of Acceptable Activities for Scholarship, University Service, and Continuing Growth**

Scholarship	Effectiveness of University Service	Continuing Growth
1. Publications in your field (books, journals, trade magazines, technical manuals, etc.) 2. Professional presentations at conferences, workshops, seminars, etc. 3. Application for and/or receipt of external grants that contribute to the college and/or program of research 4. Perform research / designs / developments / obtain or submit for patents 5. Engage students in projects/research that lead to a thesis and/or presentation 6. Teach professional classes/seminars/webinars 7. Peer-reviewed contributions to pedagogy (teaching) including lab manuals, OER textbook design, workbooks, video production, etc. 8. Peer review of journal articles, conference submissions, textbook chapters, book proposals, monograph, etc. 9. Collaborative work with industrial partner on project 10. Professional review (accreditation reports, program evaluations, conference submission panel, etc.) 11. Terminal degree – published dissertation or thesis 12. Other	1. Governance work 2. Club advising 3. Student advising 4. Accreditation reports 5. Assessment 6. Peer review 7. Search committees 8. Union Chapter Leadership 9. Community and/or Public Service 10. Program development 11. Recruitment Activities (ex: open house and admitted student days) 12. Department Chair/Program Director 13. Public relations activities 14. Web site updates 15. IAB, FAR, FAM 16. Other – as approved by the department	1. Take classes 2. Activities to obtain degree 3. Activities to obtain/maintain professional licensure 4. New technology training 5. Certifications 6. Professional society involvement 7. Attendance at conferences 8. Additional activities